

## Child Protection Policy and Procedures

### Policy

All Northern California Conference (NCC) administrators, employees who are 18 years of age or older and residing in California, and regular volunteers (defined as those persons 18 years of age or older for more than 16 hours per month or 32 hours per year who have direct contact with, or supervision of children) will have their fingerprints live scanned for a criminal history record check by the California Justice Information Services Division of the Department of Justice. The Request for Live Scan Service form can be found on [NCCSDA.com/volunteer](http://NCCSDA.com/volunteer).

Additionally, every two years, administrators, employees, and regular volunteers must complete the Child Abuse Mandated Reporter Training, a self-guided, profession-specific training module provided by the California Department of Social Services and the Office of Child Abuse Prevention. This online training can be accessed by visiting <https://www.mandatedreporter.ca.com>.

All volunteers who work in any capacity in children's or youth ministries and activities but who do not meet the definition of regular volunteers should complete a child protection program and background check through Sterling Volunteers or an equivalent provider chosen by NCC. The local church, school or NCC must vote or appoint each volunteer.

It is required to comply with this policy to work or volunteer with any NCC organization, such as churches, schools, and support ministries. If an employee or volunteer fails to follow this policy, NCC may take necessary action to remove them from participation. The administration will review any situation where it is not clear if this policy applies and determine the outcome.

The NCC oversees maintaining all confidential employee and volunteer screening and training records. They are also responsible for keeping employee training records and maintaining Live Scan criminal history checks through the California Department of Justice's online portal.

### Procedures

Once the Child Abuse Mandated Reporter Training is completed, a copy of the issued Certificate of Completion must be sent to the NCC Child Safety Compliance Coordinator (NCC-CSCC). Moreover, each mandated reporter will sign and return the Mandated Reporter Acknowledgement found on [nccsda.com/volunteer](http://nccsda.com/volunteer).

The NCC-CSCC must clear all new administrators, employees, and volunteers before they begin working. Clearance is obtained by following the procedure above in its entirety.

Employees who suspect a child has been or is in danger of abuse or neglect should contact the county Children's Protective Services 24-hour emergency response phone or their local law enforcement. Likewise, volunteers are strongly encouraged to report any suspicion of child abuse or neglect to the proper authorities. Both employees and volunteers should also notify an appropriate supervisor of the suspected abuse. To the greatest extent possible, at least two mandated reporters should be present whenever administrators, employees, or volunteers are in contact with or supervising children.

If, because of the Live Scan background check, an alert is received concerning an individual, the NCC-CSCC will contact the impacted person to inform him/her of the alert. The individual will be allowed to either complete or dispute the accuracy of the information within a reasonable amount of time or opt out of working or volunteering. To do so, the impacted individual must work with NCC-CSCC directly. While this process is ongoing, the person in question may not work in any capacity until both NCC and a representative from the Human Resources Department have cleared them. The same is true of a person who wishes to volunteer. The current/future supervisor will be informed that the person is not cleared to work or volunteer. At no time will the NCC-CSCC disclose confidential information from the background check alert.

It may be necessary that a criminal history alert will prompt a discussion between the impacted individual, their current/potential supervisor, a representative from Human Resources, and the NCC to determine employment or volunteer work eligibility.