

## Suggested Background Screening Checks

The world of background screening can be confusing and costly. In an effort to assist you in making decisions appropriate for your diocese, church, school or camp, we offer suggested checks for various categories of (lay) staff and volunteers.

The suggested categories are drawn from CPG's model policies (available at [www.cpg.org](http://www.cpg.org)) and the *Guide to Human Resources Practices for Lay Employees in Episcopal Churches*. As outlined in those documents we suggest the following routine steps precede a formal background check:

Decisions made regarding background screening should be made in consultation with your Chancellor and diocesan leadership.

- Standard application completed by the applicant that includes an authorization for background screening and reference checks
- Individual interview
- Signed code of conduct
- At least one reference check of a person or persons outside the congregation who know the applicant.

**The packages suggested are available at a reduced rate through your own contract with Praesidium, Inc.** They include:

### **Praesidium Basic Package – \$10 (retail \$15)**

- Multi-state criminal check
- National sex offender registry check

### **Praesidium Confidence Package – \$12 (Retail \$18.50)**

- Multi-state criminal check
- National Sex Offender Registry check
- Social Security trace
- Alias search

### **Praesidium Package – \$23 (retail \$30)**

- Multi-State criminal check
- National Sex Offender Registry check
- Social Security trace
- Alias search
- Individual County check

In addition to the above packages, other checks are suggested which are individually priced through Praesidium and can be negotiated by volume.

<b>Tier One</b> Volunteers with sporadic or supervised access to children/youth	<b>Positions:</b> <ul style="list-style-type: none"> <li>• Parent volunteers</li> <li>• Sunday School assistants</li> <li>• Chaperones at youth events</li> </ul>	<b>Praesidium Confidence Package</b>
<b>Tier Two</b> <ul style="list-style-type: none"> <li>• Volunteers with keys to facilities</li> <li>• Vestry and board members</li> <li>• Volunteers with regular unsupervised access to funds or financial records</li> </ul>	<b>Positions:</b> <ul style="list-style-type: none"> <li>• Treasurers</li> <li>• Altar Guild members</li> <li>• Those who collect, count or handle money</li> </ul>	<b>Praesidium Confidence Package Plus</b> <ul style="list-style-type: none"> <li>• Credit Check</li> <li>• County check</li> </ul>
<b>Tier Three</b> <ul style="list-style-type: none"> <li>• Persons with high access to children/youth or vulnerable persons</li> <li>• Persons responsible for one or more child/youth programs</li> <li>• Persons responsible for other programs for vulnerable persons, or those who may pose other risks</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• Youth Directors</li> <li>• Christian Education Directors</li> <li>• Choir Directors</li> <li>• Organists</li> <li>• Sextons, custodial and maintenance staff</li> <li>• Paid teachers, nursery workers and youth workers</li> <li>• Nurses</li> <li>• All employees</li> </ul>	<b>Praesidium Package Plus</b> <ul style="list-style-type: none"> <li>• Employment or volunteer verification</li> <li>• Via Check (Reference check)</li> <li>• Motor Vehicle check</li> <li>• Credit Check</li> </ul>

\* It is suggested that the check should be expanded to include all counties of residence or employment in the last 7-10 years.

For more information contact BJ Cohan: (212) 592-6353 [bcohan@cpg.org](mailto:bcohan@cpg.org)