

Epiphany Lutheran Church Background Screening Policy for Volunteers Working with Children and Youth through any Program at Epiphany

1. The Faith Formation Team in coordination with the Safety Team is responsible for ensuring policies and procedures are in place for the safety and well-being of all children who participate in the vast and diverse programs we offer at Epiphany Lutheran Church. These programs include, but are not limited to, Sunday School, Vacation Bible School, and Youth Group
2. Background screening of volunteers over 18 years of age reduces the risk of:
 - a. a person with a history of child abuse from being recruited and assigned to work with our children.
 - b. Epiphany Lutheran Church being accused of negligent safety procedures which would impact the ability of our church to successfully operate established programs
 - c. a false allegation being made against a volunteer
3. Therefore, all registered Volunteers and Staff over the age of 18 must successfully pass a background screening once every program year, between August 1 and July 31 of the next year beginning August 1, 2018.
4. The deadline for background screening to be completed prior to volunteering for a program will be determined by the staff and communicated to any person who is interested in volunteering.
5. All screenings must include at a minimum a National Database check and be completed through Epiphany Lutheran Church's preferred provider for the program year in order to ensure consistent screening practices have been used when evaluating the eligibility of a volunteer to work with children and youth.
6. Results of background screening will only be viewed by the pastoral staff and any determinations about eligibility is at their discretion.
7. Any volunteer candidate who is disqualified from participating in programs with children or youth will be personally informed by the pastoral staff.
8. All paperwork pertaining to an individual's background screening will either be maintained in the church safe or destroyed. Any paperwork pertaining to a background screening will not be kept beyond the end of the program year.