

## **Policy and Procedures for IHN Volunteer Background Checks To be Approved by Board of Trustees**

1. All volunteers will complete a personal contact form.
2. All volunteers will receive training appropriate to their role.
3. Background checks are required for supervisors, overnight positions, or any person in unsupervised contact with children (week coordinators and overnight hosts).
4. Such volunteers must fully complete a background check, including any applicable waivers, before being eligible for IHN. These volunteers may participate in IHN once the First Church Operations Manager marks the successful completion of the background check process (see paragraphs 11 and 12 below).
5. The Operations Manager, the Human Resources (HR) Committee, and the IHN Coordinator(s) are responsible for selecting a vendor to conduct the background checks, subject to approval by the First Church Board of Trustees.
6. First Church will coordinate the payment of fees to the background check vendor, including payment for volunteers from other churches.
7. The Operations Manager receives and maintains the results of the background checks.
8. Negative information is not an automatic bar to participation and is reviewed in the context of the role.
9. Automatic disqualification will result for any background with a criminal conviction of child or sexual abuse.
10. Automatic disqualification will result for any crime of violence against a person in the prior five (5) years.
11. If the results of the background checks reveal no negative information about the volunteer, the Operations Manager will inform the IHN Coordinators of this result. If the results of the check reveal a questionable pattern of behavior, including anything falling under paragraphs 8, 9, or 10 above, the Operations Manager will refer the results to the HR Committee for confidential review and a determination of whether the individual may volunteer with the IHN program (including whether to limit the extent of their participation).
12. For cases referred to the HR Committee, that committee will notify the IHN Coordinator(s), the Operations Manager, and the volunteer of its decision and is the sole arbiter of volunteer applications.
13. Approval of a volunteer through this background check process is effective for three (3) years, subject to an on-going obligation by the volunteer to self-report any new charges. Such self-report shall be made to the Operations Manager and the IHN Coordinator(s) within fourteen (14) days of the volunteer being notified of the new charges. At the expiration of this three year period, the volunteer must complete the background check process again.
14. The HR Committee, in consultation with Operations Manager and the IHN Coordinator(s), retains the discretion to conduct additional background checks of selected volunteers more frequently than the three year period set forth in paragraph 13.
15. The Operations Manager is responsible for securely storing and retaining the background check records for twenty-two (22) years and limiting access to these records only to those persons with a legitimate need to know.