

The Southern Baptist  Theological Seminary

**Policy for Childcare Workers – Employees and Volunteers**

**Background**

In recent years many areas of concern have forced institutions to take an extensive look at the providers and/or individuals who provide Childcare services. Information for this policy proposal has been gathered from numerous sources, for example, Highview Baptist Church, Southern Baptist Convention website, LifeWay Biblical Solutions, Baptist Press (BP) News, Assembly of God USA website, the Kentucky Revised Statutes, and Southwestern Baptist Theological Seminary. Research for this policy recommendation has shown that in today's society it is paramount that a Childcare worker be thoroughly investigated prior to any assignment that would include working with children.

**Purpose**

This policy establishes guidelines and procedures concerning the utilization of Childcare workers at The Southern Baptist Theological Seminary ("Seminary"). The policy covers both applicants seeking employment and applicants seeking positions as volunteers (non-compensated) as Childcare workers. Current Childcare workers – employee or volunteer – will be required to authorize the Seminary to conduct a background investigation, too.

**Application Process**

1. Documents:

- a. Applicants for employment must complete the standard Seminary Employment Application.
- b. Applicants for volunteer positions must complete the Volunteer Application.
- c. All Childcare applicants must read and complete the following forms:
  - Background Information Questionnaire – including the cover letter
  - Consumer Disclosure – Waiver and Release

These forms are posted on the Human Resources intranet website under "Human Resources Policies - Forms and Documents:" <http://southern.sbts.edu/humanresources/>

2. Supervisor Responsibilities:

The supervisor conducting the search and selection of Childcare workers must:

- Be knowledgeable of the Childrens Ministry Security Training Self-Study Guide
- Provide the applicant with the above forms and questionnaire cover letter; answer questions, verify the forms are complete and signed, and provide, if requested, an opportunity for the applicant to speak privately with the supervisor.
- Forward all completed forms to the Director of Human Resources and, if the applicant is considered suitable for the position, a request for the background investigation to be conducted. Human Resources will maintain all forms in a secure, confidential file for future reference or to a specific date after which they will be destroyed in accordance with the Human Resources Document Retention Policy.

## Policy for Childcare Workers – Employees and Volunteers cont’d.

### Background Checks

1. Background checks will be performed through US Investigative Services. USIS is a background investigation service that is currently used by the Southern Baptist Convention Purchasing Alliance.
2. A background check will include a sex offender trace, a nationally criminal trace and a social security trace. The cost will be budgeted by the Department of Safety and Security.
3. Background checks, with satisfactory results, **must** be completed prior to the utilization of any person as a Childcare worker. Current childcare workers, whether employed or volunteer, must complete the applicable Childcare documents in order for a background check to be conducted. Annual follow-up background checks will be conducted on all childcare workers being utilized at that time.
4. Procedures to conduct Background checks:
  - a. A signed “Consumer Disclosure – Waiver and Release” **must** be completed.
  - b. All applicant information may be mailed or delivered to the Director of Human Resources who will request and authorize the Director of Safety and Security to implement the background investigation utilizing the services of USIS.
  - c. Results will be obtained within 72 hours (most information is returned with 24-48 hours) and forwarded to the Director of Human Resources.
  - d. If there are no questionable areas, the Director of Human Resources will notify the hiring supervisor of the applicant’s eligibility for Childcare work.
  - e. If any part of the background investigation conducted by USIS is questionable, a “Pre/Adverse” letter will be sent to the applicant for employment. This letter notifies the applicant of the fact that some of the information contained in the background investigation is being evaluated. Human Resources will send this letter, with a copy of the adverse information and the Fair Credit Reporting Act’s (FCRA) “Consumer Rights” information. This section does not apply to volunteer applicants.
  - f. If the applicant for employment is not offered employment as a result of any part of the background check, a “Post Adverse” letter must be sent. Human Resources will send this letter. This section does not apply to volunteer applicants.
  - g. USIS has all capable security features included in their company to safeguard all information. This information will be available to “authorized” Seminary management 24 hours a day, 7 days a week.
  - h. Negative information or a discrepancy in information provided by the applicant, which might raise a question of employment, will result in the Director of Safety and Security making a hiring recommendation to the Director of Human Resources. The hiring supervisor and the Director of Human Resources will determine whether or not to hire the applicant. If necessary the Senior Vice President for Institutional Administration will be consulted and, if requested or when required by policy, make the final decision.