

## Lexington County School District One Volunteer Services Background Check Procedures

Lexington County School District One will perform a background check on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and all volunteers, including coaches, mentors, chaperones, and those serving in any other capacity resulting in direct interaction or contact with students, using the National Sex Offender Registry. This registry can be accessed online at no charge.

Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the District in any capacity. Additionally, the District will not employ individuals or allow individuals to volunteer in any capacity, who have been required to register as sex offenders pursuant to S.C. Code Ann. § 23-3-430. Should an individual whose name appears on the National Sex Offender Registry wish to provide additional information relevant to his/her designation on said registry, the District will consider the matter on a case by case basis.

**Individuals who volunteer for an extended period of time for extracurricular activities (i.e., coaches, band volunteers, camp volunteers, etc.) must complete an Extracurricular Application (HR 62c) and be approved by the Principal and, in the case of coaches, the Athletic Director. This application is submitted to the Office of Human Resources. The Principal will be notified when a background check has been completed and the volunteer is cleared.**

**Definition:** A volunteer is any person providing services for or on behalf of Lexington County School District One, on the premises of district property, or at a school-sponsored or school-related activity on or off school property, who does not receive compensation or benefits.

### **Procedures:**

1. Volunteer completes a Volunteer Profile Form at each school where volunteer will provide services. Each school will also collect any other information needed from the volunteer.
2. Volunteer returns Volunteer Profile Form to the School Volunteer Coordinator or principal's designee.
3. Schools use the Raptor system to check the National Sex Offender Registry and run a background check on all volunteers entering a school.
4. The printed volunteer badge will serve as verification of approval for the volunteer to enter the building/event. The volunteer badge should include a photograph, date, time and purpose of the visit to the school or event. Each volunteer should wear his/her badge at all times.
5. Volunteers accompanying students off campus should complete both a Volunteer Consent Form and a Volunteer Profile Form and attach a copy of a photo ID. The Volunteer Consent Form is submitted to the Office of Human Resources so that a background check can be conducted. As soon as a background check is complete, the Office of Human Resources will notify the school.
6. If a volunteer's driver's license is scanned and is matched against the National Sex Offender Registry, office personnel will notify a school administrator immediately.