



National Background Check

Policy and Procedure

PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in the Summer Food Service Program, School Pantry, Healthy Kids Clubs, or Send Hunger Packing programs of Care and Share Food Bank. 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 your 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.

PROCEDURE

It is the responsibility of the Program Site to perform and verify the following background checks as a minimum:

- ☞ Social Security History to assure proper identification
- ☞ National Sexual Offender search
- ☞ Criminal History record search

Care and Share Food Bank reserves the right to see proof of the completed background searches on program staff and volunteers during routine site inspections. Care and Share Food Bank will perform all necessary background checks on Care and Share Food Bank staff and volunteers sent to program sites.



VERIFICATION

By signing this form, the Program Partner acknowledges that they understand and agree to the National Background Search Policy of Care and Share Food Bank. Further, they verify that all individuals who work with Care and Share Food Bank programs and have direct repetitive contact with children participating in these programs are listed here and have undergone, and passed, a National Background Search as described on page one.

Your organization is required to submit this form when becoming a partner of Care and Share Food Bank 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 Partner Name

Program Partner Representative Name (Print)

Program Representative Signature

Date

Site Program Participant Name (Print)	Staff	Volunteer