



UNITARIAN UNIVERSALIST CONGREGATION OF SALEM
Criminal Background Check Policy

Status	Board/Committee	Status Date
Approved	Board of Directors	June 1, 2017

Introduction

In any community, the health and safety of the children, youth, and adults is, and should be, one of the most important responsibilities of that community. We covenant to affirm and promote the inherent worth and dignity of every person, while recognizing there are times when an individual's actions or behavior are not in keeping with Unitarian Universalist values.

To promote the safety and well-being of our congregational community we require criminal background checks for staff and volunteers who have regular and consistent contact with children, youth, or other vulnerable populations. This includes but is not limited to all staff, Religious Exploration (RE) volunteers, Lifeline Lay Leaders, and Salem Interfaith Hospitality volunteers.

In addition, criminal background checks are required of those in leadership positions who have access to church funds or personal confidential information. This includes Executive Board Members, Committee on Human Resources members and Safer Congregation members.

Those who drive a vehicle for congregation business will have a driving records check.

Background check requirements

Individuals requiring a criminal background check will complete the Consent for Criminal Background Check form, which will be run and evaluated by the Safer Congregation Committee. When required, the Safer Congregation Committee will also perform necessary driving records checks. This form must be completed and clearance given before allowing anyone to perform their duties. The form is available from the Director of RE, the Office Manager, or the chair of any committee that requires a criminal background check.

If the criminal background check shows a positive result the Safer Congregation Committee will review the results and determine the suitability of the individual to serve. Should the committee determine an applicant is not suitable to serve they will contact the individual and share the decision. The individual retains the right to appeal the decision to the board of directors.

Criminal background information is confidential and every effort will be made to ensure confidentiality. Results will be kept in secure files.

Any person who has cleared a criminal background check and is subsequently involved in a crime or allegation of such, must notify the director of RE or another member of the Safer Congregation Committee as soon as feasible. The Safer Congregation Committee will determine if the new information precludes the individual from serving.

Criminal background checks will be repeated on all required individuals every three years.