



THE FRIENDS OF PRESQU'ILE PARK

POLICIES & PROCEDURES

Policy Name: VULNERABLE SECTOR BACKGROUND CHECKS

Reference: 012

Effective Date: July 27, 2013

Revision Date:

POLICY

The Board of Directors of The Friends of Presqu'ile Park want to ensure that all members, volunteers, employees and the public operate in a safe environment. From time to time, some volunteers may be working with vulnerable people. Those persons will be required to undergo a Police Vulnerable Sector Background Check.

DEFINITION

Vulnerable people are defined in the *Criminal Records Act, Section 6.3*, as a person who because of age, a disability or other circumstances is in a position of dependency on others or is at greater risk than the general population of being harmed by a person in a position of trust or authority.

A Police Vulnerable Sector Check is a form of enhanced police record check.

PROCEDURES

1. The Board of Directors will determine which positions place a person in a position of trust or authority over vulnerable persons.
2. Individuals who are to be working with vulnerable persons will be responsible for securing a Police Vulnerable Sector Check through the local police department. Any costs will be reimbursed by The Friends of Presqu'ile Park.
3. A copy of Police Vulnerable Sector Check will be filed with the Secretary who will ensure that it is stored in a safe and confidential manner.
4. Individuals will update their Police Vulnerable Sector Check every three years.