



Policy Name:	Vulnerable Sector Screening Policy
Originating/Responsible Departments:	Carleton University Art Gallery
Approval Authority:	Senior Management Committee
Date of Original Policy:	October, 2013
Last Updated:	February, 2020
Mandatory Revision Date:	February, 2025
Contact:	Director, Carleton University Art Gallery

Purpose:

As an arts organization receiving funding from the Ontario Arts Council, Carleton University Art Gallery is required to implement a vulnerable sector screening policy and practices to protect participants in its programs.

<http://www.arts.on.ca/grants/general-granting-information/safe-programming-requirements>

Definition of a vulnerable person:

Vulnerable members of society are defined in Section 6.3 of the *Criminal Records Act*, R.S.C., 1985, c. C-47 as "...a person who, because of his or her age, disability or other circumstances, whether temporary or permanent are:

- a) In a position of dependence on others or,
- b) Are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them."

This includes children, youth, senior citizens, people with physical, developmental, social, emotional, or other disabilities, as well as people who are victims of crime or harm. The vulnerability may be a temporary or permanent condition.

Screening procedure:

Carleton University Art Gallery will require any staff member (including permanent, temporary and volunteer) who comes into contact with the public to obtain a Vulnerable Sector Check(Level 3) from the Ottawa Police Service, or a criminal background record check from another organization, including Commissionaires Ottawa or Triton. The staff members who are required to obtain a check include::

- a) Permanent staff;
- b) Temporary staff, specifically Carleton students employed as front desk monitors, who have contact with the public; and

- c) Volunteers who have contact with the public, for example in the gallery's education program.

Note: Carleton University Art Gallery will reimburse all such individuals for the cost of obtaining a check.

All individuals (permanent and temporary staff and volunteers) who are continuously engaged with Carleton University Art Gallery will be required to obtain a "Criminal Record Check" (Level 1) from the Ottawa Police Service, or a criminal background record check conducted by a third-party organization, such as Commissionaires Ottawa or Triton, on a one-time basis only. (Ottawa Police Service will direct individuals who do not reside in Ottawa to their local police agency). Thereafter, individuals will be required to annually sign a declaration affirming that they have not been charged with any criminal offence since the date of their last check.

Privacy Notice:

Personal information collected through this process will be used and disclosed by Carleton University under the authority of the *Carleton University Act*, 1952 and the *Criminal Records Act*, R.S.C., 1985, c. C-47, and in accordance with sections 39, 41 and 42 of Ontario's *Freedom of Information and Protection of Privacy Act*.

The purpose of this processing is to confirm that staff members of the CUAG are legally able to work with member of a vulnerable population. Carleton will use this information to offer or deny employment. Carleton may disclose this information internally to Campus Safety, and externally to law enforcement agencies, if there is a concern for the health and safety of vulnerable persons, or if there is any reasonable expectation that the commission of a offence has occurred or is likely to occur.

If you have any questions about the processing of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via University_Privacy_Office@carleton.ca.

Roles and responsibilities:

The director of Carleton University Art Gallery is responsible for ensuring that all relevant art gallery employees receive the appropriate screening.

Contact:

Director, Carleton University Art Gallery