

## **Background Check Policy and Procedures**

Cedarcreek Community Church strives to provide a safe, welcoming environment for everyone who participates in Cedar creek sponsored events and activities. The following policy and procedures have been implemented to help provide a safe environment for Cedar creek-sponsored events and activities.

### **Policy**

All adult staff members, and all adult volunteers who will be working in any manner with minors at Cedar creek's Sunday morning youth services, Awana program and/or involved with overnight activities with minors who are not their own children must pass a national background screening and the National Sex Offender Registry screening prior to the event or function. An adult is defined as anyone age 18 or older.

All volunteers working with minors at Cedar creek's Sunday morning youth service(s), Awana program, overnights and/or other activities who are under the age of 18 are not subject to a background check. Eligibility of minors assisting in the care of children [*example: high school age volunteer assisting in nursery*] is at the discretion of the pastor(s).

### **Procedures**

#### **Authorization to Complete the Background Screening**

Prior to completing any background screening, the adult who will be screened must complete a Criminal Background Consent Form. Once completed and signed, the form must be sent or faxed to the Cedar creek office for processing. No background screenings will be completed without written authorization from the person whose background will be screened.

#### **Individuals Authorized to Complete the Background Screenings**

The Pastoral Staff or a person designated by the Pastoral Staff will be authorized to:

- Provide information needed to the approved company performing the screenings,
- Run the screenings, and
- Review, interpret and print the background screening reports.

#### **Background Screening Interpretation and Communication Procedure**

Once a background screening has been completed and the report has been reviewed, the Pastoral Staff or designee will determine whether the adult will be allowed to supervise minors and what, if any, restrictions will be placed on the adult volunteer.

Conviction of a crime involving any type of abuse or sexual misconduct, or disciplinary action of any kind involving deception, fraud, drug use, drug abuse, physical abuse, sexual abuse, harassment of any kind, or any inappropriate relationship with a minor, will preclude the adult from volunteering in any manner with Cedar creek youth.

If any other offense or incident is reported, it will be at the discretion of the Pastoral Staff whether to allow the adult to volunteer with Cedar creek youth.

The Pastoral Staff may contact the adult for additional information regarding the items listed on the report and/or may investigate further. After review and/or further investigation, the Pastoral Staff will determine if the adult is authorized to supervise minors at Cedar creek events and functions. They will notify the adult, and the person who is running the event, of their decision.

A copy of the background check will only be given to the person if a written request is received.

The background screenings are only good for three years from the date of the screening. Additional screenings must be completed every third year.

**Confidentiality**

The Background Screening Authorization Form, the Background Screening Report and any additional documentation related to the screening will be kept in a secured location at the Cedar creek Office. All information relating to the background screenings will be kept confidential and the information will only be provided on a need to know basis.

Anyone who violates this policy will be subject to disciplinary action up to and including termination.