

Sample School Background Screening Checklist

Guiding Principle: All school employees and regular volunteers require screening.

	Yes	No
1. Do you currently have a written abuse prevention policy?	<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 faculty, staff, administration, contracted employees, coaches, and regular volunteers whether or not they will work with students?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your screening include a written application and personal interview?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you regularly conduct criminal background checks on all employees?	<input type="checkbox"/>	<input type="checkbox"/>
7. 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"/>
8. Do you regularly conduct criminal background checks on regular volunteers who work with students?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you request at least two independent references from employees and regular volunteers who work with students?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you check at least two independent references from employees and regular volunteers who work with students?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you routinely provide abuse prevention training to all employees and regular volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you provide abuse prevention training that is in compliance with your state's law (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you have a clearly defined and state-compliant reporting procedure for an incident of suspected abuse?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you regularly review your program and make changes when needed?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you strictly enforce your current abuse and prevention policy or program?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you have adequate insurance coverage to protect your school financially if a claim of abuse occurs?	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: _____ Title: _____ Date: _____

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