



CHAPERONE and VOLUNTEER BACKGROUND CHECK

VOLUNTEERS

All Level 3 volunteers and chaperones who wish to provide non-paid services as it pertains to the care, safety and wellbeing of Clayton County Schools System students, must have a national and state background check conducted prior to the commencing of volunteer services to the school system.

Pursuant to **Georgia Law, O.C.G.A 35-3-34.2**, volunteers who may have unsupervised access to children, will submit to a fingerprint screening which includes a query through the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation (GBI) of their criminal history. The criminal history check is to “determine suitability (and fitness) of a potential child care provider,” who may be responsible for the safety and wellbeing of children. (National Child Protection Act section 3(a) (1) Disqualifying criminal history information for volunteer services may include, but are not limited to, any convictions of child abuse crimes, exploitation, physical or mental abuse, negligent treatment or maltreatment of a child by any person. According to the National Child Protection Act (NCPA), an identifiable child abuse crime case may be “identified by the authorized criminal justice agency of the State as involving a child abuse crime by reference to the statutory citation of descriptive label of the crime.”

The Clayton County Schools Police Department is the authorized agency for the Clayton County Schools System to conduct all criminal history checks for employees, volunteers and chaperones within the system. The Clayton County Schools Police Department will make every reasonable effort to conduct background checks in a timely fashion. As of July 1, 2015, the fee for each background check is \$45.00 (cash or money order). The fees associated with the applicants background check is submitted to the Clayton County Schools Police Department, which in turn is forwarded to the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation.

To process a volunteer and /or chaperone background check, the following steps will be followed:

1. The volunteer applicant must complete a volunteer registration packet. The packet includes a Volunteer Registration Form and a Criminal History Check Consent Form.
2. The volunteer must pay \$45.00 cash, or a money order, to the Clayton County Public Schools.
3. The volunteer applicant must present a valid/current Georgia State issued identification card or a valid/current Georgia Driver’s License. (paper copies will not be accepted) Residents of the State of Georgia have (60) days to obtain a Georgia license. See (O.C.G.A

40-5-33). A temporary Georgia Driver's license, see (O.C.G.A 40-5-21.1) accompanied by a secondary approved form of identification or a Georgia State issued Identification card, see (O.C.G.A 40- 5-100) will be accepted as identification by the Clayton County Schools Police Department from a volunteer applicant.

4. The volunteer applicant will be screened on the Live scan machine operated by Clayton County Schools Police personnel.
5. The volunteer applicant will ONLY be notified in writing by the Schools Administrator or Designee of the preferred school of choice, if the volunteer's application is rejected due to information contained in the background check. The Principal at the school concerned will also be notified and sent a copy of the rejection letter.
6. The Clayton County Schools Police Department will maintain a repository of all registration packets and criminal history Information checks as it pertains to volunteer applicants.
7. ONLY upon the completion of a check from the Clayton County Schools Police Department, will a Volunteer and/or Chaperone report to a designated school to commence their volunteer duties.
8. The Volunteer and/or Chaperone must immediately notify the Clayton County Schools Police Department of any arrest (which includes an arrest from a traffic infraction); the Schools Administrator or Designee will make the final determination whether that volunteer will remain in that capacity.

By agreeing to the initial criminal background check, each volunteer and/or Chaperone understands that the Clayton County Schools Police Department, reserves the right to randomly recheck (within a 365 day calendar year) their criminal history, (at no cost to the applicant) as long as the volunteer remains registered with the Department as a volunteer during the current calendar year. If a criminal history check discovers an arrest (which includes an arrest from a traffic infraction), that applicant will be immediately prohibited from participating as a volunteer and/or Chaperone, until an investigation is completed. The Office of Safety and Security shall be responsible for conducting an investigation to ascertain the circumstances associated with the arrest. This protocol will apply each calendar year.

If you determine that a crime has occurred on your campus or at your Clayton County Public Schools Facility, Dial 911 Immediately to report the crime.