



National Background Check - Policy and Procedure

PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in Totes of Hope® program of Food Bank of Wyoming. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

POLICY

Program Site leadership must ensure that all staff and volunteers at Totes of Hope® sites 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 the school year)

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.

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.

FBW reserves the right to see proof of the completed background search or searches on Totes of Hope® staff and volunteers during routine site inspections. FBW will perform all necessary background checks on staff and volunteers of FBW sent to Totes of Hope® sites.

BACKGROUND CHECK VERIFICATION

By signing this form, the Partner Agency acknowledges that it understands and agrees to the National Background Check Policy.

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Further, [name of program site] verifies that all individuals who participate in Totes of Hope® who have direct repetitive contact with the children they serve are listed below, and have undergone, and passed, a National Background check as described on page one.

[Name of program site] is required to submit this form when becoming a partner of FBW and each time a new staff or volunteer with direct repetitive contact with children joins the program or a minimum of once every year.

Program Site Name

Program Site Representative Name (Print)

Program Site Representative Signature

Date

Site Program Participant Name (Print)	Staff	Volunteer

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