

## BACKGROUND CHECK POLICY

### **RISK MANAGEMENT ASSURANCES**

1. Word of Righteousness Family Life Center requires a background investigation be conducted on all candidates for employment or volunteer service.
2. Word of Righteousness Family Life Center requires additional scrutiny of candidates who will be working with children as part of their employment or volunteer service.
3. Word of Righteousness Family Life Center requires all employees and volunteers in child-sensitive areas to sign a release form permitting the request of a criminal background check.
4. Word of Righteousness Family Life Center utilizes both internal and external resources to conduct pre-employment background investigations.
5. Word of Righteousness Family Life Center routinely screens employment applications, reference checks, motor vehicle record checks, criminal history background checks and child abuse records on all candidates for employment or volunteer service.
6. Word of Righteousness Family Life Center has an agreement with Garfield Heights City School District to additionally provide nationwide fingerprinted background checks of all candidates for employment or volunteer service in child-sensitive areas.
7. Word of Righteousness Family Life Center requires all volunteers working with children actively serve in other capacities within the organization a minimum of six months before assuming any position involving contact with minors.
8. Word of Righteousness Family Life Center forbids any child to be left alone with only one adult unless in a counseling situation. Otherwise, it is required that two adults are present in a room of children at all times.
9. Word of Righteousness Family Life Center is committed to incorporating best practices in the safety and security of children to prevent child abuse, sexual misconduct and other mistreatment of any kind to children in its care.
10. Word of Righteousness Family Life Center may amend this policy from time to time to ensure the most current and effective safeguards are in place for the protection of the children and families in the community that it serves.