Policy Name: Vulnerable Sector Screening Policy
Original/Responsible Department: Carleton University Art Gallery
Approval Authority: Senior Management Committee
Date or Original Policy: October, 2013
Mandatory Revision Date: October, 2018
Contact: Director, University

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/

Definition of a vulnerable person:
Vulnerable members of society are defined in the Criminal Records Act as persons who, because of 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 “Police Records Check for Service with the Vulnerable Sector,” namely:

a) Permanent staff
b) Temporary staff, specifically Carleton students employed as front desk monitors, who have contact with the public
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, temporary staff and volunteers) who are continuously engaged with Carleton University Art Gallery will be required to obtain a “Police Records Check” on a one-time basis only. Thereafter, they will be required to annually sign a declaration affirming that they have not been charged with any criminal offense since the date of their last criminal record check.
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