

VOLUNTEERS

IJOC

Pursuant to RSA 189:13-a, VII, VLACS designates the following categories of volunteers as Designated Volunteers.

Designated Volunteers

Designated Volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check. “Designated Volunteer” means any volunteer who:

1. Comes into direct contact with a student for an educational purpose on a regular basis for more than 14 calendar days; or,
2. Meets with students for an educational purpose on a one-on-one basis without other adults present; or,
3. Any other volunteer so designated by the CEO.

Furthermore, even if an individual would otherwise meet the criteria of a Designated Volunteer as outlined above, an individual is not considered to be a Designated Volunteer and is instead considered a Non-Designated Volunteer if said individual has already undergone a criminal history records check through his/her employer. The criminal history records check performed by the individual’s employer is not required to use the state police criminal history records release form or the fingerprinting process discussed in RSA 189:13-a, II in order for the individual not to be considered a Designated Volunteer.

Non-Designated Volunteers

Non-Designated Volunteers are individuals whose contact with students does not meet the criteria for being a Designated Volunteer, including, but not limited to, job shadow hosts. Non-Designated Volunteers must be verified every three years. Two requirements must be satisfied before a student can meet with a Non-Designated Volunteer:

1. Parents must complete a permission form that includes the name of the volunteer, the volunteer’s business name and address, and the address of the volunteer’s place of residence,
2. School personnel must verify that the volunteer is not registered with the National Sex Offender Public Website (NSOPW) by either:
 - a. Conducting a search of the National Sex Offender Public Website (NSOPW) in which the identity of the volunteer is verified.
 - b. Documenting that the Non-Designated volunteer has completed an equal or greater level of background check as required for Non-Designated volunteers by this policy. This documentation must include:
 - i. A description of the type of background check that was performed on the Non-Designated Volunteer, and
 - ii. The date the background check was completed.

Volunteers who interact with students only while a student is under the direct supervision of a parent/guardian are considered Non-Designated Volunteers under this policy. However, such Non-Designated Volunteers will not be required to undergo an NSOPW verification. Parents

who plan to supervise their child's interactions with volunteers under this paragraph must indicate this intention on and sign an indemnification form provided by VLACS's.

Volunteers that have already undergone a criminal history records check through their employer are not required to undergo an NSOPW verification. The criminal history records check performed by the individual's employer is not required to use the state police criminal history records release form or the fingerprinting process discussed in RSA 189:13-a, II in order for the individual to be exempt from the NSOPW verification process.

Legal References

RSA 189:13-a, School *Employee and Volunteer Criminal History Records Check*

Date Adopted: March 17, 2016

Revision Dates: March 22, 2018, September 19, 2019; May 21, 2020, November 19, 2020