



Indiana Conference of Seventh-day Adventists K-12 Board Operating Policy

Section 4000 Employment Policies

4001:06 Screening of Level 1 Volunteers and Courtesy Payroll Employees

A Level 1 volunteer or employee is any non-student who, at the request of a school board, principal or teacher, has regular interaction with students in public, group or supervised activities.

1. A school board should not consider an applicant for employment or a volunteer position unless he/she has been known by multiple members of the constituency for at least six months.
2. If an applicant for employment or a volunteer position does not meet the requirements set forth in section 1, the school board or its designee shall contact a minimum of 3 of the applicant's references. The following questions must be asked of each reference:
 - a. Has the applicant ever been accused or suspected of child abuse or inappropriate conduct with a child?
 - b. Have you ever observed the applicant interact with a child in a manner that made you feel uncomfortable?
 - c. Would you have any concerns about entrusting the care of your child to this person?
3. An applicant for employment or a volunteer position must complete and sign the Indiana Conference Volunteer and Employee Application. The local school board should forward this application to the Indiana Conference Office of Education.
4. A school board should not allow a volunteer or employee to interact with students until his/her application has been approved by the Indiana Conference Office of Education.
5. The Indiana Conference Office of Education will conduct the following background checks for all Level 1 applicants:
 - a. A Limited Criminal History Check with the Indiana State Police.
 - b. A Central Directory Check with the appropriate agencies in the county or counties in which the volunteer or employee lives and works.
6. The local school board, principal and teacher(s) will make every reasonable effort to ensure Level 1 volunteers and employees do not have unsupervised interaction with students and are never alone with just one child.

4002:06 Screening of Level 2 Volunteers and Courtesy Payroll Employees

A Level 2 volunteer or employee is any non-student who, at the request of a school board, principal or teacher, has regular unsupervised interaction with students.

1. A school board should not consider an applicant for employment or a volunteer position unless he/she has been known by multiple members of the constituency for at least six months.
2. If an applicant for employment or a volunteer position does not meet the requirements set forth in section 1, the school board or its designee shall contact a minimum of 3 of the applicant's references. The following questions must be asked of each reference:
 - a. Has the applicant ever been accused or suspected of child abuse or inappropriate conduct with a child?
 - b. Have you ever observed the applicant interact with a child in a manner that made you feel uncomfortable?
 - c. Would you have any concerns about entrusting the care of your child to this person?
3. An applicant for employment or a volunteer position must complete and sign the Indiana Conference Volunteer and Employee Application. A Level 2 applicant for employment or a volunteer position must

also be fingerprinted by the appropriate authorities and include with his/her application the fingerprint cards prepared by those authorities. The local school board should forward this application and the fingerprint cards to the Indiana Conference Office of Education.

4. A school board should not allow a volunteer or employee to interact with students until his/her application has been approved by the Indiana Conference Office of Education.
5. The Indiana Conference Office of Education will conduct the following background checks for all Level 2 applicants:
 - a. A Full Criminal History Check with the Indiana State Police.
 - b. A Central Directory Check with the appropriate agencies in the county or counties in which the volunteer or employee lives and works.
6. The local school board, principal and teacher(s) will make every reasonable effort to ensure Level 2 volunteers and employees are never alone with just one child.