



## BACKGROUND SCREENING POLICY

Background screenings are required on all employees who work for a Diocesan church, school, or entity. Screenings are also required for all volunteers who work with children at a Diocesan church, school, or entity.

Background screenings must be completed prior to working or volunteering.

Background screenings are conducted on-line with the church / school / entity administrator providing the instructions for the background screening to the prospective employee / volunteer.

Once the prospective employee / volunteer enters the information, the screening process begins. Depending upon the amount of information, the screening process could take up to a week to complete. Once the screening process is complete, Leigh Saunders will email the administrator of the church / school / entity the official document. The church / school / entity must keep this document in the folder with the other required employee / volunteer documents.

Background screenings must be repeated every five (5) years so it is important for the administrator to keep a record of when background screenings are due for employees / volunteers.

There are four (4) levels of screening:

Type of Screening	Cost
Volunteer (not a driver)	\$10
Volunteer (driver)	\$25
Employee	\$65*
Head of School/Clergy/Finance	\$85*

*\*More than 1 education facility or 2 previous employers cost \$6 for each additional.*

Upon asking for a prospective employee / volunteer to complete a background screening, payment for the background screening is due to the Diocesan office. Please send a check or contact Leigh Saunders to make a credit card payment.

If you have any questions regarding background screenings, contact Leigh Saunders at [leigh.saunders@dwtx.org](mailto:leigh.saunders@dwtx.org) or 210-824-5387.