



SUBJECT:	Personnel		
POLICY:	402.25 College Sponsored Youth Program Background Check		
PROCEDURE:			
EFFECTIVE:	November 2014	REVISED:	REVIEWED: January 2026

Introduction and Purpose

As part of its educational mission, Great Falls College offers many college programs that include children and youth. This policy promotes the protection and safety of children and youth in these programs.

Policy

College sponsored programs for children and youth must ensure that all employees, students, volunteers, or other personnel who will work directly with children and youth have been subject to a criminal background check and sex offender registry check before working with children and youth.

The program shall develop a method to check for any changes in the background check.

Individual programs or units may require more frequent updates and may require a new background check for any employee or volunteer at any time.

College sponsored programs will use the vendor that Great Falls College has selected for employee background checks.

Person whose criminal background checks and/or sex offender registry check includes a record of sexually based offenses or crimes against children is not eligible to work as a volunteer or employee for College programs. If criminal background reports include a record of other offenses, human resources will determine if those offenses should preclude participation.

Programs that are discrete, occasional events for which a large number of volunteers are essential, may elect to adopt measures and safeguards instead of background checks for the one-time volunteers (for example, Science Olympiads, children's reading/activity days). The measures adopted must include requirements that the volunteers be working in public places, not alone with children and youth and be supervised by a background-checked person. Programs must compile the names and addresses of the volunteers prior to the event and check the names against the sex offender registry. Volunteers must then present photo identification to be checked at the event.

Units sponsoring programs that include children and youth must maintain an up-to-date list of those programs. Such list should include each program's dates, times, locations, attendance (age range and number of participants) and a program contact, so that in the event of an emergency, consideration may be

given to the possible presence of children and youth on campus, and the appropriate course of action to address their health and safety.

Academic and administrative supervisors are responsible for ensuring that programs are in compliance with this policy.

Definitions

Children and Youth are any person(s) under the age of eighteen (18).

Programs are ongoing or planned events that are designed to include children and youth such as camps, lessons, workshops, clubs, teams, projects, practices, tours, or open-houses. The term "programs" does not include: 1) Single performances or events open to the general public that are not targeted toward children and youth (such as varsity athletic competitions, plays, concerts). 2) Regularly scheduled classes or activities designed primarily for enrolled students or student recruits who are age 17 and above.

Standards of Practice Rules, procedures, or guidelines developed by campus authorities to permit, restrict, or require actions within the parameters of the enterprise policy.

Responsible Party Individual, title, position or group responsible for authority and review of policy or standard of practice.

College Sponsored indicates a program sponsored by a department of the college or otherwise offered by college employees as part of their employment at the college.

Work directly means individual, face to face contact with children in the performance of the assignment. This does not include employees or volunteers who are part of group activities but who have no responsibility to directly interact with children and youth as part of their assignment. E.g., volunteers called in for a specific one time group activity who will be supervised by employees or volunteers who are responsible for the direct contact.