

# KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: <b>School Volunteer Policy</b>	Policy: 5118	Issued: 3/28/19
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- 1 Background checks shall be required for employees, contract workers, and volunteers.
- 2 The Director of Talent/designee shall develop any necessary corresponding procedures.
- 3 To ensure the safety and welfare of students and staff, the district shall require criminal
- 4 history background checks and fingerprinting of applicants for teaching positions and
- 5 any other positions that require proximity to children. Further, applicants who (1) have
- 6 been identified by the Department of Children’s Services as perpetrators of child abuse,
- 7 severe child abuse, child sexual abuse, or child neglect, or who pose an immediate threat
- 8 to the health, safety, or welfare of children; or (2) who are listed on the state’s abuse of
- 9 vulnerable persons registry maintained by the Department of Health shall not be
- 10 employed.
  
- 11 Any costs incurred to perform these background checks and fingerprinting shall be paid
- 12 by the applicant.
  
- 13 Fingerprints or other approved forms of positive identification shall be submitted with all
- 14 requests for criminal history record checks for non-criminal justice purposes. The Director
- 15 of Talent shall ensure the Originating Agency Identifier number is on file at all times.
- 16 Tennessee and FBI Criminal History Record Information (“CHRI”) obtained by KIPP
- 17 Nashville shall be solely used to verify criminal violation(s) and shall not be disseminated.
- 18 Results shall be considered confidential and only accessible to personnel identified by the
- 19 Director of Talent. CHRI shall only be accessed by authorized personnel in the
- 20 performance of their duties and shall never be released to the public.
  
- 21 The Director of Talent shall develop procedures to ensure CHRI is stored in a secure
- 22 location. Areas in which CHRI is processed and handled shall be restricted to authorized
- 23 personnel identified by the Director of Talent. The area shall be out of the view of the
- 24 public and unauthorized personnel. The Director of Talent shall maintain a list of all
- 25 employees who have access to, can process, disseminate, and/or destroy CHRI. When
- 26 CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods
- 27 rendering the information unreadable. Record destruction shall be conducted under the
- 28 supervision of the Director of Talent.

- 1 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action
- 2 up to and including termination. Any employee with knowledge of misuse shall
- 3 immediately report a violation to the Director of Talent.
  
- 4 Semester-long recurring volunteers (including counseling interns and other university-
- 5 based interns) complete full fingerprint background checks in advance of their
- 6 engagement, which are stored in KIPP Nashville's online Human Resource Information
- 7 System (HRIS). One-time visitors or volunteers who will not be alone with students are
- 8 required to submit their photo ID using Raptor Tech and undergo an abuse registry
- 9 check. These volunteers or visitors are with an affiliated group and/or supervised by KIPP
- 10 staff at all times during their visit.
  
- 11 Any field trip chaperone/volunteer that will be alone with KIPP Nashville students will
- 12 undergo a full fingerprint background check.