



It starts with Scouts.

Policy

Policy Title: Temporary Suspension and Discipline	
Policy Number: 13020	Document Owner: Director of Child And Youth Safety
Approval Date: November 15, 2013	Reviewed January 2016
Approver: Board of Governors	
Related Policies: Policy Section 7000 – Duty of Care Policy Section 7002 - Child Abuse Prevention	
Related Procedures: 1. Temporary Suspension and Discipline - Procedure # 13020.1 2. Supporting a Person Under Suspension – Procedure #13020.2	

Printed copies are for reference only.

Please refer to the electronic copy in Scouts.ca for the latest version.

1. Purpose

- 1.1. The purpose of this policy is to govern the temporary suspension and discipline of members in Scouts Canada.

- 1.2. Membership in Scouts Canada is a privilege accorded to those who meet the simple requirements of BP&P. With this privilege comes the Duty of Care (BP&P Section 7000) and the responsibility to behave in a manner that will ensure the safety and well-being of our Members and that will represent Scouts Canada to our partners, stakeholders and to all Canadians in a positive manner. Scouts Canada puts the safety and well-being of its members, volunteers, and staff at highest priority. For these reasons, we have created a Scouts Canada Code of Conduct and require each Volunteer and Employee Member to sign. The Code of Conduct requires Volunteer and Employee Members to adopt all Scouts Canada policies and procedures and describes the behavior expected. Failure to adhere to this Code of Conduct will be grounds for discipline and might lead to removal as a Member from Scouts Canada.



It starts with Scouts.

Policy

- 1.3. Scouts Canada is a membership based organization and Members have rights and the expectation to be treated fairly. We recognize our responsibility to deal fairly, constructively and consistently with expressions of concern or dissatisfaction from members and non-members on behalf of themselves or their children. For this reason a policy along with comprehensive procedure for handling temporary suspensions, discipline, and terminations, and reinstatements has been developed.

2. Scope

- 2.1. This procedure applies to all of Scouts Canada's Registered Members who are required to sign the Code of Conduct. As specified in the Volunteer Screening Policy, this includes Scouters and other adults (e.g. B.P. Guild members), Rover Scouts, and members under 18-years of age who are in a "responsible position".

3. Policy

3.1. **Delegation:**

3.1.1. Through this policy, the Board of Governors delegates:

- 3.1.1.1. The authority to terminate or reinstate the membership of a person in Scouts Canada to the National Review Board subject to a recommendation by the Council Commissioner.
- 3.1.1.2. In cases of charges and/or convictions for criminal acts, the authority to terminate membership to the Director Child and Youth Safety.
- 3.1.1.3. The Board of Governors retains the right and power to overrule the delegated authorities.



It starts with Scouts.

Policy

3.2. **Communication with Authorities:**

3.2.1. Any incident that concerns allegations or leads to suspicion of child abuse, violation of the Child Abuse Prevention policy (BP&P 7002), or a possible criminal act must be immediately reported to the proper authorities. This includes cases where the police are already involved but may not be aware of the person's affiliation with Scouts Canada. It is not the responsibility of Scouts Canada Members to determine if the allegations have merit. The responsibility falls to the first adult Member who becomes aware of the act or allegation of the act and to each adult Member who learns of the allegation as part of the processes under this policy.

3.2.2. A record of the communication with the Authorities must be maintained in the person's membership records in accordance with Temporary Suspension and Discipline Procedure # 13020.1.

3.3. **Actions:**

3.3.1. A Member of Scouts Canada who is accused of a non-compliance with the Code of Conduct that does not result in temporary suspension of membership may still be presented with a disciplinary action implemented by the Council in accordance with Temporary Suspension and Discipline Procedure # 13020.1.

3.3.2. A Member of Scouts Canada who is accused of any serious non-compliance with the Code of Conduct, accused of not reporting an observed or informed violation of a serious non-compliance with the Code of Conduct, is suspected of potential or actual criminal charges, or subject to police investigation must be immediately placed under temporary suspension.



It starts with Scouts.

Policy

3.3.3. The suspended individual must be offered an independent Scouting partner to act as a supporter in accordance with Supporting a Person under Suspension Procedure 13020.2.

3.3.4. All temporary suspensions must be investigated in a timely fashion in accordance with Temporary Suspension and Discipline Procedure # 13020.1.

3.3.5. The National Review Board will review the submission and make the final recommendation on termination or re-instatement.

3.3.6. The decision of the National Review Board can be appealed based on the conditions and process set out in the Appeal section of Temporary Suspension and Discipline Procedure # 13020.1.

3.4. **National Review Board:**

3.4.1. The National Review Board shall be formed by the Executive Commissioner and Chief Executive Officer and shall make decisions on terminations and reinstatements based on recommendations from the Council Commissioners.

3.4.2. The National Review Board shall advise the Scouts Canada Board of Governors on any issues related to termination or reinstatement of Membership in Scouts Canada.

3.4.3. The National Review Board will be comprised of:

3.4.3.1. A chair, appointed by the Executive Commissioner and Chief Executive Officer;

3.4.3.2. A Legal Counsel;

3.4.3.3. One or more Canadian Citizens at large;

3.4.3.4. Child and Youth Safety Professional

3.4.3.5. Certified Psychologist



It starts with Scouts.

Policy

3.4.3.6. The Director of Child and Youth Safety who acts as the Secretary.

4. Definitions

- 4.1. **Coding/Coded:** the process of indicating on the electronic records of a past, current or potential Member that they are not eligible for membership in Scouts Canada.
- 4.2. **National Review Board** A committee formed for the purpose of determining whether or not a person should be removed or reinstated as a Member of Scouts Canada.
- 4.3. **Suspension:** The temporary removal of a Scouts Canada member from the organization pending investigation and decision from the National Review Board.
- 4.4. **Termination:** The cancelation of a subject's membership in Scouts Canada.

5. Attachments

- 5.1. Temporary Suspension and Discipline - Procedure # 13020.1
- 5.2. Supporting a Person Under Suspension – Procedure #13020.2