

## **Epiphany Lutheran Church 2018 Background Screening Policy for Volunteers Working with Children and Youth at Vacation Bible School**

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 Vacation Bible School (VBS) program which will be held July 16-20, 2018.
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 VBS Volunteers and Staff over the age of 18 must successfully pass a background screening after March 15, 2018 in order to volunteer with the 2018 VBS program.
4. The deadline for background screening to be completed and submitted to Epiphany Lutheran Church in order to be eligible to volunteer at VBS 2018 will be Tuesday, June 26, 2018 at 5:00 pm.
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.