

## TPSP Interview Checklist

Once you have been connected with the appropriate person, begin by explaining the purpose of this call. The following is a suggested script.

*“My name is \_\_\_\_\_. I am with the Girl Guides of Canada. I am organizing an activity for our group of \_\_\_\_\_ [insert the number of] people] girls and adults and I am interested in using your organization’s services. Based on GGC policy, I am required to ask you some questions about your operation. Will that be okay with you?”*

Organization Name: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

1. Are you a registered business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you regularly provide this service to groups or the general public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do you regularly deal with children in this activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you and your staff have specific licenses, certification or training to lead or manage this activity?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Do you follow industry standards and guidelines for this activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Do you have general liability insurance to cover this activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Do you have a documented Emergency Response Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are you and your staff trained in the appropriate levels of first aid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you understand child protection policies and have such a policy in place?***	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Do you conduct regular maintenance on your equipment to ensure it is in good working order and suitable for the activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Do you have equipment that is appropriate for children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Do you follow provincial workplace health and safety guidelines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Total Yes / No</b>		

\*Self taught or having experience only = No

\*\*Child Protection Policies establish procedures for screening staff (e.g. interview, references, police records check), reporting abuse, addressing misconduct, notifying authorities and generally protecting children from mistreatment.

Thank the TPSP. Let them know that their assurance is all that is required. GGC does not require supporting documentation (unless specifically requested based on our insurance requirements – refer to Conditional Activities). Attach this page to the Activity Notification or Authorization (SG.3) and keep a copy for your records.

Name of Responsible  
Guider \_\_\_\_\_

Signature of  
Responsible Guider \_\_\_\_\_

OR  
iMIS Number \_\_\_\_\_

Date of Interview \_\_\_\_\_