SCHOOLS
BACKGROUND CHECK AND TRAINING
FLOW CHART

Is the individual age 16 or older?

No

Background Check: None
Training: Student Training

Yes

Individuals who are minors age 16-17

Background Check: Basic criminal background check, Comprehensive background check (2 finger print cards) and FBI Release form. Renew basic every three (3) years.
Paperwork: Confidential Questionnaire and Annual Safe Environment Training Form each year after starting.

Individuals who are adults age 18 and over

Background Check: None
Training: Student Training

Individuals who are volunteers (not coaches)?

Background Check: Basic criminal background check. Renew every three (3) years until adult then process as new person.
Paperwork: Confidential Questionnaire and Annual Safe Environment Training Form each year after starting.

Background Check: If volunteering or paid staff- Basic only- Renew every three (3) years until adult then process as new person.
Training: Student Training Only
Paperwork: None
PARISHES

BACKGROUND CHECK & TRAINING

FLOW CHART

Is the individual age 16 or older?

No

Yes

Background Check: None

Training: Student Training

Does the person have contact with minors or is a janitor/custodian?

No (bookkeeper, housekeeper, lawn mower etc.)

Individuals who are **paid staff & volunteers.**

Background Check: Basic only-
Renew every three (3) years until adult then process as new person.

_**Training:**_
* 16-17 – Student Training

_Paperwork:_
* 16-17 – None
* 18 years and older-Confidential Questionnaire, Annual Safe Environment Training Form each year after starting.

Individuals who are **paid staff and all janitors/custodians.**

Background Check: Basic criminal background check, Comprehensive background check (2 finger print cards) and FBI Release form for 18+. Renew basic every three (3) years.

_**Training:**_
* 16-17 – Student Training

_Paperwork:_
* 16-17 – None
* 18 years and older-Confidential Questionnaire, Annual Safe Environment Training Form each year after starting.

Individuals who are **volunteers.**

Background Check: Basic criminal background check. Renew every three (3) years until adult then process as new person.

_**Training:**_
* 16-17 – Student Training

_Paperwork:_
* 16-17j – None
* 18 years and older-Confidential Questionnaire, Annual Safe Environment Training Form each year after starting.