



DUC Policy and Procedures for Working with Children

Revised - 2008

Approved by the Conservation Programs Committee
of the Board of Directors of
Ducks Unlimited Canada – May 24, 2008

Replaces *DUC Policy For Working With Children* approved by the Conservation Programs Committee of the Board of Directors of Ducks Unlimited Canada, June 17, 2006.



DUC POLICY AND PROCEDURES FOR WORKING WITH CHILDREN

Revised, 2008

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INTRODUCTION

This policy replaces the **DUC Policy for Working with Children**, adopted by the Conservation Programs Committee of the Board of Directors of Ducks Unlimited Canada (DUC) on June 17, 2006. This policy must be strictly adhered to and followed by volunteers, staff, contractors, members and others working with children (youth) under eighteen (18) years of age through the Greenwing and Project Webfoot programs, or through other DUC events or activities involving minor children.

Sufficient adult supervision is required for all youth activities and the group conducting the activity is responsible for ensuring that sufficient adult supervision is provided. As used in this Policy “adult” shall mean a person eighteen (18) years or older.

Individuals working with DUC partners or taking part in school-sanctioned activities are expected to be properly screened through these organizations and are not required to be screened by DUC.

DUC will take all reasonable steps to ensure the safety of children, volunteers, contractors, staff and members of the public in the pursuit of its educational mandate, through the implementation of these policies. The Directors of Regional Operations for DUC are responsible for having these policies followed in their regions.

Principles Governing All Activities Where Youth Are Present

All functions of DUC, including Greenwing and Project Webfoot activities or other activities involving children, shall be conducted in such a way as to uphold the integrity, high standards and traditions of Ducks Unlimited Canada. Adults are deliverers of the program and youth are entitled to the benefits and protection of a safe, quality program. DUC has a Zero Tolerance Policy with respect to abuse as detailed in this policy and the accompanying [Code of Conduct](#).

The following principles will be upheld in the delivery of DUC’s youth activities:

- 1.1. All activities shall be conducted safely, in good taste, in accordance with generally recognized and accepted standards of the community and shall contain nothing to unreasonably offend participants or guests.
- 1.2. The correct relationship between an adult and a youth participant is that of the adult being an instructor, guide, dispassionate friend and protector in a position of integrity, trust and maturity.
- 1.3. It is the duty of care of adult leaders to provide an environment in which young people feel valued and secure from physical and emotional harm. In adventurous activities, this duty is exercised through sensible risk management and a respectful, caring, empathetic and friendly relationship. In the recruitment and selection of adult leaders, their personal standards, character and ability to develop this relationship is most important.
- 1.4. All youth participants and volunteers shall be treated with respect, patience, integrity, courtesy, dignity, consideration and in a safe and reasonable manner.
- 1.5. DUC follows a policy of inclusion, non-harassment and respect for all. All individuals representing DUC should be aware of this and act accordingly.
- 1.6. Volunteers will do their best to integrate all children, including those with disabilities or special needs, into event activities so that all participants find them enjoyable and educational. However, children with special needs should not be conspicuously singled out.
- 1.7. No adult is permitted to be in a one-on-one situation with a child, other than their own, outside of the view of DUC adult volunteers and/or participating youth, including in any DUC volunteer provided transportation.

- 1.8. Any person who has a current pending charge of or has been convicted of either sexual or physical abuse or domestic violence or is a registered sex offender is not permitted to serve in any capacity at any DUC event involving youth.

2. Screening Policy

General

- 2.1. Volunteers and staff working with children on DUC's behalf, regardless of their position, will be screened in a manner appropriate to the kinds of activities in which they will be involved, according to the Screening Protocol (see Section 3).
- 2.2. Screening measures will respect the human rights of applicants and all information will be confidential.
- 2.3. The cost for volunteers and staff to provide the various forms of checks described in this policy will be reimbursed by DUC.
- 2.4. All volunteers and third parties proposing to be involved in Greenwing, Project Webfoot or other youth activities shall read this *DUC Policy and Procedures for Working with Children*, sign the *Code of Conduct* pages below and return these to the designated DUC staff person in their jurisdiction before participating in any such activity.
- 2.5. All screening measures will be communicated to DUC volunteers and staff.
- 2.6. Current screening measures may be modified and additional measures developed as required.

Screening of DUC Staff

- 2.7. For screening purposes, non-education DUC staff will be considered volunteers and their application and related documents will be forwarded directly to the Director of Education and will be handled at all times as confidential, personnel records.
- 2.8. All staff employed by DUC for the development and delivery of education programs must provide a current police records check for working with vulnerable persons and, in provinces where this is available (eg. Manitoba), a Child Abuse Registry check. In lieu of this, if the person has received comparable working with children certification from such national organizations as Scouts Canada, Guides Canada, Hockey Canada, etc., a copy of their current official certificate can be provided or they may be required to grant permission to allow DUC to verify proper certification. This information will be forwarded directly to the Director of Education and will be handled at all times as confidential, personnel records.

