

Appendix A

Background Checks for Paid Staff & Volunteers

It is necessary to take all reasonable steps to help ensure the safety of our children and youth. One tool that our insurance company recommends is background checks.

Paid Staff & Volunteers (age 18 or older) will complete consent for criminal record check. Northminster will screen each staff & volunteer at least once every 3 years for offenses that pose a risk to the health and safety of others. No person with known prior incidents of physical or sexual abuse, child neglect, child exploitation, or other forms of sexual misconduct will be permitted to interact with minors at Northminster. Other information revealed by the background check will be considered on a case-by-case basis. Personal information provided by volunteer applicants in connection with the consent for criminal record check and the results of criminal record checks shall be maintained in confidence. **The Member Services Manager will receive and monitor background check reports on all staff members and all volunteers, and will share concerns with the Senior Pastor, who will determine whether the information needs to be shared with other program staff on a “need to know” basis.**

I. Policy

It is the policy of NPC to effectively screen and select all church volunteers and paid staff who as a part of their volunteer activities or regular job duties come into contact with children and youth. This policy is designed to protect our children and provide them with adult role models who desire to help our children and youth grow in Christ.

II. Procedure

A. Paid Staff

1. NPC will screen all paid staff who apply for positions within the NPC Day School, Nursery, Sunday School, Worship and Wonder or Youth events and activities. All applicants will be required to fill out a standard job application which will include specific questions concerning convictions on charges related to child abuse. Part of this form will be processed via a third party company who specializes in validation of candidates and their credentials. Candidates who indicated a prior conviction on such charges will not be considered for employment. The application will also contain prior work history and education. **Paid Staff will be screened with a criminal background check at least once every 3 years. This screening will follow the background check policy at the end of the CYPP.**
2. During the interview process, all candidates may be asked to provide at least 3 personal and professional references. These references will be validated by the committee, group or officer in charge of the hiring process. All inquiries will be documented. Verification of previous work history and appropriate education will also be documented.

Volunteer Staff

1. NPC requires all volunteers working in any capacity with children or youth to be a member of the Church and to have been associated with NPC (associated defined as attending Worship/Sunday School regularly) for at least six months. Exceptions to the above may be approved by Session.

2. Before a volunteer as defined in paragraph one above begins volunteering in any activity involving children or youth at NPC, a copy of the CYPP will be provided to the volunteer by a member of the Spiritual Growth Committee or NPC Staff. The volunteer will be required to review the policy and sign/return the certification form that declares them not to have been convicted of any charges related to child abuse and acknowledges that they have reviewed and understand the CYPP. **Volunteers will be screened with a criminal background check at least once every 3 years. This screening will follow the background check policy at the end of the CYPP.**
3. All members of NPC who desire to volunteer to work with the Youth Group will be screened by the Youth Committee. Training from the Youth Committee and/or Youth Director about NPC's vision for youth ministry and the CYPP will also be provided.
4. Youth members of NPC who desire to assist in Children's Sunday School, Worship and Wonder, or the Nursery are required to work with Adult volunteers as defined in paragraph one above.

Approved by Session January 2020.