

Background Screening Checklist

Guiding Principle: All camp workers require screening—both paid and volunteer

	Yes	No
1. Do you currently have a written abuse prevention policy for your children's, youth, and vulnerable adult programs?	<input type="checkbox"/>	<input type="checkbox"/>
2. If you currently have an abuse prevention program, are there elements that need improvement?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you consulted an attorney in the development of an abuse prevention policy and screening procedure?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you screen all employees, pastoral staff, and camp leaders whether or not they will work with campers?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you screen volunteers who work with children, youth, or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your screening include a written application and personal interview?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you consistently check employee and volunteer references, including prior church membership?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you regularly conduct criminal background checks on all employees?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you conduct personal interviews with each worker on a one-to three-year basis? What about annual applications for returning workers?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10. Do you require all prospective employees to sign a liability release that grants consent for you to contact former employers and to conduct a criminal records check?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you regularly conduct criminal background checks on volunteers who work with children, youth, or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you request at least two independent references from employees and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you provide regular abuse prevention training to all workers?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have a clearly defined reporting procedure in case an incident of abuse occurs?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are you prepared to respond to potential media inquiries?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you strictly enforce your current abuse and prevention policy or program?	<input type="checkbox"/>	<input type="checkbox"/>
17. Do you have adequate insurance coverage to protect yourself financially if a claim of abuse occurs?	<input type="checkbox"/>	<input type="checkbox"/>
18. Have you informed parents/guardians and campers about your communication plan?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you regularly review your program and make changes when needed?	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: _____ Date: _____

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