



## Procedures for Pre-screening of Riverside Children/Youth Workers

### Purpose

To outline the procedures utilized for the pre-screening of Riverside Children/Youth Workers in accord with Riverside's Sexual Misconduct Prevention Policy.

### Definitions

**Riverside Children/Youth Worker** – any person, paid or volunteer, who supervises or assists with supervising children and/or youth under 18 years of age while children and/or youth are participating in Riverside Covenant Church events, ministries, educational opportunities, trips, or other activities organized by Riverside Covenant Church.

- All Riverside Children/Youth Workers will complete a volunteer application. Each Riverside Ministry is responsible for maintaining their volunteer application form, but it must at least contain how long the applicant has been a part of Riverside, previous and current ministry involvement, references, and a statement of faith. All completed applications should be kept on file by Riverside Ministry Leaders or the Riverside Office Manager.
- All Riverside Children/Youth Workers will provide a valid form of ID (e.g., state driver's license or other acceptable form of ID). Riverside Children/Youth Workers under the age of 18 may have their identity verified by a parent or legal guardian.
- All Riverside Children/Youth Workers will be interviewed by a Riverside Ministry Leader or a person designated by them. The totality of the Riverside Children/Youth Worker's volunteer application will be evaluated to determine whether they are competent for the responsibilities of the position and whether they will foster a safe environment for children and/or youth. The date of the interview, whether the interview demonstrated the character and gifts necessary to serve, and the interviewer's name and signature should be recorded on the volunteer application.
- All Riverside Children/Youth Workers will provide at least two (2) professional/personal references upon application to be contacted prior to any service with the church. The references are to be contacted by a Riverside Ministry Leader or a person designated by them. The date each reference was contacted, whether the reference affirmed the applicant or not, and the name and signature of the one contacting the reference should be recorded on the volunteer application.
- All Riverside Children/Youth Workers will undergo a criminal background check prior to becoming a Riverside Children/Youth Worker. Applicants have the right to see their results at any time and for any reason. The results of the applicant's criminal background check will be noted on the volunteer application and a record of the results will be preserved by Riverside's criminal background check provider.

- No person convicted of a sexually related crime is eligible to become a Riverside Children/Youth Worker.
- If a Riverside Children/Youth Worker will be transporting anyone under the age of 18 an additional search of the applicant's driving record will be conducted. The results of this search will be noted on the volunteer application.
- All Children/Youth Worker applicants will be notified as to whether their application was approved or denied. Applicants will be evaluated at least on how long the applicant has been a part of Riverside, previous and current ministry involvement, references, interview, statement of faith, and criminal background check.
- If an applicant is denied from becoming a Riverside Children/Youth Worker for any reason, they will be informed of the specific reasons for their denial and will be counseled on how they might rectify their inability to serve.
- All Riverside Children/Youth Workers will receive a brochure regarding their duty to report child abuse and neglect. Workers are expected to read and follow the applicable Indiana laws, reporting any suspected child abuse or neglect to the local police department and a Riverside staff member.
- Riverside Children/Youth Workers are required to reapply to work as a Children/Youth Worker at least every five years. The interview and reference checks are not required for re-application, but completion of the volunteer application and a criminal background check are required for re-application.
- Should issues or concerns arise regarding a Riverside Children/Youth Worker's ability to serve after their volunteer application is approved, a Riverside Ministry Leader or a person designated by them should speak with the volunteer and others involved to determine whether the volunteer should continue to serve. If allegations of sexual misconduct are made against a Riverside Children/Youth Worker then the Riverside Sexual Misconduct Prevention Policy should be applied.