



Volunteer Clearances



All employees who may potentially work with children at your facility should undergo the following screening process:

- Implement a Waiting Period —Volunteers wishing to work with children should be members of your organization for a determined minimum period of time (six months, one year, etc.), so the individual can be evaluated by current staff members.
- Application for Employment —Have all potential employees and volunteers fill out an application requiring information about their previous experience working with children, previous organizational affiliations, references and criminal convictions (if any).
- Interviews —Conduct in-person interviews to discuss open positions and the applicant's background. Check References —Before hiring anyone, check at least three references for each applicant, preferably those from organizations where the applicant worked with children.
- Conduct Criminal Background Checks —Require a criminal background check for all applicants and volunteers who will engage in the following activities: involvement with day care and/or schooling; chaperoning overnight activities with children; counseling minors; involvement in youth mentoring programs; and potential for sporadic encounters with minors, such as driving youth groups to activities off- site.
- Applicants should be dismissed from the selection process if the following offenses are evident on a background check:
 - Violence
 - Dishonesty
 - Illegal substance use
 - Indecency

If an applicant does not reveal an offense in the application for employment, he or she should also be dismissed from the application process. In addition to these, read up about any recent changes to your states required clearances as they change often.