



## THE SCHOOL DISTRICT OF PHILADELPHIA

### Policy: Required Background Checks for Volunteers

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#### **PURPOSE**

To clarify the District's position on required background checks for parent and community volunteers.

#### **DEFINITIONS**

The term "Visitor" shall include all who voluntarily participate in special events, field trips, or programs at or for a school on a one-time or occasional basis. Visitors will not be engaged in activities that provide them with unmonitored care, supervision, guidance, or control of children.

The term "Parent Volunteer" shall include any parent/caregiver of a District student who volunteers on a full-time basis, part-time basis, or periodically over an extended period (more than 60 days) at or for a school but is not an employee, contractor, or student of the District.

The term "Non-Parent Volunteer" shall include any individual who volunteers on a full-time basis, part-time basis, or periodically over an extended period (more than 60 days) at or for a school but is not an employee, contractor, or student of the District and is not a parent/caregiver of a District student.

The term "Volunteer" shall refer to both Parent Volunteers and Non-Parent Volunteers.

#### **POLICY**

Visitors are not required to obtain any criminal background checks.

Parent Volunteers must obtain two background clearances:

- Pennsylvania State Criminal History Record
- Child Abuse Report

Note: The District does not require Parent Volunteers to obtain FBI background checks. However, if the results from the two required background clearances show any criminal convictions, the Parent Volunteer will also be required to obtain an FBI background check.

Non-Parent Volunteers must obtain three background clearances:

- Pennsylvania State Criminal History Record
- Child Abuse Report
- FBI Background Check (for new Non-Parent Volunteers effective January 1, 2008)

Individuals with any serious criminal convictions (as defined by Procedure) within five years immediately preceding the date of the report will be barred from serving as a Volunteer.

In cases where the required background checks are cleared, the Principal still retains the right to exercise his/her discretion in declining to permit an individual to serve as a Volunteer in his/her school.

Prospective Volunteers may work at or for a school in advance of the results from the required background checks under the following conditions:

1. They provide a copy of the appropriate completed request forms for background checks to a District administrator;
2. They swear or affirm in writing via Affidavit that they do not have any criminal convictions that would disqualify them from being a Volunteer; and
3. They will not be engaged in any activities that will provide them with unmonitored care, supervision, guidance, or control of children.