

## CAR SCREENING—SCOUTER GUIDELINES

At Scouts Canada, we are committed to using all available avenues to make informed decisions about youth safety matters and the safety of our volunteers. Through enhanced screening measures and by staying up to date with new opportunities, we continually fulfill our duty of care, ensuring we provide safe environments for youth to experience the benefits of Scouting across the country.

Child Abuse Registry (CAR) checks are our latest addition to volunteer screening and will impact new and existing members in Manitoba and Nova Scotia Councils at no extra cost. Effective at the start of the new Scouting Year on September 1, 2020, CAR checks in these two provinces will be required to maintain or gain active membership at Scouts Canada.

Scouts Canada and the Manitoba Child and Family Services Division (MCFSD) have an agreement in place to provide Scouts Canada with access to the Child Abuse Registry screening. MCFSD has provided Scouts Canada with CAR screening forms intended for the use of our volunteers, specifically, to complete their registry check at no cost.

Scouters can obtain the Manitoba CAR form package from Manitoba Council or their Group Commissioner. The package will include the following items:

1. Scouts Canada Manitoba CAR forms (3 parts)
2. 'So, you have been asked to provide a CAR check' sheet from Manitoba Child and Family Services Division
3. Scouts Canada FAQ
4. Guidelines for completing the process and acknowledgement that consent is needed to perform a CAR check.
5. Two examples of how to complete the form package.

### How to Complete a Manitoba CAR Screening Check

The Manitoba CAR forms package has three parts. Manitoba and Scouts Canada have pre-filled certain portions of the form. The following are directions for how to complete the each part. If in doubt, consult the examples below.

#### 1. Complete Forms

Note: Scouts Canada is the "Applicant", and the individual completing the form is the "Subject".

- a. Part 1—Consent Form
  - i. Scouter (Subject) must sign and date in the space provided.
- b. Part 2—Information and Results
  - i. **Do not alter** Sections A-1, A-2, A-3-
  - ii. Section A-4: **Person verifying identifications, signs** "Signature of Applicant staff who verified Subject's identification".
  - iii. **Do not alter** Applicant's Signature
  - iv. Section B-1 through B-7—Scouter (Subject) completes all fields.
  - v. **Do not alter Section C**
- c. Part 3—Fee Payment (there is no cost for this check)
  - i. Enter Subject's name in space provided.
  - ii. **Do not alter any additional fields.**

#### 2. Forward completed forms package (parts 1–3) to Manitoba Child and Family Service Division by email (preferred), mail or fax:

- a. Scan and email to MCFSD intake (preferred):
  - i. [car@gov.mb.ca](mailto:car@gov.mb.ca)
  - ii. Subject line should read Scouts Canada—CAR Application



## Manitoba Council—CAR Screening Scouter Guidelines

- b. Via mail:  
Manitoba Child and Family Services Division  
Child Abuse Registry  
2nd floor, 777 Portage Ave  
Winnipeg, MB,  
R3G 0N3
- c. Via Fax:  
(204)948-2222

3. After receiving the CAR forms package, MCFSD will forward the results to Scouts Canada.
4. Safe Scouting will then notify the applicant, Group Commissioner and Member Services Administrator and Registrar of the results.
5. MyScouts will be updated accordingly (external screening CAR aligns with Police Record Check / Vulnerable Sector Screening).

### Who can verify identification?

- Your Group Commissioner
- Group Support Scouter
- Scouting or Council Relationship Manager
- Council Key 3 member
- Member Services Administrator or Registrar
- Notary or professional as designated by Manitoba Child and Family Services Division

**Note:** The Child Abuse Registry check is a mandatory screening requirement for residents of Manitoba and Nova Scotia, which must be met in order to be an active member of Scouts Canada. Should you be aware that your name is recorded on the registry, please contact Safe Scouting ([safety@scouts.ca](mailto:safety@scouts.ca)) or your Council Key 3 for further direction.