

# Town of Hancock New Hampshire

## **Background Check Policy and Procedure for Youth Skill Camps, Programs, Athletic Teams**

Adopted: June 12, 2017

The Town of Hancock and the Hancock Parks and Recreation Department, in an effort to comply with RSA 485-A:24 (Youth Skills Camp Certification of Criminal Background Check) and ensure the safety and well-being of our youth program participants has implemented the following policy and procedures.

- Background checks will be conducted on all employees and volunteers who will be or may be left alone with children. No such person shall be permitted to be alone with children until such time as the background check has been performed.
- Convictions which represent grounds for dismissal from employment or volunteer services or disqualification from consideration for the same include, but are not limited to offenses involving: (a) causing or threatening direct physical injury to any individual, or (b) causing or threatening harm of any nature to any child or children. Additional convictions of misdemeanors or felonies may also disqualify a volunteer or employment applicant from working for the Hancock Parks and Recreation Department.
- Background checks for all volunteers will be conducted on a yearly basis.
- Background checks are required for all new hire employees. This includes full-time, part-time and seasonal employees. Any employee, who has been separated from employment for more than 90 days, must undergo a new background check prior to rehiring.
- All volunteer and employment candidates must complete a background authorization form and return it to the Town Administrator. The Town will cause said background check to be conducted. The individual may start their employment or volunteer service only after the Town has reviewed said background check and determined that the prospective employee or volunteer is qualified to work with children.
- Background Checks will be performed by the NH State Police and/or third party background screening vendor to determine if the applicant has been convicted of any of the aforementioned offenses or if the applicant has been convicted of any other misdemeanor or felony offense(s).
- The Town shall review the results of all background checks and certifications to ensure that compliance with this Policy and RSA 485-A:24, II. The Town shall further review all references, employment history, and volunteer history submitted by or for each camp staff member to determine whether to allow said individuals to work directly with

children.

- The Town of Hancock will pay for the processing of background checks for all employees and/or volunteers working directly with Parks and Recreation Programs.
- Minors under the age of 18 who will be working or volunteering with youth must provide 2 letters of reference from unrelated individuals. Each letter of reference must state, to the author's knowledge of the minor's character, whether the minor has caused or threatened to cause direct physical injury to any individual or harm of any nature to any child or children. Each letter of reference must also state the author's opinion on whether the minor is a good candidate to work directly with youth.
- The Town Administrator will register all programs which fall and/or may fall under RSA 485-A:24 guidelines with the State of NH DES. As a practical matter, the Hancock Parks and Recreation Department will continue to apply the above background check standards for all programs involving youth participants, whether said program falls under RSA 485-A:24 guidelines or not.
- The Town shall maintain an up-to-date listing of all staff members who are in a position where it is possible that they could be left alone with children. The Town shall include in such list the background check status of each of the listed employees.
- Third Party Organizations who provide contracted services for the Town of Hancock and/or utilize properties owned by the town of Hancock for their programs and fall or may fall under RSA 485-A:24 must verify in writing that they are complying with the background check requirements and have been certified as such with the State of NH DES, prior to the start of the program. Organizations submitting a facility use form shall can verify on their compliance on the form where indicated and provide proof of certification.

This policy may be updated as state rulemaking and legislative action clarifies or changes these requirements.

  
Thomas Shevenell, Chairperson

  
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