

Policy: Police Checks

Board motion number: 66:21, October 12, 2021 Chair's signature: _____

Statement

The Bonnechere Union Public Library endeavours to have the most appropriate and effective staff and volunteers possible to serve the needs of the people who avail themselves of library services. Safety is of utmost importance to all who come into the library.

1. Staff

A police check, or vulnerable sector check as required, particularly for criminal records, must be undertaken prior to employment for all persons who are the preferred applicants for all paid positions in the library. An applicant who refuses to complete the appropriate forms and provide the information from the police will not be appointed. If an applicant has never had a police check, the library will pay for the check. An unsatisfactory assessment may result in the applicant not being appointed. Every year staff will sign an attestation stating that nothing has changed. The wording shall be: "I declare since the last criminal background check collected by BUPL, as the case may be, or since the last declaration given to me that I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*."

2. Volunteers

In volunteer positions where there is direct contact with patrons, especially those in a vulnerable sector, such as the aged, persons with disabilities, juveniles, or children and infants, the library must have a police check report on file for that volunteer. The library will pay for this check if necessary. The same attestation rules apply as for staff.

3. Board members

Police checks are also required for board members as many will have direct contact with patrons through public events, fundraising activities, volunteering in the library, and when

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carrying out their advocacy duties. Moreover, board members are tasked with fiscal responsibility for public funds that requires assurance that they are above reproach. The library will pay for this check if necessary. The same attestation rules apply as for staff.