



# National Background Check

## Policy and Procedure

### PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in the Dare to Care Food Bank Kids Cafe program. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

### POLICY

Site management must ensure that all staff and volunteers at Kids Cafe sites who have “direct repetitive contact with children” undergo a *National Background Check*.

Some examples of **who is required to have** a background search performed:

- ✓ Staff who work directly with the kids in the program daily
- ✓ Volunteers who work directly with the kids in the program daily
- ✓ Anyone who has ongoing, frequent or recurring interactions with or around the kids who participate in the program (e.g. once each week or several times over the course of a summer)

Participants must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer.

### PROCEDURE

**It is the responsibility of the Program Site to perform and verify that a national background check has been passed by any and all staff or volunteers with direct repetitive contact with children.**

Dare to Care Food Bank reserves the right to see proof of the completed background search or searches on Kids Cafe staff and volunteers during routine site inspections. Dare to Care Food Bank will perform all necessary background checks on staff of Dare to Care Food Bank sent to Kids Cafe sites.

### VERIFICATION

By signing this form the Partner Agency acknowledges that it understands and agrees to the National Background Search Policy of Dare to Care Food Bank. Further, Partner Agency verifies that all individuals who participate in the Kids Cafe program who have direct repetitive



contact with the children are listed here, and have undergone, and passed, a National Background Search as described on page one.

Partner Agency is required to submit this form when becoming a partner of Dare to Care Food Bank and each time a new staff or volunteer with direct repetitive contact with children joins the program or a minimum of once every two years.

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Program Site Name

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Program Site Representative Name (Print)

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Program Site Representative Signature

Date

| <b>Site Program Participant Name (Print)</b> | <b>Staff</b> | <b>Volunteer</b> |
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