

Southern California Conference of Seventh-day Adventists Child Protection Programs Policy

As required by California Assembly Bill 506, all Southern California Conference Administrators, Employees, and Regular Volunteers will complete Livescan (electronic fingerprinting) background checks and complete Child Abuse and Neglect Training. "Regular Volunteer" is defined as those persons "18 years of age or older and who have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year." Youth Service Organization means an organization that employs or utilizes the services of persons who, due to their relationship with the organization, are mandated reporters pursuant to paragraph (7) of subdivision (a) of Section 11165.7 of the Penal Code.

Employees will participate in Child Abuse Mandated Reporter Training provided by the CDSS (California Department of Social Services) online training <https://www.mandatedreporter.ca.gov/> or other equivalent Child Abuse Mandated Reporter training. Training is required every two years for employees and Regular Volunteers. A Certificate of Completion will be sent to HR and kept with the employee's personnel file.

New employees will not be cleared to work until they have completed the Live Scan background check and submitted their Certificate of Training to the HR department.

Employees who suspect a child has been or is in danger of abuse or neglect should contact the county Children's Protective Services 24-hour emergency response phone or their local police or county sheriff.

If, as a result of the Live Scan background check, an Alert is received by the Custodian of Records, the Head of Agency will contact the prospective employee and inform him/her of the Alert and instruct the prospective employee to discuss with their supervisor. The supervisor will be notified that an alert was received regarding the prospective employee and that there needs to be a discussion regarding the results of the background check. After discussion between the prospective employee and supervisor, a determination will be made if the prospective employee is eligible for hire. At no time will the Head of Agency disclose the specifics of the background check Alert, only that we have received an Alert.

All other volunteers in any capacity in children's and youth ministries and activities will complete a Child Protection Program and background check through Sterling Volunteers. The local church, school, SCC, Pacific Union, or North American Division must vote or appoint each employee and volunteer. SCC, the local church, school, Pacific Union, or North American Division will remove from participation any volunteers or employees who fail to comply with these guidelines. Each entity is responsible for keeping confidential records of volunteers' screening and training. SCC HR department will keep records of employee training and Live Scan background checks.

To the greatest extent possible, at least two mandated reporters will be present whenever administrators, employees, or volunteers are in contact with or supervising children.

For additional information regarding employees, please get in touch with the Human Resources Department. For additional information regarding volunteers, please get in touch with the Risk Management Department.

*As of 10/10/2022, all current employees have completed this process.

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