

**OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE
BACKGROUND CHECKS ON PROSPECTIVE VOLUNTEERS**

5630P

1. Administrators will give the names of prospective volunteers to the Superintendent's designee.
2. Prospective volunteers will be required to complete an applicant disclosure form and those who are determined to have regularly scheduled unsupervised access to children will be required to submit to a background check. Such prospective volunteers will be informed that an inquiry will be made to the Washington State Patrol (WSP) and the Federal Bureau of Investigations (FBI).
3. The Superintendent's designee will assess the information received from the law enforcement agencies and will forward a copy of the report to the prospective volunteer, upon request, within 10 days of receipt. If information received from the WSP and FBI would normally disqualify a prospective volunteer from participation, the Superintendent's designee will, at the time the report is forwarded to the prospective volunteer, give the volunteer the opportunity to correct any errors in the report. The Superintendent's designee may in appropriate circumstances, after determining that the safety of children is not at risk, reverse the decision to deny participation or impose conditions under which the volunteer will be allowed to be involved.
4. Participation may also be denied based on material discrepancies between information provided on the applicant disclosure form and information received from the background check when the discrepancy indicates deception on the part of the prospective volunteer.
5. The Superintendent's designee will notify the administrator of the names of persons who will be allowed to participate as volunteers with regularly scheduled unsupervised access to children.

February 21, 2019