



Bismarck Diocese

SCHOOL VOLUNTEERS

BACKGROUND CHECK and SAFE ENVIRONMENT REQUIREMENTS FOR THOSE WHOSE DUTIES INCLUDE CONTACT WITH MINORS

PARENTS/GUARDIANS (AGE 18 +) MAY VOLUNTEER BASED ON 2 LEVELS OF SUPERVISION

Volunteers are not paid. If a person is paid, they are an employee and required to have an MYB background check and safe environment training successfully completed before starting employment – even if their duties do not include contact with minors. Minors employed at school/parish childcare centers or afterschool programs must comply with ND State employment law. ND State law does not permit records to be released for minors; no background check is required for those under 18. However, minors must still complete safe environment training.

1. LEVEL I SCHOOL VOLUNTEER:

- MYB background check & safe environment training required before beginning volunteer duties.
- Anyone that may ever (even once) work with a student alone in unsupervised settings - defined as not being under the constant supervision of a background checked and safe environment trained employee or volunteer.
- May volunteer on a regular basis and/or have an ongoing schedule.
- Must be age 18 or over. No minors can be a Level I volunteer.

Examples include but are not limited to:

- One-on-one tutors and mentors; classroom aides who could ever work alone with students;
- Anyone tasked with supervisory or disciplinary responsibilities; Coaches;
- All drivers (potential drivers required to submit paperwork – refer to Diocesan Drivers Safety Policy);
- All chaperones for on-site, off-site and overnight field trips/lock-ins/retreats; childcare volunteers.

2. LEVEL II SCHOOL VOLUNTEER:

- Not required to have a background check. Safe environment training *very highly* recommended.
- Always supervised (visually and physically accessible) by an employee who is background checked and safe environment trained.
- Does not volunteer on a regular basis or have an ongoing schedule.
- Cannot be a driver, chaperone or coach. Cannot take minors to the restroom, etc.
- Never left alone with a student or group of students for any reason.
- No supervisory/disciplinary responsibility; must always defer to supervising employee.
- Must be age 18 or over. No minors can be a Level II volunteer.

Examples include but are not limited to:

- Occasional classroom helpers/aides and lunchroom helpers (not employees);
- Occasional assistance with administrative tasks – ticket/money counting, office clerical help, etc.

**NOTE: 2 adults are recommended to be present for situations where one may have to leave the room;
OR another background checked and trained adult must be readily available to assume supervision.**

OTHER:

- Parents/Guardians who are present solely for instances of assisting their own child and have no responsibility to any other person do not need a background check.
- Anyone invited to visit schools to speak to classes, perform at assemblies or observe classrooms as an approved practicum college student must be under constant supervision by a background checked and trained employee, but do not need a background check unless the administration sees a need (refer to Diocesan Speaker Policy).
- Adult meeting/committee attendees (PTO, etc.) do not need a background check.
- Parents, guardians, and members of the public attending public events do not need a background check. These events may include but are not limited to: grandparent's day activities, science/art fairs, school programs/concerts, athletic activities, carnivals/fundraising events and Masses. At all public events it is assumed that parents/guardians will supervise their own children even though there may also be supervision by school employees.