



## **BACKGROUND CHECK POLICY**

### **Bainbridge Island Senior Community Center (BISCC)**

Bainbridge Island Senior Community Center (BISCC) is committed to assuring the protection of the monetary funds for which it is responsible. In addition, as BISCC conducts offsite hosted trips and or activities, it is important that the Host(s) or Chaperones who repetitively chaperone these events are individuals with whom we can have trust in their care and conduct for participants in BISCC offsite activities.

Therefore, the following shall be the ongoing policy of BISCC. The individuals in the positions listed below shall be required to complete a background check either prior to their assuming the assigned duties or within thirty days of their start date.

- A. Those individuals who are in management or Board positions which require them to be responsible for the managing of monetary funds, including investments, cash and or credit card transactions. This includes:
  - a. The Executive Director
  - b. The Thrift Shop Manager
  - c. The Accounting Manager
  - d. The Manager of Operations
  - e. The Treasurer
  - f. Any members of the Executive Committee or Finance Committee with responsibility for signing checks and or have access to BISCC on-line banking and investment accounts.
- B. Those individuals who as Hosts or Chaperones, are; responsible for the care and safety of others and repetitively provide chaperone services or; who drive the BISCC Van.
- C. Those individuals who are, will be in charge of, or have unsupervised access to children, or vulnerable persons, shall be required to complete a background check prior to assuming or carrying out these duties at or for BISCC<sup>1</sup>.

<sup>1</sup> [RCW 43.43.830: Background checks—Access to children or vulnerable persons—Definitions. \(wa.gov\)](https://leg.wa.gov/RCW/default.aspx?cite=43.43.830)

Any prospective volunteer who will have regularly scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults during the course of his or her employment or involvement with the business or organization under circumstances where such access will or may involve groups of (i) five or fewer children under twelve years of age, (ii) three or fewer children between twelve and sixteen years of age, (iii) developmentally disabled persons, or (iv) vulnerable adults;

Policy approved by the BISCC Board of Directors on August 11, 2021.

By:   
Colleen Keilbart, Secretary