



Criminal Background Check Process for Volunteers

All applicants applying for a volunteer position with Saint Paul Public Schools should complete the a Volunteer Background Investigation Permission and Release Form. The permission and release form allows the District to complete a criminal background investigation for each applicant. If a criminal background investigation is required for the volunteer assignment, it will have to be successfully completed before the volunteer is able to begin providing service at the school.

Saint Paul Public Schools has established a criminal background check procedure for volunteers for the following reasons:

1. The District has a responsibility to protect students and staff from unnecessary risks.
2. The District has a responsibility to provide a safe and nurturing environment for students.
3. The District has a need to protect the reputation of the institution as a body charged with the care of children.

When will a criminal background check be performed?

The Volunteer Safety Management Grid is a guide as to when a check will be initiated. It defines volunteer situations in terms of increasing increments of risk; a criminal background check is warranted only in a few situations. In most cases, a criminal background check will only be completed if volunteers will be working with children in an unsupervised setting. Use of the grid will provide consistency within the district to ensure that criminal background checks will not be done indiscriminately. If there is a concern regarding a volunteer's capability of performing volunteer tasks within your school's program parameter, yet does not warrant a check on the risk management grid, please consult with Human Resources for appropriateness of the criminal background check.

How will the criminal background check be initiated?

If a criminal background check is indicated for a volunteer on the safety management grid, the following steps should be followed:

1. The building/program will **email** the volunteer criminal background permission and release form to Human Resources. **Before email, please ensure that all forms are filled out completely, legibly and signed. Forms that are not filled out completely will delay the background check process and the individual's ability to begin volunteering.**

2. Human Resources will process the background check forms and let the schools know if the applicant is cleared or not.
3. Results of the criminal background check are normally returned to Human Resources within 72 hours. Human Resources will review the results of the investigation and if necessary, will discuss with the building Principal or designee whether or not the applicant is suitable for a volunteer assignment.

Additional Information:

1. Any criminal background check performed on a volunteer will be paid for by the school. The cost for a background check will be from \$12 per search.
2. Each applicant must fill out a background check; multiple people cannot use one form. Applications with more than one applicant on them will not be processed.
3. Background checks should be completed every 12 months.
4. Original volunteer applications and the volunteer permission and release forms should be maintained at the school. Copies of the completed criminal background report will be maintained in Human Resources.
5. If an applicant for a volunteer position is already employed by the District or is working in another volunteer position and has completed the criminal background check process, it is not necessary to complete another criminal background investigation. Please contact Human Resources if you are unsure if an applicant has completed the necessary background investigation.

Human Resources Contact for Volunteer Criminal Background Investigations:

Kelly Ouellette
HR Associate
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VOLUNTEER SAFETY MANAGEMENT GRID
SAINT PAUL PUBLIC SCHOOLS

	Volunteer Application Form	Criminal Background Consent Form	Volunteer Assignment Job Description	Volunteer Guide Reviewed	Monitoring and Evaluation	Group or Individual Orientation	Training (as needed)	Placement Interview (as needed)	<i>Need Criminal Background Check</i>
Staff supervised volunteer working on site with students. <i>classroom volunteer, tutor, library aide, etc.</i>	X	X	X	X	X	X	X		
Staff supervised volunteer working on site for one-time special event: <i>guest speakers, science fair, spelling bee, etc.</i>			X		X	X	X		
Staff supervised volunteer with group on or off site: <i>field trip chaperones, parties, book fair, field day, etc.</i>	X	X	X		X	X	X		
Staff supervised volunteer-led group on site: <i>Challenge Math, Junior Great Books, etc.</i>	X	X	X	X	X	X	X		
Volunteer supervised activities on site: <i>career exploration, Destination Imagination, etc.</i>	X	X	X	X	X	X	X	X	X
Volunteer supervised activities off site: <i>field trips, job shadowing, fund raising activity, etc.</i>	X	X	X	X	X	X	X	X	X