Reviewing of Applications, Reference Checks and Record Storage

- 2.9. The DUC provincial Education Specialist or their equivalent for each jurisdiction will be responsible for reviewing volunteer applications and references of individuals proposing to work with children on DUC's behalf. References will be checked by the designated DUC staff person in each jurisdiction by telephone using the standardized questionnaire provided. If questions arise with regard to this review of applications and references, the provincial staff person should consult with the Director of Education.
- 2.10. The reviewer will sign-off on the questionnaire and forward it, along with the application, references and related paperwork to the Director of Education.
- 2.11. The Director of Education will forward a signed letter to the applicant informing them of the outcome of their application, and as appropriate, copied to the committee chair for the specific DUC education event.

- 2.12. All applications and references are confidential and they will be handled in this manner.
- 2.13. All finalized applications will then be filed in a secure location by the national education Administrative Assistant.

Renewal

- 2.14. All previously accredited volunteers must renew their applications as outlined above every five (5) years or sooner as deemed necessary by DUC staff.

3. Kinds of Activities and Related Screening Procedures

Youth activities will be designated as **Low Risk**, **Medium Risk** or **High Risk** according to the definitions below.

3.1. Definition and Examples of Low Risk Activities:

Low risk activities are those that meet both of the following criteria:

- Direct volunteer contact with children is minimal or contact occurs in a setting during the day where there are other adults present (parents, teachers or other volunteers) at all times (e.g. “typical” Greenwing day or school field trip).
- Where volunteers are not responsible for transporting children to, from, or during a DUC event.
- Examples of Low Risk positions include most tasks associated with the organization and delivery of a “typical” one-day Greenwing event or class field trip. This includes members of Greenwing committees, food preparation people, maintenance help and guest speakers, as deemed appropriate by the event chair or DUC staff member responsible for the event.

3.2. Screening Procedure for Volunteers Participating in Low Risk Activities:

- 3.2.1. Volunteers designated as participating in “Low Risk” activities will be required to complete and submit a confidential [application form \(Appendix 1\)](#). On this form they will be required to provide two reputable character references of their choice that are not related to them, and who will be contacted by phone by DUC staff. Unlike “Medium Risk” or “High Risk” activities, [written references \(Appendix 2\)](#) will not be required.
- 3.2.2. Volunteers will submit their applications to the designated DUC staff person in their jurisdiction. References will be contacted by telephone. Applications will be forwarded to the Director of Education after being reviewed by the designated staff.
- 3.2.3. All applications are confidential and, after being reviewed, they will be filed in a secure location by the national education Administrative Assistant.

3.3. Definition and Examples of Medium Risk Activities:

Medium risk activities are those that meet any one of the following criteria:

- The person is in the company of children for one or more overnights. For example, as part of a Greenwing or other event (e.g. camps, Wetland Centre of Excellence conference, etc).
- The person is responsible for transporting children, other than their own, to or from a location for a Greenwing or other DUC event.
- The person develops an ongoing, and/or supportive relationship with an individual or group of Greenwings or students (e.g. as a mentor, club coordinator or work experience advisor) but is not alone with any child.

- Examples of Medium Risk activities are chaperones and event organizers at overnight camps, provincial camps, workshops and the Great Greenwing Adventure. It would also include volunteers or staff that have established Greenwing clubs or Wetland Centres of Excellence programs with school groups that meet on a regular basis.

3.4. Screening Procedure for Volunteers Participating in Medium Risk Activities:

3.4.1. Volunteers participating in “Medium Risk” activities will be required to:

- Complete and submit a confidential [application form \(Appendix 1\)](#).
- Arrange for [reference forms \(Appendix 2\)](#) to be completed independently by two reputable character references of their choice who are not related to them, and ask that these be forwarded by mail directly by the reference to the designated DUC staff contact in their jurisdiction
- Provide a current police records check for working with vulnerable persons and/or, in provinces where this is available (eg. Manitoba), a Child Abuse Registry check. In lieu of this, if the applicant has received comparable working with children certification from such national organizations as Scouts Canada, Guides Canada, Hockey Canada, etc. where a police and/or child abuse check is required, a copy of their official certificate can be provided.

3.4.2. Volunteer applications and references will be reviewed and checked by the designated DUC staff person in each jurisdiction. They will then be forwarded to the Director of Education.

3.4.3. All applications and references are confidential and they will be filed in a secure location by the national education Administrative Assistant.

3.4.4. **IMPORTANT:** In addition to this approval, if the person is required to transport children to, from or during an event, the driver must be at least 18 years of age and be deemed by the event chair or DUC staff member responsible on site for the event, to be a responsible driver. The volunteer must possess a current, valid and full driver’s license.

3.5. Definition and Examples of High Risk Activities:

High Risk activities are those where volunteers or DUC staff are directly involved in any activity where firearms are being used with young people. Such events could include day-long or multiple day programs, mentored Waterfowling Heritage events, hunter safety training, etc.

3.6. Screening Procedure for Volunteers Participating in High Risk Activities Involving Firearms:

3.6.1. All volunteers and staff directly involved in the handling of firearms must be cleared as outlined for Medium Risk activities (see Section 3.4.1)

3.6.2. and they must provide a photocopy of their current Possession and Acquisition License (PAL) or Possession Only License (POL)

3.6.3. Volunteers and staff conducting a Mentored Waterfowl hunt program must provide:

- a copy of their current provincial hunting license and migratory bird stamp
- a Letter of Clearance from the provincial/territorial Violator Data Base for their jurisdiction showing that they do not have a current record of wildlife violations

3.6.4. Volunteer applications, references and supporting required documentation will be reviewed and checked by the designated DUC staff person in each jurisdiction. They will then be forwarded to the Director of Education.

