

**VERIFIED VOLUNTEERS GUIDELNES****EMPLOYEES**

Goal: 100% COMPLIANCE

All employees and volunteers must complete *Protect the Children* Training and submit to a background check utilizing the Verified Volunteers, NCSRisk.com/Adventist website.

**Employees must complete the training and background check prior to his/her first day of employment.**

CHURCHES:

Pastors  
Clerk/Secretary/Office Staff/Treasurer  
Cleaning Crew (including independent contractors, employed by church or school, or from another company with an ongoing contract agreement.  
Landscape/Building Maintenance (paid or volunteers and independent contractors)

SCHOOLS:

Principal  
Teachers  
Classroom Aides  
Substitute Teachers  
Kitchen Staff  
Landscape/Building Maintenance (paid or volunteers)  
Coaches  
Other Admin.: Enrollment/Counselors/Treasurers

**A contractor with one day only work assignment will be escorted the entire time.**

POLICY: New Hires (full-time, part-time, permanent, temporary) are required to complete *Protect The Children* training and submit to a background check prior to the first day of employment.

POLICY: All employees are required to re-train and re-screen every three years.

**BACKGROUND CHECK RESULTS:**

**If an employee's background check results are determined to be non-eligible for duty, the Supervisor (Pastor, School Principal, Administration) will be notified directly.** *The employee will also have access to the background check results through his/her NCSRisk.com login.*

Training should take about 45 minutes.

Screening Results should be available within 48-72 hours.

**Technical Support** issues associated with training and background check submission should be resolved by calling:

Verified Volunteers  
Customer Service  
855-326-1860, Option 3

TEXAS CONFERENCE OF



SEVENTH-DAY ADVENTISTS

## VERIFIED VOLUNTEERS GUIDELNES

## VOLUNTEERS

### 100% COMPLIANCE

All employees and volunteers must complete *Protect The Children* Training and submit to a background check utilizing the Verified Volunteers, [NCSRisk.org/adventist](http://NCSRisk.org/adventist) website.

**If already eligible to volunteer in the Shield the Vulnerable system, volunteer does not need to recertify in VV until near the STV expiration (after 3 years).**

***ALL VOLUNTEERS, whether they volunteer one time or many times per year as a leader or team member, must complete his/her training and background check prior to volunteer duty.***

“Volunteer” includes, *but not confined to the following:*

### CHURCHES:

Elders, Deacons, Deaconesses, Assistants and Treasurers

All ministry leaders and team members (including Praise Team, Sound Booth, Musicians)

Club Ministries Directors: Master Guides, Pathfinders, Adventurers

Adult, Youth, Teen, New Beginner, Sabbath School Teachers, Assistants and Helpers

Children’s Division – Sabbath Teachers, Assistants and ALL helpers

Special Event Staff and Assistants (Church sponsored, Outreach, Social and Recreational Events)

Greeters, Welcome Reception Staff and Assistants

Cleaning Staff

Landscape and Building Maintenance (paid staff or volunteers)

### SCHOOLS:

Classroom helpers

Field trip drivers, volunteers and helpers

Kitchen staff, servers, volunteers and helpers

Landscape and Building Maintenance (paid or volunteers)

Coaches, staff, volunteers and helpers

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Each entity should prepare a list of known individuals who will be on campus and know whether or not they are compliant with VV policy. Early completion of the requirements will help to avoid compliance issues leading up to school activities. If a person does not comply, he/she is not allowed at any time on campus outside of his/her vehicle.

**POLICY:** Each employee and volunteer is required to re-train and re-screen every three years.

The School Board and Church should determine who the school's point of contact should be. This **Local Volunteer Screening Coordinator** should be voted through the local School Board Committee. The Principal or Pastor should notify, via email, the Texas Conference Volunteer Screening Coordinator as to the name, phone and email, of the Local VSC so that he/she can be assigned view only rights to the VV database. The Local VSC will have access to the names and dates of individuals within his/her assigned organization. **The Local VSC will not have access to actual background check results.**

If a volunteer's background check results are determined to be **non-eligible for duty**, the Pastor or School Principal will be notified directly. The volunteer will also have access to the background check results through his/her NCSRisk.com/adventist login.

Training should take about 45 minutes.

Screening Results should be available within 48-72 hours.

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