

# Check Sheet for Implementation of the NDSU Extension Service Youth Protection Policy



**Please note: A log form (Form K) has been developed to help manage the screening process.**

All Youth Protection Policy forms can be found on the Forms Page of the Youth Protection Policy section of the website.

## Prospective Volunteers Who Will Work Directly With Youth

(check mark the following)

1. Potential volunteer receives letter (*Sample Letter 3*) and completes the Adult Behavioral Expectations Form (*Form A*), the Application to Volunteer in Youth Programs (*Form B*), and DHS Form SFN433 authorizing release of information from the North Dakota Child Abuse Information Index.
2. A staff member (or designated volunteer/committee) submits the potential volunteer's name for clearance through the North Dakota Child Abuse Information Index (*using DHS SFN433 form*).
3. A staff member (or designated volunteer/committee) submits the name in writing to the office manager of the Center for 4-H Youth Development to check against the Dru Sjodin National Sex Offender Public Website (*Sample Letter 2*).
4. A staff member completes two reference checks for each volunteer applicant (*Form E or Form F*).
5. Extension staff (or designated volunteer/committee) interview applicant (optional, but recommended).
6. On the basis of information obtained (*in steps 2, 3, 4, 5*), the Extension staff (or designated volunteer/committee) determines whether to accept the applicant. Potential volunteer is notified by letter regarding status (*Sample Letters 4 and 5*). A copy of the applicant's Adult Behavioral Expectations Form (*Form A*) is returned to him/her for his/her records

upon acceptance as a volunteer. The original is kept in the official youth protection policy files.

7. Information compiled during the screening process is documented and filed prior to assigning the volunteer to work with youth.
8. If new volunteer will have access to confidential information contained in the records of volunteers and paid staff, he/she is required to complete a Confidentiality Statement (*Form H*).
9. Enter certification in 4hOnline Enrollment Program.

## Current Volunteer Rescreening and to Reactivate a Volunteer

1. Secure leader's certification report from 4hOnline Enrollment database.
2. Every six years, current program volunteers complete an Adult Behavioral Expectations Form (*Form A*) and DHS Form SFN433 authorizing release of information from the North Dakota Child Abuse Information Index.
3. A staff member (or designated volunteer/committee) submits the completed DHS SFN433 for clearance through the North Dakota Child Abuse Information Index.
4. A staff member (or designated volunteer/committee) submits the names in writing to the office manager of the Center for 4-H Youth Development to check against the Dru Sjodin National Sex Offender Public Website (*Sample Letter 2*).

- \_\_\_\_\_ 5. If a name does not clear the Index or the Dru Sjodin National Sex Offender Public Website, the volunteer is removed from any direct contact with youth until the situation is reviewed.
- \_\_\_\_\_ 6. If a name clears the Index and Sex Offenders lists, the volunteer receives a letter for continuation (*Sample Letter 7*).
- \_\_\_\_\_ 7. Enter certification in 4hOnline Enrollment Program.

### **Applicant Previously Selected by Another Organization**

- \_\_\_\_\_ 1. Applicant signs a release form (*Form G*) to obtain screening information from another youth program.
- \_\_\_\_\_ 2. Review information. If screening is as thorough as NDSU's screening, the volunteer need not be screened.
- \_\_\_\_\_ 3. Information compiled during this process is documented and filed prior to assigning the volunteer to work with youth.
- \_\_\_\_\_ 4. If information is more than six years old, applicant must complete Volunteer Application Form (*Form B*) and the Adult Behavioral Expectations (*Form A*).

### **Teens**

All 4-H youth members who turn 18 during the year are required to complete the adult volunteer selection process because they will be interacting with youth on a regular basis. Follow the Prospective Volunteers Checklist.

### **Teen Employees**

Youth seeking employment in programs that include overnight camping/chaperoning or ongoing child-care services will follow prospective employee hiring procedures.

### **Prospective Paid Staff**

- \_\_\_\_\_ 1. If position involves working with youth programs, search committee chair (or designee):
  - identifies interview questions relating to work with children
  - contacts at least two references and includes inquiry about suitability of candidate to work with children
- \_\_\_\_\_ 2. Finalist for an Extension staff position completes Adult Behavioral Expectations (*Form A*) and DHS Form SFN433.

- \_\_\_\_\_ 3. Name is submitted for clearance through the Child Abuse Information Index by submitting DHS SFN433. County office does county-paid staff; Director's Office does state-paid staff.
- \_\_\_\_\_ 4. Name is submitted for clearance against the Dru Sjodin National Sex Offender Public Website (*Sample Letter 2*). County office does county-paid staff using *Sample Letter 2*; Director's Office does state-paid staff.
- \_\_\_\_\_ 5. Application is reviewed to include information obtained in steps 1, 3 and 4 above.
- \_\_\_\_\_ 6. Use this information, and other applicant information, to determine if an offer of employment will be made.
- \_\_\_\_\_ 7. Information learned is documented and filed prior to assigning the candidate a position to work with children.
- \_\_\_\_\_ 8. If new staff member will have access to confidential information contained in the records of volunteers and paid staff, he/she is required to complete a Confidentiality Statement (*Form H*). Appropriate orientation and educational training is provided to the staff member.

### **Current Paid Staff Rescreening**

- \_\_\_\_\_ 1. Every six years, all staff members complete Adult Behavioral Expectations (*Form A*) and DHS Form SFN433.
- \_\_\_\_\_ 2. Names are submitted for clearance through the North Dakota Child Abuse Information Index (using DHS Form SFN433). County office does county-paid staff; Director's Office does state-paid staff.
- \_\_\_\_\_ 3. Names are checked against the Dru Sjodin National Sex Offender Public Website. County office does county-paid staff; Director's Office does state-paid staff.
- \_\_\_\_\_ 4. If a name does not clear the Index or the Dru Sjodin National Sex Offender Public Website, the individual is removed from any direct contact with youth, until the situation is reviewed by a supervisor.
- \_\_\_\_\_ 5. Staff members complete the Confidentiality Statement (*Form H*) if they work with youth protection policy records. Form H, Form A and Form SFN433 are filed with:
  - For county-paid staff – county personnel records
  - For state-paid staff – Ag Budget Office official personnel file
  - These are not public records.