

**SCREENING PROCEDURES**  
**for Adults who Work with Children and Youth**  
**at NCNC programs or events**

1. Develop and use an application form for volunteers, *i.e.* persons who are not employed by the Conference, that elicits background disclosure information and gives permission to check background and references.
2. Check the Register of Sexual Offenders official website for the name of each adult who works with children and youth. Re-check for any volunteer who re-applies after an absence of a year or more from Conference programs.
3. Use the services of a screening agency to do a national criminal background check of each volunteer and new Conference staff member. The reports from the screening agency will be kept in a confidential file in the Conference Office.
4. Interview each new volunteer before accepting their services.
5. Contact the pastor of each new volunteer to verify that there are no warning signs of potential risk to children or youth from that volunteer.
6. Designate a member of the Conference staff to review all reports looking for convictions or other warning signs (such as sexual abuse, violent behavior, substance abuse, etc.) that would raise concerns for child abuse or child endangerment. Conference Staff member will follow up with additional interviews or research on any indications of past or present conduct which might jeopardize the well-being of children or youth in the care of the volunteer, or to achieve a greater depth of information.
7. Maintain a file for each adult working with children and youth. The file will contain application forms along with any relevant information generated from the sources listed above, memos from interviews and telephone contacts, performance reviews from previous camps at which the adult served, reports of incidents at Conference programs or events, in which the adult was involved, and decisions made regarding the adult's application for work with children or youth.
8. Adhere to any additional screening requirements from civil authorities and/or required for insurance liability coverage of volunteers and Conference staff who work with children and youth.

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