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POLICE CHECK POLICIES

Board motion number: 28:15 31 March 2015

Chairperson'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.

Staff

A police check, 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.

Volunteers

In volunteer positions where there is a direct contact with clients, especially a vulnerable sector, such as the aged, disabled persons, 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.

Board members

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