3.6.5. All applications and references are confidential and they will be filed in a secure location by the national education Administrative Assistant.

3.7. Changing from Low to Medium or High Risk Activities:

3.7.1. Individuals who wish to move from involvement in Low Risk activities to Medium or High Risk activities will be required to provide two written references and undertake the screening process outlined in 3.4.1 or 3.6, respectively.

3.7.2. The Director of Education will review staff with regard to any change in status, in consultation with the National Education Coordinator.

4. Health & Safety Policy for DUC Programs Involving Children

- 4.1. Volunteers and staff will be informed of the following Health and Safety policies governing Greenwing events, Project Webfoot events or other DUC programs involving children.
- 4.2. All staff, volunteers, contractors or other individuals conducting field trips or related events involving children must be familiar with the safety policies and procedures for the specific site(s) that they will be visiting.
- 4.3. For liability insurance reasons, volunteers working at DUC-sanctioned events must be approved through the screening process outlined in this policy, and their names and addresses must be entered on a list of approved event participants. A copy of this list must be held by the lead volunteer prior to the event taking place and submitted to the designated DUC staff person in each jurisdiction.

Consent Forms – Requirements and Record Keeping

For non-school activities (Greenwing events, mentored hunts, etc)

- 4.4. A completed and signed [consent form](#) must be provided for all children attending youth activities where parents are not present and participating with their child. This form should include the provision of medical insurance numbers and itemization of any allergies.
- 4.5. These forms will be filed with the designated staff person in each jurisdiction and kept on file for one year.
- 4.6. Media and photo release consent forms associated with photos taken at an event will be kept on file indefinitely as needed for communications purposes.

For school-related events (Project Webfoot field trips, etc.)

- 4.7. Teachers are responsible for having the appropriate signed parental consent forms and photo/media release forms for their students taking part in DUC field trips and other activities.

Note: Responsibility for obtaining and maintaining these forms rests with the school and follows their policy. If photos (including videos, etc.) are to be taken during the event by DUC or its partners, DUC requires a letter from the school stating that these releases are on their files and granting permission for DUC to take photos.

Supervision and Event Management

4.8. One person should be responsible for overseeing all Health & Safety issues for every event. This includes responsibility for, but not limited to, the following:

- Ensuring that the proper safety, care and instruction is provided to children and volunteers during any DUC-sanctioned event.
- Ensuring that their event is properly registered with DUC, that participants have signed the appropriate consent forms and that a final report, including any financial reports, is returned to DUC. (see [Appendix](#) and GW Event Planning Manual)
- Ensuring that all volunteers are properly registered for working with children as outlined in DUC's policy.
- Assuming responsibility for asking any individual not conforming with DUC's [Code of Conduct](#) to leave the event. Should an individual be asked to leave an event, the event supervisor must inform the director of education or their DUC contact to allow for any necessary follow-up.
- Planning for all health and safety requirements specific to each activity on site, so as to minimize risk.
- Attending to the safety and training of all volunteers and children involved (eg. ability to identify poison ivy; awareness of risks from heat, cold, high winds and other weather conditions, etc.).
- Making decisions relating to weather and other factors that may affect the delivery or cancellation of the program, and the safety of the participants.
- Being aware of the number of children attending each activity at an event to avoid having children becoming lost or left behind.
- Ensuring that any incidents ([as described in 4.25](#)) are properly handled and reported.

4.9. Each field trip site should have a health and safety plan and established procedures that include:

- Rescue equipment appropriate to the site and activity (for example a throw line or reach pole for activities near water) available and maintained in good order.
- Communications device (cell phone, two-way radio) or other planned method for communicating in case of an emergency, available and maintained in good order. In remote locations it is important to plan for alternative emergency communications.
- A first aid kit and emergency source of water for use in cases of heat related stress or injury.
- List of current, local emergency phone numbers as well as directions to the nearest local emergency care.
- A plan on how the group will proceed and communicate in the case of an injury, lost child or other emergency. This to include procedures to follow for exposure to either heat or cold, allergies (eg. stings, poison ivy, food, etc.), and minor injuries (eg. twisted ankles, minor cuts and scrapes). First aid should only be administered by a trained, certified individual after securing permission of the parent, teacher and child. If the subject is unconscious, it is standard practice to presume that permission is granted.

4.10. All activities must be supervised by a responsible adult.

4.11. We strongly recommend that children will follow the "buddy system" during sponsored activities. Each participant should be assigned a buddy and children should be in the company of their buddy at all times.

Overnight Events

- 4.12. When overnight accommodations are used children should be paired up or grouped with children of a similar gender and age group and accommodated separately.
- 4.13. If participants are both male and female, at least one adult male and one adult female chaperone must be present.
- 4.14. Chaperones should sleep in separate or nearby rooms although an exception can be made in the case where the parties are parent (or legal guardian) and child.

