

**BACKGROUND INVESTIGATION FOR VOLUNTEERS
AND TEMPORARY OR CONTRACTED SERVICE PROVIDERS**

The superintendent, or his/her designee, shall develop a protocol for investigating the background of any potential volunteer, and temporary or contracted service provider (TCSP). The investigation will minimally include a name search on the sex offender registry website, as well as a current Volunteer/Private Carrier Authorization on file for volunteers interested in transporting students. (Appendix A)

Volunteers or TCSPs must be supervised by a district employee when they are in contact with children. A volunteer must have a criminal backgrounds record check (Ref. GBCD) if the volunteer is going to be alone with students. Volunteer responsibilities and expectations can be found under the school district's volunteer guidelines.

A TCSP must have a criminal records check (Ref. GBCD) in all cases when they will be alone with students.

Unless a potential volunteer or TCSP has a current criminal records check, he/she must complete an application (Appendix B). In addition, as part of the application process, each applicant shall be asked whether:

- there are any criminal charges pending against him/her at the time of application;
- or if he/she has ever been found by any court or administrative agency to have abused or neglected a child or elder;
- or if he/she has been convicted of a crime which has not been annulled or pardoned by the court.

If the applicant falsifies or omits any information on an application or during an interview, including but not limited to information concerning criminal matters, he/she may be disqualified from the application process or immediately discharged from their position.

No applicant who has been found by any court or administrative agency to have abused or neglected children or elders, or who has charges pending or has been convicted of the following offenses shall be allowed to volunteer/work in the school district:

- murder,
- child pornography,
- assault,
- aggravated felonious sexual assault,



- felonious sexual assault,
- kidnapping, sexual misconduct or
- manufacturing, selling, administering, dispensing or distributing any controlled substance(s)
- sexual misconduct

under any statute prohibiting the same conduct in another state, territory or possession of the United States, or foreign country.

The superintendent, or his/her designee, may also deny an applicant a final offer of volunteer or TCSP status if the applicant has charges pending or has been convicted of any felony in addition to those listed above. A person may also be denied a final offer of employment if the superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations will be made on a case-by-case basis.

Legal References:

RSA 189:13-a, *School Boards, Superintendents, Teachers, and Truant Officers: School Employee and Volunteer Criminal History Records Check*

NH Department of Education Technical Advisory, *School Employee Background Investigation, Including a Criminal History Records Check*, adopted July 1997

Policy EEBB, *Use of Private Vehicles to Transport Students*

Policy GBCD, *Background Investigation and Criminal Records Check for Prospective Employees*

Appendix A, *Volunteer/Private Carrier Authorization Form*

Appendix B, *Volunteer Application Form*

Adopted 2008

Revised 2009

Revised 2011

Reviewed 2015

