

# POLICE CHECK POLICIES

## 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.

## Police check policy 1 Staff

Board motion number: 67:06

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.. As unsatisfactory assessment may result in the applicant not being appointed.

## Police check policy 2 Volunteers

Board motion number: 68:06

In volunteer positions where there is a direct contact with clients, especially aged, disabled persons, juveniles, 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.