

# Vulnerable Sector Policy

The Ottawa Arts Council (the Council) recognizes that it is morally and legally required under the Duty of Care concept to do everything reasonable to protect its participants, staff, and volunteers who take part in the Council's activities. The Council is particularly aware of the responsibility to protect vulnerable members of society.

Section 6.3 of the Criminal Records Act defines a vulnerable person as a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent, (a) is in a position of dependency on others; or (b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards 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 Ottawa Arts Council requires all volunteers or contracted persons who interact with any program participant as defined in Section 6.3 (as described above) confirm that they have obtained a valid Police Vulnerable Sector Check and share that information with the Council's Executive Director in advance of the program they have been contracted to conduct.

The Council will advise any contracted persons or volunteers of Council programs who are deemed to be in a position of trust or authority dealing with potentially vulnerable participants, that it is mandatory that a Police Vulnerable Sector Check be obtained by contacting the Ottawa Police Service or the Police Services Department in one's municipality.

Should a contractor or volunteer feel that the costs associated with a Police Check would cause a financial burden, they are to bring the situation to the Executive Director for resolution.