

GEN8 | SIGN & FILE PACK

Print the Board page once. Print the Leader/Volunteer section once for each adult leader or regular volunteer.

MENTORSHIP • BROTHERHOOD • PURPOSE

PRINTING GUIDE

- Board Policy Approval & Adoption - one organizational copy.
- Leader/Volunteer Intake & Screening - one per leader/regular volunteer.
- Code of Conduct & Safeguarding Acknowledgement - one per leader/regular volunteer.
- Confidentiality & Privacy Agreement - one per leader/regular volunteer.
- Volunteer/Leader Agreement - one per leader/regular volunteer.
- Vulnerable Sector Check Record - one per applicable leader/volunteer.

Important: Keep the complete Operations & Safeguarding Policies as the master policy document. This compact pack is for signatures and personnel files.

GEN8 | BOARD POLICY APPROVAL & ADOPTION

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The Board of Directors of Gen8 confirms that it has reviewed and approved the organization's current Operations & Safeguarding Policies and authorizes their implementation across Gen8 programs, activities, volunteers, leaders, and youth-serving operations.

- Child and Youth Safeguarding / Protection
- Leader and Volunteer Conduct & Professional Boundaries
- Screening and Vulnerable Sector Check requirements
- Confidentiality, Privacy, Records and Information Handling
- Incident, Injury, Concern and Suspected Abuse Reporting
- Emergency Procedures and Participant Safety
- Transportation, Off-Site Activities and Supervision
- Electronic Communication, Social Media and Photography/Media
- Health, Safety and Risk Management
- Volunteer and Leader Management

Board approval date: _____

Effective date: _____

Next review date: _____

DIRECTOR SIGNATURES

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

GEN8 | LEADER / VOLUNTEER INTAKE & SCREENING

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Full legal name: _____

Preferred name: _____

Role / position: _____

Phone: _____

Email: _____

Home address: _____

Emergency contact / relationship: _____

Emergency contact phone: _____

Relevant experience, training, certifications, or youth work:

- Government-issued photo ID reviewed.
- Interview / suitability conversation completed.
- References checked where appropriate for the role.
- Vulnerable Sector Check requirement reviewed.
- Orientation to Gen8's safeguarding expectations completed or scheduled.
- First Aid / CPR status recorded where relevant.

ID type reviewed: _____

Reviewed by: _____

Screening date: _____

Applicant declaration: I confirm that the information I have provided is accurate and complete to the best of my knowledge. I agree to promptly disclose information that could affect my suitability to work or volunteer with Gen8 youth.

Name

Signature

Date

GEN8 | CODE OF CONDUCT & SAFEGUARDING ACKNOWLEDGEMENT

MENTORSHIP • BROTHERHOOD • PURPOSE

As a Gen8 leader or volunteer, I understand that the safety, dignity, and wellbeing of young people come first. I agree to:

- Treat every youth with dignity, respect, fairness, and appropriate care.
- Maintain appropriate adult-youth boundaries and avoid exploitative, sexual, threatening, humiliating, discriminatory, or abusive conduct.
- Use appropriate supervision practices and avoid unnecessary isolated one-to-one situations with youth.
- Never use corporal punishment, degrading discipline, harassment, intimidation, or retaliation.
- Follow Gen8 rules for transportation, off-site activities, electronic communication, social media, photography, and contact with youth.
- Never provide alcohol, cannabis, illegal drugs, vaping/nicotine products, or other age-restricted substances to youth.
- Report injuries, incidents, disclosures, suspected abuse, boundary concerns, and safety risks promptly through Gen8's reporting process and to external authorities where required.
- Keep youth and family information private except where disclosure is required for safety, reporting, legal, or operational reasons.
- Follow the full Gen8 Operations & Safeguarding Policies and ask leadership when I am unsure how a policy applies.

Acknowledgement: I confirm that I have received access to, read or been oriented to, and agree to comply with Gen8's current Operations & Safeguarding Policies.

Name

Signature

Date

Gen8 representative / witness: _____

GEN8 | CONFIDENTIALITY & PRIVACY AGREEMENT

MENTORSHIP • BROTHERHOOD • PURPOSE

Through Gen8, I may learn private information about youth, parents/guardians, families, volunteers, donors, partners, or organizational matters. I agree that I will:

- Access personal information only when needed for my Gen8 role.
- Not share youth or family information with friends, other participants, outside organizations, or on social media without authorization.
- Use reasonable care with paper files, forms, photos, messages, passwords, and electronic records.
- Not photograph, record, post, or distribute identifiable youth content unless Gen8's consent and media procedures have been followed.
- Share information internally only with people who reasonably need it to support the youth or carry out Gen8 responsibilities.
- Immediately report lost records, misdirected messages, privacy concerns, or suspected unauthorized access.
- Understand that confidentiality may need to be broken when there is a safeguarding concern, legal duty, emergency, or reporting obligation.

This confidentiality obligation continues after my volunteer or leadership role with Gen8 ends.

Name

Signature

Date

GEN8 | LEADER / VOLUNTEER AGREEMENT

MENTORSHIP • BROTHERHOOD • PURPOSE

I understand that my role with Gen8 is one of trust. I agree to support Gen8's mission and conduct myself in a way that promotes safe, consistent, respectful, and responsible youth programming.

- I will be dependable and communicate when I cannot attend or fulfill an assigned responsibility.
- I will follow Gen8 leadership direction, program procedures, and safety expectations.
- I will not represent myself as speaking on behalf of Gen8 unless authorized.
- I will disclose conflicts of interest or circumstances that may affect my role.
- I will not use my Gen8 role for personal financial gain, inappropriate relationships, or access to youth for purposes unrelated to approved programming.
- I understand that Gen8 may change, restrict, suspend, or end my volunteer/leadership role when necessary for youth safety, organizational needs, policy compliance, or suitability.
- I understand that being a volunteer does not create an employment relationship unless a separate written employment agreement is made.

Role / title: _____

Start date: _____

Name

Signature

Date

Name

Signature

Date

GEN8 | VULNERABLE SECTOR CHECK / SCREENING RECORD

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Use this page to document screening status. Store sensitive screening information securely and limit access to authorized Gen8 personnel.

Leader / volunteer name: _____

Role: _____

- Vulnerable Sector Check required for this role.
- Vulnerable Sector Check not required for this role based on documented role assessment.
- Check requested / application instructions provided.
- Original or acceptable result reviewed by authorized Gen8 representative.
- Follow-up or additional review required.

Date requested: _____

Date reviewed: _____

Police service / issuing authority: _____

Result / status (do not record unnecessary sensitive details): _____

Reviewed by: _____

Next renewal / re-screening date: _____

Notes: If a screening result raises a concern, escalate it to the designated Gen8 decision-maker and document the suitability decision securely.

Name

Signature

Date