

VULNERABLE SECTOR SCREENING POLICY

Purpose

This Vulnerability Sector Screening Policy guides Parya Trillium Foundation's ("Parya") approach in responding to vulnerable clients and protecting them.

Scope

This Policy applies to all employees, and volunteers who provide services to the public on behalf of Parya.

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

Parya requires staff working with vulnerable sector (including permanent, temporary and volunteer) to obtain a vulnerable sector screening check which includes a criminal reference check ("Police Records Check for Service with the Vulnerable Sector" or "Vulnerable Sector Screening") prior to commencing employment.

The Vulnerable Sector Screening must be conducted by a police force. Third party companies conducting criminal reference checks are not permitted. Any payment required will be the responsibility of the applicant. To be acceptable, a Criminal Reference Check with Vulnerable Sector Screen must be dated no earlier than three months prior to the date it is submitted to Parya by the applicant (current within 90 days).

The manager must see the original document, and will keep a copy in the individual's file.

All staff are 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. Updates to the Vulnerable Sector Screening is required every five years. A false declaration may be grounds for dismissal.

The declaration must be submitted to the manager annually no later than 15 days after the anniversary date of the previous Vulnerable Sector Screening or declaration.

Primary Audiences: Staff, Volunteers	Vulnerable Sector Screening Policy
Policy Owner: Manager	Effective Date: March 26 2018
First Approved by Board: March 26 2018	Review Frequency: every 2 years

Confidentiality

To guard the confidentiality of personal information, the following policies will apply:

1. A copy of the Vulnerable Sector Screening will be kept in the individual's personnel file in a locked cabinet for the duration of the applicant's employment and only accessible by Management.
2. All copies of Vulnerable Sector Screening of unsuccessful applicants will be immediately destroyed.
3. All copies of Vulnerable Sector Screening for staff no longer employed or students/volunteers, whose placement has ceased, will be kept on file for 5 years and then destroyed.

Student Placements

Photocopied Vulnerable Sector Screening from students coming from a recognized institution are permitted.

Conditional Employment

Conditional job offers may be necessary during the time it takes to obtain the Vulnerable Sector Screening. Individuals that produce a receipt for their Vulnerable Sector Screening may be allowed to start their position or volunteer immediately. These individuals will at no time be permitted to be alone with vulnerable members (as defined above) until the Vulnerable Sector Screening has been reviewed by the manager.