



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007

BACKGROUND CHECKS
FOR PROSPECTIVE VOLUNTEERS

IX-D

OVERVIEW

In order to ensure a safe environment for students, State Law (RCW 43.43.830-840) requires that school districts investigate the backgrounds of certain prospective volunteers. This packet of materials is designed to assist school administrators in complying with these requirements.

Contents:

- Procedures for Prospective Volunteer Background Checks
- Copy of RCW 43.43.830
- School Volunteer Registration Packet
 - Biographical card
 - Emergency health information (on back of biographical card)
 - Applicant/Volunteer Disclosure Form--HR-120 (available in quantity from Print Shop)
 - Request for Criminal History Information Form

Each school or department responsible for volunteers must:

1. Determine whether the prospective volunteer should be required to complete the Applicant/Volunteer Disclosure and the Request for Criminal History Forms on the basis of whether the individual may during the course of volunteering have regularly scheduled unsupervised access to:
 - (a) Children under the age of 16 (groups of 5 or fewer under 12 years of age or groups of 3 or fewer between 12 and 16)
 - (b) Developmentally disabled persons
 - (c) Vulnerable adults
2. Ensure that the identified prospective volunteers complete the Applicant/Volunteer Disclosure and the Request for Criminal History Forms (*thumb printing is not a necessary step because it is only used to differentiate between two individuals with identical names, birth dates, etc.*).
3. Determine whether the prospective volunteer may participate on a conditional basis as a volunteer after reviewing the responses on the Applicant/Volunteer Disclosure Form; if an answer to any of the questions on this form is "yes" it is probably wise to disallow the individual from volunteering until the Criminal History Information is returned by the State Patrol.
4. Send the Request for Criminal History Information to the State Patrol (no fee required for school districts).

5. Determine whether the individual may regularly participate as a volunteer after receipt of the criminal history information from the State Patrol.
 - If there is no information on file with the State Patrol the individual can be cleared to regularly volunteer in the schools.
 - If there is criminal history in the areas of concern identified on the Disclosure Form, the individual should probably not be allowed to volunteer in the schools.
 - If the information returned by the State Patrol seems to be in a "gray area," i.e., not directly related to information requested on the Disclosure Form, the determination should be made after conferring with the supervising member of the Superintendent's staff.
6. Provide the prospective volunteer with a copy of the State Patrol response within 10 days of receipt. (The State Patrol response may only be used in making the initial engagement decision; and must thereafter remain confidential.)

(See next page for volunteer sign-in sheet.)

