

# 10 BACKGROUND SCREENING BEST PRACTICES FOR VACATION BIBLE SCHOOLS



## 1 SCREEN EVERYONE

VBS workers of every rank should undergo a background check – from teachers and helpers, to van drivers and kitchen workers.



## 6 DON'T TRUST "INSTANT" CHECKS

Services that tout near-immediate results are from online or stale aggregated databases and are inaccurate and out of date, sometimes by several years.



## 2 RESCREEN YOUR VOLUNTEERS

Require all individuals to be rescreened annually, as well as be monitored on a monthly basis to help identify new crimes.



## 7 HAVE A POLICY & PUBLICIZE IT

Churches can be a target for those with bad intentions. Publish your background check policy online to deter those with ill-intent from volunteering in the first place.



## 3 INTEGRATE YOUR BACKGROUND CHECKS

When your screening provider integrates with your church software, you should be able to pull a list of VBS volunteers in your church software, and click request check.



## 8 VALIDATE IDENTITIES

Most background checks are based on an individual's name and date of birth, so validating a person's identity via a government-issued ID is essential.



## 4 EMPOWER VOLUNTEERS

Use a screening service that allows volunteers to fill in their information, and offers them the option to donate to your ministry by choosing to cover all or part of the screening cost.



## 9 PROMOTE TRANSPARENCY

Ensure all parties—the organization and the individual—receive a copy of the background check report.



## 5 MULTIPLE LAYERS OF SCREENING

Multiple background check sources need to be searched to fill in database gaps and to help uncover potential new information. Checking the NSOPW registry, nationwide and courthouse records is a good place to start.



## 10 ENCOURAGE SHARING

Encourage individuals to share their background check with other organizations they volunteer with. Likewise, consider accepting recent background checks that meet your policy's standards.

## KEY QUESTIONS TO ASK ABOUT BACKGROUND CHECKS

If you are an organization assessing background check services, here are key questions to ask:

Does your background check include a NSOPW Sex Offender Registry search?

What jurisdictions does your database cover for this state and region?

Do your searches check primary sources at the courthouse?

Are your background check results compliant with the Fair Credit Reporting Act (FCRA)?

What is your average turnaround time for a background check?

What happens when there is a "hit" for a criminal record?

What kinds of criminal records are viewed as not applicable? How is that decision made?



For information on how quality volunteer background checks can help your church create a safer environment for your vacation bible school, contact Verified Volunteers. We'll be happy to show you how our easy to use platform makes the screening process seamless and efficient for everyone involved.



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