



Vulnerable People Screening Policy

Dance Ontario delivers arts programs in educational and community settings and, as a result, has created this policy to identify vulnerable persons and to set out the Association's policy with respect to vulnerable sector screening. Under common law, Dance Ontario has a duty of care towards vulnerable persons.

This policy is applicable to all employees, consultants and volunteers of Dance Ontario and those artists and choreographers that we arrange to participate in an educational or community event ("Dance Ontario Persons").

Who are Vulnerable Persons

Vulnerable Persons are defined in the *Criminal Records Act* as persons who, because of age, disability, or other circumstances, whether temporary or permanent are in a position of dependence on others or 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 condition or permanent. The risks to vulnerable people include sexual abuse, assault, theft, fraud, or embezzlement.

Vulnerable Sector Screening Processes

Vulnerable sector screening at Dance Ontario refers to two different processes.

First, it includes a process at the time of interviewing new hires or retaining new consultants or volunteers such that Staff will conduct an in-person interview and check the references of those that will deliver programs for schools and communities. To the extent applicable, position descriptions and advertisements for positions will clearly set out responsibilities and expectations of the person along with the screening requirements associated with the position. Any application form shall include the consent for a screening.

In addition, Dance Ontario will require a police background check or vulnerable sector verification (a report that goes beyond a criminal record to include other information and may involve fingerprint identification) for those Dance Ontario Persons that are in certain risk categories, as set out below. This also will be done for existing Dance Ontario Persons in medium to high risk categories as soon as possible after the date of the implementation of this policy.

Dance Ontario Persons will be given a copy of this policy and given an opportunity to ask questions of management of Dance Ontario. Dance Ontario Persons must immediately notify

the Executive Director of any concerns that a Dance Ontario Person may be causing harm to a vulnerable person. To the extent appropriate (given the number of volunteers and their risk levels), group training will be conducted.

Identifying and Managing Risk

Dance Ontario has established three levels of risk:

- Low risk - minimal or no contact with vulnerable persons;
- Medium risk - supervised contact with vulnerable persons; and
- High risk - unsupervised contact with vulnerable persons.

Each Dance Ontario Person will be assessed for their risk level. Persons who are in the low risk category will not be required to submit to a police background check unless otherwise required by the educational and community center with which they are working.

For those Dance Ontario Persons in a medium or high risk category, they will submit to a police background check and a vulnerable sector screening, which will be renewed every three years (unless otherwise required by the partner organization or there is a significant gap in service). Each Dance Ontario Person in these categories shall sign an annual declaration confirming they have not been charged with any criminal offence since their police background check.

To the extent possible, a Dance Ontario employee or contract staff shall supervise all high risk Dance Ontario persons in their activities that may involve Vulnerable Persons. If that is not possible, spot checks will be conducted by Dance Ontario management.

Dance Ontario staff will be responsible for understanding the expectations of or contractual commitments to their partner organizations, whether schools or community organizations, and ensure they are satisfied. If a Dance Ontario Person has obtained the background checks and conducted the screening independently, Dance Ontario staff should seek a copy of these reports or, if they cannot be provided under applicable law, a certificate of an officer or director of the organization with which they are associated confirming who has been subject to such a check, the date of the check and that no issues were identified that could reasonably be expected to create risk for vulnerable persons.

To the extent applicable, Dance Ontario will seek to add a provision to each of its contracts with an artist or choreographer or other person having contact with a vulnerable person to comply with applicable law and submit background checks as required, allowing for termination of the contract in the event of an unsatisfactory check.

Police Background Checks

The following apply to police background checks or vulnerable sector screenings undertaken by Dance Ontario.

- Dance Ontario will not order a police background check or a vulnerable sector verification in respect of a person until it has decided that the person is otherwise suitable for the position and has made an offer of engagement, conditional on a satisfactory police check.
- The police background check should be limited to information that is relevant to suitability for the position or work in question.
- The information about the individual is subject to Canada's privacy laws and Dance Ontario must use it appropriately and keep it confidential.
- If Dance Ontario (rather than the individual in question) applies for the background check, Dance Ontario shall seek written consent from the individual and a photocopy of two pieces of photo identification. The consent and photocopy will be maintained in Dance Ontario records by staff.
- To the extent possible, Dance Ontario will seek the police agency to screen volunteers at no charge or request that the individual pay any fees associated with the background check.
- Staff shall maintain a file of all police background check and vulnerable person screenings along with a record of the last date received in respect of each person. Staff will note the category of risk of each Dance Ontario Person which shall be regularly reviewed and confirmed.
- Individuals who do not have a satisfactory background check or screening report will not be hired or retained or will be removed from their role. The board of directors shall be notified of any such removal.