# VOLUNTEER POLICY (Vulnerable Sector Check)

[Organization Name] is grateful to the many volunteers who provide their time and expertise to help ensure our operations and programs run smoothly and effectively. We are committed to a safe and positive environment for all clients, staff, and volunteers and understand that it is our responsibility to ensure our programs and services are delivered safely to our clients. As many of our volunteers work with clients from vulnerable populations, this policy will outline the need for vulnerable sector checks.

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## DEFINITIONS

The following definitions were taken directly from the website of the Police Force in London, Ontario:

“Vulnerable sector/population”: A vulnerable person is defined as a person who, because of their age, a 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 or authority or trust relative to them.

“Vulnerable sector check”: The Vulnerable Sector Check (VSC) was established to provide screening of individuals who intend on working or volunteering with the vulnerable. This type of screening is required for the following types of positions: teacher, social worker, daycare worker, sports coaches etc.

## POLICY

At [Organization Name], we require volunteers to provide a clear vulnerable sector police check prior to volunteering with vulnerable persons, and again every three years.

Vulnerable Sector Checks can be obtained by the volunteer through their local police department. These checks can be applied for online at the police department’s website using a secure portal. You must provide ID with your address on it and you must live in the city of the police station you are applying through, or otherwise provide proof you live in that city.

There are different types of checks available depending on the type of people you will be working with. At [Organisation Name] please fill out the form for the LEVEL 3 -VULNERABLE SECTOR CHECK (VSC) which is for volunteers or employees who are directly responsible for children under 18 years, elderly or disabled people.

Vulnerable Sector Checks can take up to six weeks to be returned to you from the police department so please apply for your check as soon as possible. When your check results are returned, please provide them to [Insert Name, Position, Contact Details].

The fee for a vulnerable sector check is $15 for volunteers. The Organization [will/will not] reimburse volunteers for the fee, once the cleared check results are provided to us. If you require proof that you are a volunteer to get this price, we are happy to provide it. OR We will provide you with proof you are a volunteer with our organization at your volunteer orientation that can be used as proof you are eligible for volunteer pricing.

Please note: we [do/do not] accept copies of vulnerable sector checks that you may have had done for another organization.

Volunteers who are unable to provide a clear VSC will not be able to volunteer with [Organization Name] OR will not be able to volunteer in any position that has contact with our vulnerable sector clients.

If you have any questions about volunteering or who to provide your Vulnerable Sector Check to, please contact [the Volunteer Coordinator at: email@email.com].