



## **Background Check Policy**

October 2009

Because we care for the safety and security of children at Community Christian Church, we require that anyone working with children under 18 in any capacity undergo a criminal background check.

- Anyone 18 or older who works with children under the age of 18 in any capacity must undergo a criminal background check.
- All background information is strictly confidential. The office manager [will process the paperwork. If no red flags are identified, the background check will be filed in a locked cabinet until a subsequent check is processed. All old documents will be shredded.
- 'Red flags' are any criminal behavior that might pose a risk for children including but not limited to: sexual deviancy, assault, domestic violence, etc.
- In the case of a 'red flag,' the Senior Minister, an elder, and the respective ministry leader [Student Minister or Children's Director] will have a conversation with the individual about the issue.
- A prospective volunteer is not automatically excluded due to a criminal history. The nature, severity and date(s) of the offense(s) will be taken into account. Each case will be treated individually.
- Anyone failing to complete a background check consent form will be unable to serve in a ministry that directly deals with children.
- Subsequent checks will be conducted every 2 years.