



PTG BOARD POLICY 6-5

POLICY TITLE: Criminal Record Check

BACKGROUND

PTG wishes to ensure the safety and security of volunteers and Guild property, and as a matter of due diligence, the Board of Directors requires volunteers to obtain a Criminal Record Check (also known as a “police check”).

DEFINITIONS

“police check” includes criminal records checks, vulnerable sector checks and any similar check required to comply with Ontario law.

“vulnerable sector check” - is a search based on a name or gender and date of birth against the RCMP National Repository of Criminal Records, Pardoned Sex Offender Database and various other police databases.

Corporate Officer(s): Chair of the Board of Directors; President; Finance Manager; Corporate Secretary; or Property Manager

APPLICABLE LEGISLATION

http://www.citizenship.gov.on.ca/english/pp/police_records_checks/police_records_checks_en.pdf

POLICY

1. As an organization that values the well-being of vulnerable individuals PTG shall request a “vulnerable sector” check from its volunteers.
2. All volunteers in PTG activities including Board and Executive members, shall obtain this Criminal Record Check. Exceptions may be made, at the discretion of the Board, for volunteers, who are working under direct supervision in limited areas of the Guild and are involved in any individual production for fewer than three days annually.
3. All prospective volunteers should be made aware of this policy as soon as possible and this shall occur before they agree to volunteer for any activity with the Guild.
4. The Production Manager Chair will provide volunteers with the necessary letter of introduction to request the Criminal Record Check from the Peterborough-Lakefield Community Police Service or Ontario Provincial Police, as applicable based on residency. The individual will deliver the letter to the appropriate police service, show the required two pieces of identification, pay the fee and pick up the Criminal Record Check results when available. An expense claim for this cost may be submitted to the Guild bookkeeper if reimbursement is desired.
5. The PTG will request a police check every two years.
6. A police records check is the property of the person whose name is on it. To protect the privacy of each individual the Criminal Record Check document shall be submitted in a

confidential envelope to the Production Manager Chair, the Production Manager or the President.

7. The President or their delegated Corporate Officer shall review the criminal check document and, will record the name and the date on a confidential master list that indicates that a new Criminal Record Check is submitted.
8. This list shall be kept confidential and remain in the custody of the President in secure storage on Guild property. The President may delegate this duty to a Corporate officer with the approval of the Board of Directors. The original Criminal Record Check shall be returned to the volunteer once noted in the master list.
9. Any criminal activity appearing on a criminal record check does not automatically exclude a person from participation in Guild activities. In such cases, the President (not the designate) is required to bring the details, -but not the identity of the individual, -to the Board at an in-camera session for discussion and decision about participation by that individual in PTG activities. The final decision shall be communicated to the individual by the President via a personal and confidential letter mailed by first class postage to the address noted on the criminal record check.

MONITORING:

1. The Production Manager Chair shall ensure that information regarding the need for a criminal record check is noted on all audition forms.
2. The Production Manage Chair shall ensure that information regarding the need for a criminal records check is noted on all volunteer forms.
3. PTG Production Managers are responsible for ensuring that all members of their cast have obtained the necessary criminal record check before the first rehearsal of any production and that all crew have obtained a criminal record check before they begin any work on the production.
4. The PTG Board Chair and President, respectively will ensure that members of the Board of Directors and Production Executive teams have obtained a criminal record check.

Rev #1: Approved by the Board of Directors May 22, 2014

Review Date: May 2015

Related Policies: Protection of Privacy, Working with Children