Respect of Privacy

- 4.15. Adults must respect the privacy of youth participants in situations such as changing clothes and use of washroom or shower facilities and shall intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Appropriate Behaviour

- 4.16. Physical hazing and initiation or the implied threat of hazing or initiation are prohibited and may not be included in any youth activity.
- 4.17. Any behaviour, implied or actual, which is abusive, but does not involve physical contact, is also prohibited, including sexual, racial, sexist or other inappropriate comments, language or actions, or the showing or exhibition of sexual related or other inappropriate material.
- 4.18. Consuming alcohol, smoking or use of tobacco during the course of an activity is prohibited.
- 4.19. Illegal drugs and drug paraphernalia are not permitted at or in association with any youth activity. A person under the influence of or in possession of illegal drugs or drug paraphernalia shall be excluded from any youth activity.
- 4.20. No sexual behavior is permitted in the presence of youth or between youth at DUC youth activities.

Discipline

- 4.21. Occasionally, it may be necessary for appropriate disciplinary action with children participating in DUC events. DUC encourages positive reinforcement to correct inappropriate behaviour. The following examples are inappropriate discipline methods: physical blows or force, confinement, emotional/humiliation/name-calling, or any other form of abuse.
- 4.22. Prior to events parents and children should be informed of what constitutes inappropriate behaviour by a child. If positive reinforcement does not correct such behavioural problems, parents and children should be informed that the child may be asked to sit out activities, that the parents will be informed of their child's inappropriate behaviour and, in extreme cases where inappropriate behaviour continues unchecked, that the child will be sent home at their parents' expense.

Health and First Aid

- 4.23. Wherever possible, a volunteer or staff person having first aid training should be present at DUC-sanctioned youth events.
- 4.24. Persons performing First Aid should practice all standards of care including wearing rubber gloves when exposed to body fluids.
- 4.25. Proper safety, care and attention should be provided in the case of all injuries to children and such injuries must be reported to parents at the first opportunity for minor incidents. Other incidents require that every attempt be made to contact the parents immediately.

Informing Parents – Medical and Related Issues

- 4.24 Persons performing First Aid should practice all standards of care including wearing rubber gloves when exposed to body fluids.
- That organizers are not permitted to administer topical products, medication or prescriptions to children. In cases where this may be a concern, parents should be asked to accompany their children.
 - To provide their children with appropriate insect repellent and sunscreen. During the event, organizers should periodically advise participants to use their own topical products as needed.
 - Of any special clothing or footwear requirements which the participants must provide. Where these are not provided, organizers may use their discretion in not accepting participants.

Incident Reports

- 4.25 Incidents of the following nature need to be reported to Ducks Unlimited Canada including ones that:
- may help us to improve our Health and Safety planning;
 - may generate inquiry calls to Ducks Unlimited Canada from the media, event participants or others;
 - may require us to respond in some manner (for example – to parents, to a sponsor, to other partners, to a school, to our volunteer committee, etc.);
 - may lead to an insurance or claim for liability against Ducks Unlimited Canada

This includes events in which there is a noteworthy occurrence such as one where:

- police or other emergency personnel are called (e.g. for a person requiring medical attention where someone goes missing, etc.)
- an individual fails to follow DUC's Code of Conduct or where something occurs necessitating a request for a volunteer or child to leave an event
- property damage occurs which may require action by DUC
- any other unusual or noteworthy event as deemed by the event chairperson

In addition, DUC has zero tolerance with respect to physical, verbal or sexual abuse and requires that individuals report any such cases to the Director of Education (see Section 5).

The event organizer(s) should report serious incidents by phone to their Ducks Unlimited Canada contact or Director of Education immediately after any emergency aspects of the incident have been dealt with. If these individuals are not available, please speak to the phone receptionist who will be instructed as to how to proceed and who to contact.

For all incidents, including those reported in #1 (above), groups will file an **Incident Report Form** (see Appendix)

Minimizing Risks

- 4.26. Participants should be advised to wash their hands prior to eating or after handling live animals or animal parts (e.g. feathers, scat, etc.)
- 4.27. Consideration of allergies and special medical needs of participants will be required so that any risk factors can be minimized.
- 4.28. When programs involve handling birds or their nesting materials, organizers should make available dust masks and rubber gloves for participants. Such procedures are subject to change as new information about animal diseases becomes available.

- 4.29. For programs involving nest boxes, ladders should be properly stabilized, safety ropes should be secured, and participants should stay clear of potentially dropped objects. Safety glasses should be used when working with tools.
- 4.30. For outdoor programs lasting more than 1.5 hours, suitable toilet and hand washing facilities should be made available for participants by program organizers.
- 4.31. Volunteers, staff or others delivering the program need to recognize the important role they play in caring for the group. They need to be responsible for their own health and safety and need to have a plan should one of them become injured.

Meals and Food Preparation

- 4.32. Proper care and attention will be followed in safe preparation and provision of meals for children attending any event, taking potential food allergies (such as nuts, seafood, etc.) into account.
- 4.33. For larger events you may need to discuss arrangements and obtain a permit from your local health department.

In Transit

- 4.34. Everyone in transit during DUC-sanctioned activities must wear seat belts in vehicles so equipped and life jackets (PFDs) in watercraft. In addition to wearing PFDs while riding in airboats or other similar craft, children must wear ear protection.
- 4.35. Vehicles and watercraft must meet all legal standards of safety and operation including proper registration.
- 4.36. Airboats will only be operated by trained staff.
- 4.37. Safety helmets must be worn where required by law.

