

# **Safeguarding Vulnerable People Policy, Procedures and Systems**

## **1. Persons Covered by this Policy**

**This policy covers those below the age of 18, as well as vulnerable adults participating in our programs.**

- This applies to all employees, professional staff members and volunteers who work with, or have potentially unsupervised contact with, vulnerable persons - children, youths, elderly people, and people with disabilities.

### **Key and Critical Concern**

- That a vulnerable person in our program may become the victim of some form of abuse; for example, physical, sexual, verbal or financial. The ramifications of such an incident are both tragic and far-reaching for everyone.

## **2. Vulnerable Person Safeguarding Policy**

### **Working with Vulnerable Persons Requires a Police Check and a Vulnerable Sector Check**

- While a Criminal Records Check may be sufficient for many types of organizations, it needs to be supplemented by a Vulnerable Sector Check for people working with vulnerable individuals.
- Staff, volunteers and community partners are some examples of positions requiring a Vulnerable Sector Check.
- There are typically costs associated with obtaining these checks. These costs are determined by the individual jurisdiction.

### **A Personal Responsibility**

- Applicants are personally responsible for initiating both types of checks and submitting them to our organization. In this way, their privacy rights are not violated and the decision to share the results is in their hands.
- It is important that applicants go to their neighbourhood police departments to arrange for these checks. This allows police to research their own databases for information about local problems or complaints, or provincial statute violations.

### **The Criminal Records Check**

- Also referred to as a criminal background check, police clearance, or police certificate - is processed through the National Canadian Police Information Center (CPIC) database. CPIC is a centralized facility

**Turning Passion into Action**

managed by the Royal Canadian Mounted Police (RCMP) in Ottawa and shared by local police and RCMP across Canada.

**While the Criminal Records Check can vary based on the initiating police jurisdiction, it will include:**

- A record of crimes for which the individual has been convicted and for which a pardon has not been granted. Actual details about such criminal convictions cannot be released without fingerprint verification.
- Disclosure of criminal history, as provided by the applicant.

**The Criminal Records Check will not Include:**

- Outstanding entries, such as charges, warrants, probation and prohibition orders.
- Convictions that have been 'pardoned' (now called convictions where 'a Record Suspension has been granted').
- Convictions under Provincial Statutes.
- Information from international sources.
- Cases where the applicant has been found guilty by reason of mental disorder.

**Rigorous Hiring Practice**

- There are several steps that must be taken to help manage this risk. First and foremost, our organization has instituted a highly rigorous hiring practice to screen the suitability of all applicants whether they are looking for employment or a volunteer position.
- Providing professional qualifications, a summary of previous experience and personal references, are all included in our organization's best practices to ensure.
- Applicants must also produce a clean Criminal Records Check as well as a Vulnerable Sector Check.