

Child Safety Initiative for Church and School Volunteers

Instructions for Child Safety Coordinators

What is the 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](https://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.

Who is responsible for implementing the policy at your organization?

In addition to the policy above, all NCC entities must appoint a Child Safety Coordinator to manage volunteers at the church or school. Please note that the pastor or principal will be automatically designated if a coordinator is not identified.

What are the responsibilities of the Child Safety Coordinator?

- Support and comply with the NCC Child Safety Policy and Procedures.
- Maintain an ongoing list of all regular volunteers as defined above.
- Distribute the Clearance Packet for Volunteers that is available on the [NCC Volunteer web page](#), which contains all the necessary information and forms needed to comply.
- Ensure volunteers fill out the provided Request for Live Scan Service and help them identify the nearest California Live Scan operator.
- Ensure every volunteer completes the Volunteer Training Module, keep a copy of issued Certificate of Completion and ensure it is sent to the NCC Child Safety Compliance Coordinator.
- Keep records of all the live scanned and trained volunteers in a confidential manner.
- Track the fees related to this process, including the rolling and operator fees.

Contact: NCC Child Safety Compliance Coordinator (NCC-CSCC),
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What are the costs?

The volunteer or the church, school, or ministry can cover the rolling fee. The operator who performs the live scan will charge NCC using the number provided in the Request for Live Scan Service form included in the packet. The church or school will be responsible for paying this fee and will be billed by NCC. **Contact the NCC Child Safety Compliance Coordinator for any financial incentives that may reduce the cost to the entity.**

What if someone declines being live scanned or taking the training?

Although we understand and respect an individual who does not want to be live scanned for a criminal history record check, this is a required safeguard for our children. Therefore, this person is prohibited from volunteering with children until they have been cleared, even if they have previously volunteered.

What if the live scan reveals an arrest or conviction?

Many types of criminal activity can result in an arrest or conviction. The live scan criminal background check report is thorough, but it doesn't always mean that a person can't work with children. It depends on the individual case and requires collaboration between the NCC Child Safety Compliance Coordinator, the local Child Safety Coordinator (or their default designee), and the prospective volunteer. If necessary, the volunteer may not be able to serve or may have to serve in a different capacity. It's essential to inform the volunteer of their rights and the procedures for challenging the information by referring to the direction in the Request for Live Scan Service form. However, they can only work with children once the NCC Child Safety Compliance Coordinator clears the volunteer.