Hunting and Related Activities

- 4.38. Proper safety and legal requirements will be followed when programs include the use of firearms or other similar activities.
- 4.39. Protective devices for eyes and ears should be provided to participants by event organizers.
- 4.40. All children participating in mentored Waterfowling Heritage events should have a valid hunter safety certificate.
- 4.41. While hunting, children must be within arms-length of a vigilant adult supervisor holding a valid hunter safety certificate and hunting license/migratory bird stamp.
- 4.42. A specific guide book and fact sheet are provided for volunteers delivering Waterfowling Heritage events. During such group events:
 - An experienced adult mentor can accompany up to two youth at a time.
 - At all times two mentors and their students will stay together (as per #1.7)
 - Mentors will not hunt during mentored hunts.
 - Mentors will provide youth with only one shell at a time.
- 4.43. Cross-country “wilderness” trips (e.g. hiking, watercraft, etc.) will require that proper safety measures are taken and that a trip plan is provided to parents (e.g. route, times of return, etc.) before the trip.
- 4.44. Volunteers should be properly trained for wilderness tripping in the use of compass, map and GPS.

5. Reporting Abuse and Disciplinary Action

- 5.1. Individuals who have been convicted, or who have a current charge, of either sexual or physical abuse or domestic violence or who are a registered sex offender are not allowed to work with children on DUC's behalf. This also includes anyone convicted of a firearms or wildlife violation during the past seven years.
- 5.2. Should an individual receive a criminal charge relating to these offenses after the signing of DUC's Code of Conduct, he/she is required to report this to the Director of Education and to step down from any activities involving children until such time as the matter is resolved.
- 5.3. Every adult is responsible for reporting abuse (verbal, physical, sexual) or similar misconduct to the Director of Education.
- 5.4. We will respond quickly to any and all allegations of abuse.
- 5.5. Any person accused of physical or sexual abuse will be asked step down from any activities involving children until such time as the matter is resolved.
- 5.6. A person who is accused but later cleared of abuse charges, may reapply to be reinstated within the organization.

6. Policy Implementation

- 6.1. All staff and volunteers involved in working directly with children and regardless of their position will be classified to work in activities designated as Low, Medium or High Risk, based on the criteria laid out in Section 3 and will be required to undergo the proper screening procedures and provide the appropriate forms before they are sanctioned to participate in events.
- 6.2. The Directors of Regional Operations will be informed of their responsibility to ensure that these policies are implemented in their regions.
- 6.3. A list of screened volunteers will be compiled and maintained by the appropriate DUC office and a similar staff list will be maintained by the Director of Education. This will ensure that volunteers will only need to be screened once with a review every five years at the discretion of DUC staff, unless in the interim they are required to do so in moving from "low risk" to "medium risk" or "high risk" classification (see above).
- 6.4. For each event involving children, the volunteer chair should develop and submit to DUC before the event is held, an official list of approved, screened volunteers who will assist in delivering the event in order for it to be an officially sanctioned DUC event.
- 6.5. All policies and forms will be translated to French and included in the Greenwing Event Planning Guide.
- 6.6. A brief note about the policy and where a copy can be obtained will be submitted annually for publication in provincial volunteer newsletters.

Appendix

DUCKS UNLIMITED CANADA

CODE OF CONDUCT FOR YOUTH ACTIVITIES

As part of my participation in providing supervision of a Ducks Unlimited Canada (DUC) Greenwing, Project Webfoot or other youth activity I agree that:

1. I will conduct myself in such a way so as to uphold the integrity, high standards and traditions of DUC and will not do anything unreasonable to offend participants or guests. I will treat all participants and volunteers with respect, patience, integrity, courtesy, dignity, consideration and in a safe and reasonable manner.
2. Other than with my own child, I understand that I may not be in a one-on-one situation with a youth outside of the view of other DUC adult volunteers and/or participating youth at any Greenwing, Project Webfoot or youth activity, including in any DUC volunteer provided transportation.
3. When overnight accommodations are used I will not be alone or sleep in the room of a youth other than my own child. Further, I will not sleep in a room or be the only adult in a room of children of the opposite sex.
4. I will respect the privacy of youth participants in situations such as changing clothes and use of washroom or shower facilities and shall intrude only to the extent that health and safety require. Further, I will protect my own privacy in similar situations.
5. I will remain appropriately attired at all times during the course of any youth activity or event.
6. I will not smoke or use tobacco in the presence of youth or knowingly permit youth to smoke or use tobacco at a youth activities.
7. I will not consume or be under the influence of alcohol or knowingly permit the consumption of alcoholic beverages by youth at or in association with any youth activity.
8. I will not consume or be under the influence of illegal drugs or knowingly permit the use or consumption of illegal drugs by youth at or in association with any youth activity, nor will I possess or knowingly permit the possession or use of drug paraphernalia by youth at or in association with any youth activity.
9. I will not engage in or knowingly permit physical hazing or initiation or implied hazing or initiation in any youth activity.
10. I will not engage in or knowingly permit any sexual behaviour with, in the presence of youth or between youth at youth activities or any other implied or actual behaviour which is abusive, but does not involve physical contact, such as sexual, racial, sexist or other inappropriate comments, language or actions or the showing or exhibition of sexual related or other inappropriate material.

