

City of St. Charles School District

**Background Checks for Volunteers/Visitors**

Building principals are responsible for ensuring that volunteers working with students have approved background checks on file.

Visitors are to check in with the school’s main office and provide a valid driver’s license which will be run through the Raptor system. If approved, the visitor will receive a Visitor Sticker with photo allowing entry into the building

Volunteers who will be left alone with a child and/or supervise overnight trip must have a complete \*fingerprint background check through MACHS. Volunteers needing such a search must contact Kathy Beerman in the Human Resources office for instructions. The volunteer is responsible for the cost of the search, which is currently \$41.50.

\*Fingerprint background checks are much more comprehensive and accurate than “name searches”. The background checks required provide the most comprehensive information, including open and closed records in Missouri, Sex Offender Registry information, and National Criminal Record databases.

**MACHS FBI Volunteer Background Checks should be completed every five years.**

**Volunteer Background Checks - Records Retention/Security**

- Records should be filed under the volunteer’s name in a locked/secure file cabinet designated for such records.
- Records must be kept indefinitely, since students can legally file suit against a district until age 26.
- Access to these files should be limited to the building principal or other district administrators for the purposes of verifying suitability for working with children in a volunteer capacity.

<b>Visitor/Volunteer Background Guidelines</b>		
<b>Visitors:</b> Individuals who are gaining admittance to the school to be in attendance for an assembly, school event, eat lunch with their child or visiting a class party. Visitors are to check in with a school’s front office staff upon which they will be background checked by the school’s Raptor Visitor Management system which is a free service.	Not responsible for supervision of children. Staff present. Visitors should never be alone with students.	Raptor Visitor Management System-must submit ID such as a driver’s license
<b>Volunteers:</b> Individuals who may be periodically left alone with students or have access to student records. Volunteers may chaperone students on field trips, tutor, coach etc.	Working with students-possibility of being alone with students	MACHS FBI Background check

MACHS note: Volunteers should register using “Uncertified Employees” number 1778.