

# Background Check for School Volunteers

## *Policies and Procedures*

### Triumphant Learning Center

#### Criminal & Sex Offender Registry Checks on Volunteers / Parent Volunteers

The Hartford, our school insurer, is requiring a policy and procedure to be in place for checking on volunteer's sex offender status.

**Policy:** Triumphant Learning Center is a safe haven for students. Adults with a sex offender status would not be allowed on campus, or in a classroom. They would not be allowed to drive or participate in school sanctioned activities due to their status.

The safety of our students and staff is paramount to creating a safe learning environment:

- Volunteers may be required to submit to a criminal and sex offender background check as based on State Law and/or Insurance Co. policy. The volunteer will be asked to pay 50% of the charges for this background check.
- Alternate screens will include Arizona IVP cards, ~~military or~~ law enforcement credentials.

#### Procedure:

1. Use the link provided to log in to Verified Volunteer  
<https://app.verifiedvolunteers.com/promoorder/cf7655e8-b3bd-43b8-a83b-2a21c680fc07>
2. Set up and account
3. Complete the forms
4. Pay your portion
5. You will be notified of your clearance and ability to volunteer at the school.

If you go to the Verified Volunteer website you will need a good deed code number. This number is **fhmgi5l**