I represent I have not been convicted of either sexual or physical abuse, domestic violence or have a current charge of either sexual or physical abuse or domestic violence pending. I further represent I am not a registered sex offender. I also represent that in the last seven years I have not been convicted of a firearms or wildlife violation.

Application for Ducks Unlimited Canada Volunteers or Staff Working With Children

CONFIDENTIAL

Please Print

Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____		Email Address		DU Membership #
Street Address		City/Town	Province	Postal Code
Home Telephone # ()	Business Telephone # ()	Cellular Telephone # ()		Over 18 years of age?

Skills and Training

Special skills, training, interests, hobbies, etc. which could contribute to being a DUC volunteer for education. Please feel free to attach additional information if desired.

List any current clearances you have for working with children (eg as a teacher or coach) from a recognized association? (Please note: You may be contacted for further details or proof.)

Do you have a current valid driver's license?

Yes No

Do you have a current firearm Possession & Acquisition License (PAL) Yes No

Specific positions that you would like to volunteer for or that you plan to be involved in:

Low Risk Activities	Medium to High Risk Activities - Volunteers accepted for these positions may be required to provide additional documentation as outlined in DUC's Policy (2008)
<input type="checkbox"/> Greenwing/Education Committee member <input type="checkbox"/> Guest Speaker/Presenter <input type="checkbox"/> Fund Raising <input type="checkbox"/> Daily Event Chaperone <input type="checkbox"/> Food Preparation <input type="checkbox"/> Office Work <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Greenwing/Education Committee Chair <input type="checkbox"/> Driver <input type="checkbox"/> Greenwing Event Organizer <input type="checkbox"/> Overnight Chaperone Waterfowling Heritage: <input type="checkbox"/> Event Organizer <input type="checkbox"/> Committee Member <input type="checkbox"/> Waterfowling Mentor

Current or Previous Volunteer Experience

Agency/Institution	Duties & Responsibilities	
Position	Duration	_____
Agency/Institution	Duties & Responsibilities	_____
Position	Duration	_____
Agency/Institution	Duties & Responsibilities	_____
Position	Duration	_____

Reasons for volunteering for DUC Greenwing or Project Webfoot Education Program

<input type="checkbox"/> skill/career development	<input type="checkbox"/> help others	<input type="checkbox"/> share my experiences with young people
<input type="checkbox"/> child is a Greenwing member	<input type="checkbox"/> personal growth	<input type="checkbox"/> a new way to contribute to DUC and conservation
<input type="checkbox"/> gain experience with children	<input type="checkbox"/> meet people	
<input type="checkbox"/> learn new skills	<input type="checkbox"/> have spare time	
<input type="checkbox"/> Other (please specify)		

List any limitations that could affect your duties as a DUC Volunteer working with children

References (non family or unrelated to applicant)

Name	Address	City/Town	Prov.	Pc	Telephone ()
Name	Address	City/Town	Prov.	Pc	Telephone ()

- I hereby authorize the Ducks Unlimited Canada staff to contact the above individuals as references for my application to work with children. I understand that these communications will be confidential and will be treated as such at all times.
- I have read, understand and accept the DUC Policy and Procedures for Working with Children (2008) and have attached the signed Code of Conduct to this application.
- I agree, if I have applied for medium- and high-risk activities including mentored hunting, that I will undergo the additional clearances required for these positions and, upon request, will provide the appropriate documentation to Ducks Unlimited Canada.

Signature of Applicant	Date
------------------------	------

Signature Of Parent/Guardian For Youth Volunteers (17 Years Old & Under)	Telephone ()
--	------------------------

Other Comments or Suggestions:

Please return to the individual indicated in the attached letter or indicated here (please mark envelope "Confidential"):

CONFIDENTIAL

Health and Safety Incident Report- Child/Youth Events

Ducks Unlimited Canada (DUC) relies on groups and individuals to conduct activities (school field trips, Greenwing events, mentored hunts, etc.) on its behalf in a safe manner as outlined in our *Policy and Procedures for Working with Children (2008)*, and in individual Letters of Agreement and contracts. Despite careful planning, incidents may occur at such events which should be reported to Ducks Unlimited Canada. The kind of incidents which should be reported include ones that:

- may help us to improve our Health and Safety planning;
- may generate inquiry calls to Ducks Unlimited Canada from the media, event participants or others;
- may require us to respond in some manner (for example – to parents, to a sponsor, to other partners, to a school, to our volunteer committee, etc.);
- may lead to an insurance or claim for liability against Ducks Unlimited Canada

This includes events in which there is a noteworthy occurrence such as one where:

- police or other emergency personnel are called (e.g. for a person requiring medical attention where someone goes missing, etc.)
- an individual fails to follow DUC's Code of Conduct or where something occurs necessitating a request for a volunteer or child to leave an event
- property damage occurs which may require action by DUC
- any other unusual or noteworthy event as deemed by the event chairperson

DUC has zero tolerance with respect to physical, verbal or sexual abuse and requires that individuals report any suspected cases to the Director of Education who will deal with them in the manner outlined in Section 5 of DUC's *Policy and Procedures for Working with Children (2008)*.

