

**MANSFIELD CHRISTIAN SCHOOL
VOLUNTEER POLICY**

Mansfield Christian School is pleased to welcome volunteers, and we value your willingness to serve and your commitment to the success of our students and school. Each volunteer, whether he/she is a parent, grandparent, family member or interested community person, has something unique to contribute, both in time and talent. Volunteers are an integral part of our program here at Mansfield Christian School.

As you enter the building, please sign in as a visitor; you are required to follow the same procedure as any other visitor. Also, you are asked to do the following:

1. Sign the Volunteer Criminal Check Notice letter stating you understand the safety requirements.
2. Be mindful that the staff is ultimately responsible for the students and activities taking place.
3. Please respect the confidentiality of all of our students and staff. You are not permitted to talk with other parents in regards to any child other than your own. Never share opinions about the behavior and/or academic progress of students.
4. Please dress in an appropriate manner. Guidelines will be given you which are the same guidelines expected of all staff at Mansfield Christian School.
5. An authorized Mansfield Christian School staff person handles all disciplinary matters. All concerns relating to discipline must be forwarded to the school administration.

Interested individuals should contact the Central Office. The interests and abilities of the volunteers are considered when making assignments.

A criminal record check will be required for volunteers. In order to encourage a healthy and safe climate for students, the Board of Education has determined that it will follow the parameters of the Ohio Revised Code on criminal background checks for volunteers. Section 109.574 (Criminal Records Checks for Volunteers) allows school districts to notify current and prospective volunteers that they may be required to provide a set of impressions for fingerprinting purposes processed by the Ohio Bureau of Criminal Identification and Investigation. ***Mansfield Christian School will accept a copy of a criminal records check when completed and sent by another organization and is no more than five years old.***

There are two incidents when a volunteer may be required to get a criminal record check:

1. When a volunteer has unsupervised access to a child when no other person 18 years of age or older is present in the same room with the child
2. If outdoors, the volunteer has unsupervised access when no other person 18 years of age or older is within a 30 yard radius of the child or has visual contact with the child. School principals will identify these individuals and have them referred to the Personnel Department for a criminal records check.

Areas of need include, but are not limited to:

1. Health room and library aides – require a BCI & FBI background check.
2. VIP room – require a background check performed through *Protect My Ministry (Ministry Mobilizer)*. No cost for the volunteer that serves on an ongoing basis.
3. Classroom, Lunchroom, recess aides – require a background check performed through *Protect My Ministry (Ministry Mobilizer)*. No cost for the volunteer that serves on an ongoing basis.

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4. Cleaning volunteer - require a background check performed through *Protect My Ministry (Ministry Mobilizer)*. No cost for the volunteer that serves on an ongoing basis.
5. Jon Peterson Scholarship volunteers - require a BCI & FBI background check.
6. Coaching and Assistant Coaching – All coaches, paid and volunteer, require a BCI & FBI background check.

The conviction of a crime (felony or misdemeanor) will be dealt with on an individual basis. Completed forms are maintained in a confidential manner at the district office. If there is any question of safety with children, the perspective volunteer will not be approved.

Unsupervised volunteers: Background checks are required for individuals who will work one-on-one with students or groups of children without the continuous supervision of school personnel. This could be a tutoring session or other activity at which teachers and/or administrators are not always present.

Supervised volunteers: Volunteers working in the classroom or in the school setting in clear view of teachers and other school personnel will not require the BCI/FBI background checks but will be required to have the screening from *Protect My Ministry*.

Background checks by Protect My Ministry are required for volunteers working on a consistent basis, who are never left unsupervised by staff members. This would include: VIP room volunteers, classroom aides, library aides, lunchroom aides, and cleaning volunteers.

Protect My Ministry is a company that performs online background checks for businesses and churches where volunteers are needed. The Basic package is a comprehensive criminal background check that provides a balance between cost and comprehensiveness. This package includes:

1. Social Security Number Verification and Address History – This search validates the SSN that a particular applicant provides. The SSN search is vital to verifying the identity of an individual, alias names and any previous addresses. All alias names found are searched on the national database and sex offender registries, in addition to the applicant name provided.
2. National Criminal Database Search – The search has the potential to identify certain crimes that may have occurred outside any addresses found on the SSN search. The national search is not recommended as a stand-alone service in every state due to the limitations of the data being queried.
3. National Sex Offender Search – This search will identify if an applicant is listed on a particular sex offender registry. The sex offender search is critical to identifying any prior sex offenses.
4. Re-verification of Criminal Records – All hits found on the national database and sex offender registries are re-verified for accuracy in compliance with the FCRA.

Other Notes of Interest:

- ✓ These searches are for the full 50 states not just Ohio.
- ✓ You never have to worry about false-positives. If a positive result comes up then they run it through the re-verification process.