

**Background Screening Procedure
For Saint Basil the Great
Volunteers working with Children**

1. Each person who requests or is asked to volunteer to work with children in conjunction with part of any program associated with the parish must submit to a criminal record check prior to any unsupervised access to children in accordance with parish policy and the policies of the Catholic Diocese of Cleveland.

2. The volunteer must sign the parish release form that provides the volunteer's consent to allow the parish to conduct the criminal background check. The volunteer additionally agrees that if information is received that precludes the volunteer from working with children that the pastor will inform him/her confidentially.

3. After the signed release is obtained, arrangements will be made with the officer designated by the Chief of Police of the Brecksville Police Department to obtain fingerprints of the Volunteer and submit them to the Bureau of Criminal Identification of Ohio for processing. The results of the criminal record check will be sent only to the Pastor of Saint Basil the Great Church. If the results of the record check preclude the volunteer from working with children of the parish under Ohio law and the policies of the Diocese of Cleveland, the Pastor will contact the volunteer to explain the results. If the background check indicates that there are no violations that would prevent the Volunteer's work with the children of the parish, the Pastor will provide the individual in charge of the specific youth program with written approval for the Volunteer involved.

If the Volunteer disputes the record that precludes him/her from working with the children of the parish, the Volunteer must be advised that he will have to contact the court where the violation took place. The BCII cannot change any criminal record.

4. All matters concerning the volunteer information and criminal record will be held in strict confidence in accordance with Ohio Law and viewed only by the Pastor or Associate Pastor of Saint Basil the Great Church.