

**Kelowna Art Gallery**

**The Safety and Protection Policy**  
**For**  
**Children/Youths/Vulnerable Adults**

The Safety and Protection Policy for Children/Youths/Vulnerable Adults was formulated in 2010, following a request from the Kelowna Art Gallery's insurance company.

This policy covers all aspects pertaining to Kelowna Art Gallery programming that affect children, youth and vulnerable adults.

Topics covered under this policy include:

- Legislation and Definition of Terms
- List of all Current Programs
- Job Descriptions
- Emergency, Safety and Fire Procedures
- Evaluating Risk Factors
- Ratios of Children / Youth / Vulnerable Adults to Teachers / Docents / Volunteers
- Police Record Checks (PRC)
- Orientation and Training for ALL Docents / Volunteers
- Providing Supervision of and Support for Docents / Volunteers
- Dealing with Disciplinary Action

Police Record Checks are mandatory for all staff, docents and volunteers at the Kelowna Art Gallery regardless of whether their position specifically deals with children/ youth/vulnerable adults.

This policy was approved by the Board of Directors March, 24, 2011.

\* Full copies of The Safety and Protection Policy for Children/Youths/Vulnerable Adults are available upon request.