PROCEDURE:

1. If the incident is of a serious nature, immediately after you have dealt with any emergency aspects of the event, phone Ducks Unlimited Canada's Emergency Call Centre toll-free at 1 (866) 787-5543 or locally (Ottawa area) 613-787-5543. They will contact a Ducks Unlimited Canada staff member who will return your call and discuss any necessary follow-up with you.
2. For all incidents, including those reported in #1 (above), complete this Incident Report Form (see over) and fax it to the Director of Education at (204) 467-9028 or email it to r_wishart@ducks.ca. You will receive a confirmation that your report has been received and DUC staff will be responsible for taking action and for informing the appropriate parties. Please keep a copy of this form for your records.

PLEASE PRINT ALL INFORMATION (if more space is required, please feel free to add additional page(s))

Event:

Name/Nature of Event (e.g. GW event, field trip, etc)		Date:
Location (include town/city and province)		
Individual in Charge	Is this person: <input type="checkbox"/> DUC staff <input type="checkbox"/> DUC volunteer <input type="checkbox"/> Other (please specify)	

Incident reported by:

Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____		Email Address:	
Street Address		City/Town	Province
			Postal Code
Home Telephone # ()	Business Telephone # ()	Cellular Telephone # ()	

If this incident involved an individual please complete *(for more than one, please add additional page(s))*

Name			
Street Address		City/Town	Province
			Postal Code
Home Telephone # ()	Business Telephone # ()	Cellular Telephone #	()
Is this person a child/youth? (under 18) <input type="checkbox"/> Yes <input type="checkbox"/> No	If this involved a child, was the parent/guardian notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		When?

Description of incident and nature of injury or property damage:

Actions Taken: *(If relevant, please include on a separate sheet, names of witnesses, information concerning medical treatment (include doctor or hospital/clinic), property owner (e.g. in the case of property damage), if a vehicle is involved – name, address and phone number of the vehicle owner and driver, license plate number, etc.)*



Greenwing Event Planning Form/Funding Request

All events must be registered with our Ducks Unlimited Canada's head office in order to ensure the proper insurance coverage is in place and the screening of volunteers occurs. Please feel free to attach additional information.

Section A: Event

Please Print Clearly	Prov: _____
Name of Event: _____	<input type="checkbox"/> First time for event <input type="checkbox"/> Repeat event
Time & Date of Event: _____	
Location of Event: _____	
Estimated # of children attending: _____	

Section B: Committee/Organizer Information

Chairperson/Event Organizer: _____

Address: _____

Phone: _____ Emergency Phone: _____ Email: _____

- I have read the **Policy and Procedures for Working with Children, 2008** and agree to abide by the terms outlined within it. This includes ensuring that all individuals who anticipate working directly with children or youth are properly screened **prior** to the event.

Signature: **X** _____ Date: _____

Section C: Volunteer Information (Please feel free to attach additional information if needed. Volunteers do not need to be cleared for working with children at the time this form is submitted but they MUST be cleared by the time of the event.)

Name	Address	Approved for Working with Children?

Section D: Brief Outline of Activities for the Event

Section E: Budget and Funding Request

*DUC funding is subject to availability and applies to **NEW events only**. Requests for funding must be submitted at least 45 days before the event dates. Requests for funding are subject to approval and availability of funds.*

Itemized Costs for Event (simple budget – attach a separate form if necessary):

Item	Cost

Funds Requested for from DUC for your NEW Greenwing event: _____

Other Sources of Funds:

For Office Use Only:

DUC Staff Contact: _____

Approved by: _____ Insurance Covered: _____

Approved Funds: \$ _____ Funds Approved By: _____





Greenwing Event Registration/Parental Consent Form

GW Form 2 - 2006

Section A: Registration/Greenwing Membership

Please Print Clearly CURRENT GREENWING? Membership # _____

Child/Youth Name: _____ Male Female

Address: _____

Province: _____ Postal Code: _____ Phone: () _____ - _____

Age: _____ Date of Birth: _____ Is this your first Greenwing event? Yes No

Section B: Parental Consent (please read carefully and sign where indicated.)

I, _____ the undersigned, hereby give my consent for _____ to participate in this event. I understand that all activities will be under constant adult supervision.

Please indicate any medical conditions (allergies, medical requirements – if needed, use back of form): _____

Section C: Photo/Video Release

Ducks Unlimited Canada (DUC) is a Canadian, national non-profit organization dedicated to conserving, restoring and managing wetlands and their associated habitats for North America's waterfowl, other wildlife and people. Our conservation work involves raising awareness of the value of wetlands and the need to protect them, which includes media relations, advertising, our website and other promotional activities. Often these efforts to raise awareness involve using photographs, footage and interviews of people. Before using any materials that include you or your children we request your permission as follows:

I, as the parent and/or legal guardian of minor/child _____ grant Ducks Unlimited Canada and its partners all right, title, interest and copyright to any photographs, video footage, audio footage or interviews recorded of this minor/child and consent to their use in the media and/or any other publication or broadcast, including use on Ducks Unlimited Canada's website.

Section D: Parent/Guardian Information

Name: _____

Address: As above OR: _____

Phone: _____ Emergency Phone: _____

Signature: **X** _____ Date: _____

Section E: Registration Fee

Children must be Greenwings to participate. The Event Registration Fee will enroll any non-member as a Greenwing and they can expect to receive their membership materials within 4 – 6 weeks.

