



STERLING VOLUNTEERS GUIDELINES

EMPLOYEES

Goal: 100% COMPLIANCE

All employees and volunteers must complete *Child Protection Online* Training and submit to a background check utilizing the Sterling Volunteers, nadadventist.org/asv 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 *Child Protection* 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 nadadventist.org/asv login.*

Training should take about 45 minutes.

Screening Results should be available within 48-72 hours.



Costs associated with Training and Screening:

Background Check: \$13

Child Protection Training: \$1

The cost associated with the training and screening will be billed back to each entity

The primary location selected by the registrant is the information used for billing.

Technical Support issues associated with training and background check submission should be resolved by calling: Sterling Volunteers
Customer Service
855-326-1860, Option 3