



**Volunteer Screening Annual Report
Ottawa Branch Navy League of Canada:
2018-2019**

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OBJECTIVE in 2018-2019

- Facilitate the preparation of, submission to Ontario Division, and processing of Vulnerable Sector Screening (VSS) applications required by Branch and Corps civilians.

Comments of Achievement Status

- There were ten cards issued for adults volunteering with RCSCC Falkland, four cards for NLCC VAdm Kingsmill, and one for the Branch. This is a decrease of five cards compared to last year when there were seven cards issued for Falkland, eight for Kingsmill, and five for the Branch.
- I usually submit the NL card request within a week of receiving the package from the member. The only time I delay submission is when I have more than one package outstanding from members.
- The packages now must be sent by registered mail and it does become expensive to mail the requests separately. The turnaround time, once division receives the file has remained constant - now takes less than three weeks.

Recommendations for 2019-2020 Objectives

- No change to the objective is required in coordinating the external process.

ISSUES AND CONCERNS

- Branch members dealing with cadets need to have a VSS card. This has been interpreted to include ALL members of the Board, or anyone working at the corps.
- It has been directed by Ontario Division that Branch personnel attending competitions or other squadron events not in possession of a valid VSS card will not be allowed to attend/participate

RECOMMENDATIONS

- With increased direction and initiatives from Division on the Branch to ensure full compliance with the requirements, Terms of Reference should be prepared to clarify and confirm expectations and internal responsibilities at the Branch.

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