

State & Federal Background Checks

PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in Kids Café programs (including the Child and Adult Care Food Program and the Summer Food Service Program) and other Youth Programs (including and not limited to backpack programs and school pantries) of Greater Pittsburgh Community Food Bank. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

POLICY

Site management must ensure that all staff and volunteers at Kids Cafe and Youth Program sites who have "direct repetitive contact with children" undergo *state and federal background checks*. Some examples of **who is required to have** a background search performed:

- ✓ Staff who work directly with the kids in the program daily
- ✓ Volunteers who work directly with the kids in the program daily
- ✓ Anyone who has ongoing, frequent or recurring interactions with or around the kids who participate in the program (e.g. once each week or several times over the course of a summer)

Participants must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer. Minimum required state and federal background checks include: (1) PA Criminal Background Check (Act 34), (2) Child Abuse Clearance (Act 33), and (3) National Criminal Background Check (FBI Fingerprints). These should be completed no less than once every 60 months from the date of the oldest clearance.

PROCEDURE

It is the responsibility of the Program Site to perform and verify that a national background check has been passed by any and all staff or volunteers with direct repetitive contact with children.

Greater Pittsburgh Community Food Bank reserves the right to see proof of the completed background search or searches on Kids Cafe staff and volunteers during routine site inspections. Greater Pittsburgh Community Food Bank will perform all necessary background checks on staff and volunteers of Greater Pittsburgh Community Food Bank sent to Kids Café sites.

Greater Pittsburgh Community Food Bank prioritizes the safety of the children participating in sponsored food programs. Therefore, the Food Bank's Director of Child Nutrition Programs will:

- Report in writing to the leadership of a host site’s organization if and when we hear of any concerns about inappropriate behavior by any adult during Food Bank sponsored meals or distributions of Food Bank products.
- Request the host organization does not allow any adult who has demonstrated or allegedly demonstrated inappropriate behavior to be present at any Food Bank sponsored meal service or distributions for children until the incident and/or allegations have been satisfactorily resolved via a thorough investigation.

VERIFICATION

By signing this form the Partner Site acknowledges that it understands and agrees to the State and Federal Background Search Policy of Greater Pittsburgh Community Food Bank. Furthermore, the Partner Site verifies that all individuals who participate in the Kids Cafe or other Youth Programs who have direct repetitive contact with the children are listed here, and have undergone, and passed, a Background Screening as described on page one.

The Partner Site is required to submit this form (a) when becoming a partner of Greater Pittsburgh Community Food Bank, (b) each time a new staff or volunteer with direct repetitive contact with children joins the program, and/or (c) a minimum of once every year.

Program Site Name

Program Site Representative Name (Print)

Program Site Representative Signature Date

Site Program Participant Name (Print)	Staff	Volunteer