Paid by:	Fee (<i>Committee will enter fee for this event.</i>)	\$ _____
<input type="checkbox"/> Cash/Chq <input type="checkbox"/> Master Card	Current Greenwing Member	- \$ 15.00
<input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Other	Balance owing	\$ _____

Credit Card Number: _____ Expiry Date: _____

Office/Committee Use:

Event Name: _____ Location: _____

Committee Name/Number: _____ Chairperson: _____

DUC Staff Contact: _____ Phone: () _____ - _____



Committee Volunteers: Minimum fee- \$15.00 for non-members; a higher fee may be charged to cover costs. **One form** must be filled out for **every child** taking part in this event. Please photocopy completed forms and send originals to local DUC office and keep photocopy for your records.

Section D: About your Event

Brief Description of Event: (or attach promotional flyer, press release or other info.)

Activities: Please mark off all undertaken and/or add your own entries. If it is a new and particularly successful activity or event please feel free to attach a page providing more details or some "how to do" notes or let us know who we can contact for more details:

<p>FISHING and HUNTING</p> <p><input type="checkbox"/> fishing <input type="checkbox"/> fly fishing demo</p> <p><input type="checkbox"/> ice fishing <input type="checkbox"/> fishing derby</p> <p><input type="checkbox"/> hunter safety <input type="checkbox"/> skeet shooting</p> <p><input type="checkbox"/> waterfowling mentoring</p> <p><input type="checkbox"/> retriever dogs <input type="checkbox"/> trapping demo</p> <p><input type="checkbox"/> sling shots <input type="checkbox"/> wildlife calling demo</p> <p><input type="checkbox"/> decoy carving Other:</p>	<p>OUTDOOR PURSUITS</p> <p><input type="checkbox"/> snowshoes/skiing <input type="checkbox"/> canoeing/kayaking</p> <p><input type="checkbox"/> orienteering <input type="checkbox"/> wilderness survival</p> <p><input type="checkbox"/> boating safety <input type="checkbox"/> indoor/outdoor skating</p> <p><input type="checkbox"/> hiking <input type="checkbox"/> marsh walk</p> <p><input type="checkbox"/> air boat ride <input type="checkbox"/> mapping</p> <p><input type="checkbox"/> camping <input type="checkbox"/> stargazing</p> <p>Other:</p>	<p>PLACES TO VISIT</p> <p><input type="checkbox"/> DUC project site <input type="checkbox"/> wildlife centre</p> <p><input type="checkbox"/> aviary <input type="checkbox"/> vet clinic</p> <p><input type="checkbox"/> wetland <input type="checkbox"/> farm demo program</p> <p><input type="checkbox"/> sugar bush <input type="checkbox"/> interpretive centre</p> <p><input type="checkbox"/> research centre <input type="checkbox"/> zoo</p> <p>Other:</p>
<p>ACTION PROJECTS</p> <p><input type="checkbox"/> bird banding <input type="checkbox"/> habitat planting</p> <p><input type="checkbox"/> waterfowl banding</p> <p><input type="checkbox"/> kid's fundraiser <input type="checkbox"/> habitat/litter cleanup</p> <p><input type="checkbox"/> nest box building & placement</p> <p><input type="checkbox"/> nest box maintenance</p> <p><input type="checkbox"/> GW Legacy Dedication</p> <p><input type="checkbox"/> Project Purple (loosestrife removal)</p> <p>Other:</p>	<p>SCIENCE FOR KIDS</p> <p><input type="checkbox"/> wetland exploration (critter dipping, wildlife I.D., water sampling, tracking ...)</p> <p><input type="checkbox"/> eco-games <input type="checkbox"/> wildlife study</p> <p><input type="checkbox"/> radio telemetry and/or waterfowl tracking</p> <p><input type="checkbox"/> raptor demo <input type="checkbox"/> GPS/GIS skills</p> <p><input type="checkbox"/> plant collection <input type="checkbox"/> presentation (scientist, wildlife specialist, etc.)</p> <p>Other:</p>	<p>OTHER</p> <p><input type="checkbox"/> Craft (which one?)</p> <p><input type="checkbox"/> painting/carving demo</p> <p><input type="checkbox"/> construction project (bird feeder, nest box)</p> <p><input type="checkbox"/> GW BBQ <input type="checkbox"/> "kid's only" banquet</p> <p><input type="checkbox"/> video <input type="checkbox"/> guest speaker</p> <p>Other:</p>

Section E: Feedback

Please provide comments about the pros and cons of your event. For example: Would you hold this event again? What was the best thing about the event? What were your biggest challenges? Were there safety issues? Do you have suggestions for improvements or things to change next time around? Do you have suggestions for DUC?

Please photocopy and retain this for your records and to help your committee in organizing future GW events. Forward the original to your local DUC office or directly to:

Rick Wishart, Ph.D.
 Director of Education
 Oak Hammock Conservation Centre
 1 Mallard Bay at Hwy. 220
 P.O. Box 1160
 Stonewall, MB Roc 2Z0
 Ph: (204) 467-3254
 Fax: (204) 467-9028

r_wishart@ducks.ca



