



Vulnerable Sector Assessment Tool



Centre of Research & Policy

VULNERABLE SECTOR POSITION ASSESSMENT TOOL: IS A VULNERABLE SECTOR CHECK NECESSARY?

Using this VS Position Assessment Tool, and the Flow Chart, organizations can help determine whether a Vulnerable Sector Check is necessary for the position. This is a guide only. Step 1: complete this **VS POSITION ASSESSMENT**. Step 2: complete the **VULNERABLE SECTOR FLOW CHART** by referring to Step 1. This goal is to identify those positions for which you might want to request a Vulnerable Sector Check.

STEP 1: Determine if you are able to request a Vulnerable Sector Check.

A vulnerable sector check can only be legally provided if:

- the request is made by a person or organization responsible for the well-being of a child or vulnerable person;
- the request is made in the context of a specific application for a paid or volunteer position;
- the position being applied for is one of trust or authority towards a child or vulnerable person; and
- the applicant has given their consent in writing. A vulnerable person is a person who, because of their age, a disability or other circumstances, is in a position of dependency on others or is at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

Not every position that involves contact with a vulnerable person will meet the requirements for a vulnerable sector search. The position must be one that creates either authority (power) over, or special trust with, a vulnerable person.

STEP 2: VS POSITION ASSESSMENT TOOL

ASSESS POSITION		DETAILS
Position Title		
Location/Setting:		
Responsibilities:		
	Yes or No	
Client/People Served by position: <ul style="list-style-type: none"> • under 18? • over 65? • intellectual/development disabilities? • increased risk of harm by person in position of trust or authority? 		
Position: <ul style="list-style-type: none"> • Is there trust or authority over the client/person? • Is client/person dependent on volunteer? 		
Level of Supervision:		
Ongoing?		
Unsupervised?		

STEP 3: VULNERABLE SECTOR CHECK

This screening tool is responsive to the limits of the Criminal Records Act regarding Vulnerable Sector Checks. This screening tool is intended to assist in identifying those exceptional, specific positions involving vulnerable individuals. Unsupervised positions of trust in relation to vulnerable populations will justify more in-depth employee screening, of which a record check is one justifiable component.

