

Due Diligence	To act reasonably, prudently, in good faith, and with a view to the best interests of the organization and its members.
Duty of Care	Legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect staff, clients, participants, volunteers and the organization to the appropriate standard. The appropriate standard of care is dependent on the situation and risks. For example, a volunteer working with children will be screened more heavily than one doing office work or helping at a special event.
Liability	Refers to the duties, obligations, or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something. For Example, through a legal action, the individual or organization could be found legally responsible for an action or inaction in a particular set of circumstances, and would be required to pay damages to someone harmed as a result.
Personal Information	Includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form (i.e. age, ID number, income, ethnic origin, blood type, opinions, comments, evaluations, social status, or disciplinary action), and personnel files, credit records, loan records, medical records, and/or existence of a dispute. Personal information does not include a name, title, business address, phone number, or anything that might appear on a business card or can be found publicly available, such as on social media.
Police Information Check (PIC)	PICs include existing criminal convictions, upcoming criminal court appearances and a scan of the local police records in the jurisdiction in which the applicant resides. A PIC may be reasonable if a volunteer works in a position of trust, but is not solely responsible for the well-being of vulnerable persons.
Position of Trust or Authority	<p>A situation in which someone has</p> <ul style="list-style-type: none"> • a significant degree of authority or decision-making power over another, and/or • unsupervised access to another person and their property. <p>A position of trust also involves situations where the success of volunteer's service depends on the development of a close, personal relationship between two individuals.</p>
Risk Management	A detailed process whose aim is to reduce the chances of injury, damage or loss. The process involves taking steps to identify, measure and control risks. Screening is a form of risk management.
Standard of Care	<p>Refers to the degree or level of service, attention, care, and protection that one person owes another.</p> <p>Individuals and organizations are not legally required to absolutely guarantee that no harm will come to their client, their staff, or the community at large. However, "the standard of care expected in individual circumstances is that of a reasonable or prudent person."</p>
Volunteer	<p>An individual who</p> <ul style="list-style-type: none"> • chooses to undertake a service or activity; someone who is not coerced or compelled to do this activity • does this activity in service to an individual or an organization or to assist the community at large • does not receive a salary or wage or any financial remuneration for this service or activity.
Vulnerable Persons	<p>For the purposes of screening, a person who, because of age (under 18 or over 65), a disability (physical or mental) or other circumstances, whether temporary or permanent:</p> <ul style="list-style-type: none"> • is in a position of dependency of others, or • is otherwise at greater risk than the general population of being harmed by a person in a position of trust or authority towards them.
Vulnerable Sector Check (VSC)	<p>May be requested as part of a Police Information Check when a volunteer is solely responsible for the well-being of</p> <ul style="list-style-type: none"> • children under the age of 18 • elderly people over the age of 65, or • people with physical or mental disabilities. <p>Merely being in contact with a vulnerable person does not necessitate a VSC, unless the volunteer</p> <ul style="list-style-type: none"> • is in a position with a significant degree of trust or authority, and • has unsupervised access to vulnerable persons. <p>A vulnerable sector check determines if an applicant is a pardoned sex offender, and it also includes a scan of local and national police databases to ensure that the applicant in no way presents a threat to any vulnerable person.</p>

*Taken or adapted from
Volunteer Canada's*
Screening Handbook
"Glossary of Terms"- Pg 60-61