



# National Background Check

## Policy and Procedure –

### PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in [name of program site: ] of **Food Bank of South Jersey**. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

### POLICY

Site management must ensure that all staff and volunteers at [name of program site: ] site who have “direct repetitive contact with children” undergo a *National Background Check*.

Some examples of **who is required to have** a background search performed:

- ✓ Staff who work directly with the kids in the program daily
- ✓ Volunteers who work directly with the kids in the program daily
- ✓ Anyone who has ongoing, frequent or recurring interactions with or around the kids who participate in the program (e.g. once each week or several times over the course of a summer)

Participants must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer.

Fingerprint checks are also a volunteer screening best practice. Some states require youth- serving organizations to inform all potential volunteers that they may be required to be fingerprinted, whether or not the organization intends to conduct a fingerprint check. [Always check with your state standards regarding staff and volunteer screening for youth programs.]

### PROCEDURE

**It is the responsibility of the Program Site to perform and verify that a national background check has been passed by any and all staff or volunteers with direct repetitive contact with children.**

The **Food Bank of South Jersey** reserves the right to see proof of the completed background search or searches on [name of program site: ] staff and volunteers during routine site inspections. **Food Bank of South Jersey** will perform all necessary background checks on staff and volunteers of **Food Bank of South Jersey** sent to [name of program site: ] sites.

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## VERIFICATION

By signing this form the Partner Agency acknowledges that it understands and agrees to the National Background Search Policy of **Food Bank of South Jersey**. Further [name of program site: \_\_\_\_\_] verifies that all individuals who participate in the [name of program site: \_\_\_\_\_] who have direct repetitive contact with the children are listed here, and have undergone, and passed, a National Background Search as described on page one.

[name of program site: \_\_\_\_\_] is required to submit this form when becoming a partner of **Food Bank of South Jersey** and each time a new staff or volunteer with direct repetitive contact with children joins the program or a minimum of once every two years.

\_\_\_\_\_  
Program Site Name

\_\_\_\_\_  
Program Site Representative Name (Print)

\_\_\_\_\_  
Program Site Representative Signature

\_\_\_\_\_  
Date

Site Program Participant Name (Print)	Staff	Volunteer

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