

CCH Background Check Policy

Requirement for Membership

Membership in CCH requires one parent, the Primary Parent on the family website account, to complete a background check. The Primary Parent is defined as the parent who is primarily responsible for the children at the majority of CCH events. Either the mother or the father of the child(ren) can be the Primary Parent. While not required, a background check for both parents is strongly encouraged.

Member Participation Requiring a Background Check

- Background checks are required to be on-site at Subgroup or Club meetings.
- Background checks are required to attend field trips within the Field Trips Subgroup.
- Background checks are required for all adult residents (including both parents and anyone 18 or over, who is not a current CCH student) to host a CCH event with students at their home.
- Background checks are required to attend any events listed as closed.

Members Without Background Checks

Members who are not background checked may attend events listed as “open” on the CCH Calendar as a spectator only and CCH-wide large group field trips.

Other Roles Requiring a Background Check

Background checks are additionally required for all members who volunteer in the following positions:

- Board Members
- Subgroup Leaders
- Club Leaders
- Teachers within a Subgroup or Club
- Nursery volunteers
- Activity Coordinators

Grandparents

Grandparents who substitute for the Primary Parent at CCH events must be background checked in addition to the Primary Parent. Background checks are also required for Grandparents serving in any capacity listed under “Other Roles Requiring a Background Check below.”

Membership

CCH membership includes immediate family members (including foster children and other family members living in the household) and grandparents.

If a child shares time between two separate households, each household involved in CCH will require its own membership. Both parents must complete a CCH application to obtain separate login credentials for the website. Each household must have a Primary Parent that is background checked.

Frequency

Background checks will be performed annually.

Cost

\$13.95

Background Check Details

CCH members complete a background check search through Protect My Ministry. These checks include the following search criteria:

- Address History
- National Criminal Database Search
- Nationwide Sex Offender Search
- Re-verification of Criminal records
- Alias Names

Background Check Access

The following CCH Board Members will have access to the Protect My Ministry Website: President, Vice President, and Prospective Member Liaison. This team will be able to observe which members have completed the background checks and view the results. No physical or electronic copies of background checks will be retained by CCH.

Background Check Management

- Protect My Ministry's Ministry Mobilizer will manage the screening process
- Designated CCH Board Members will receive an email notification that an applicant has submitted an application and a background check has been ordered
- When the background report is complete, another notification will be received
- Applications will be imported to the Ministry Mobilizer Volunteer Pipeline for review.

Flagged Background Checks

The Board will anonymously review, on a case-by-case basis, any flagged content discovered during the background checks.

If a member's background check is flagged, one of the three CCH Board Members listed above with access to the reports will share the details of the flagged content with the entire CCH Board, without disclosing the CCH Member's identity.

The CCH Board will determine whether this violation restricts the family's participation in CCH. The CCH Board may request a meeting with both the flagged individual and at least two Board Members present. The individual with the flagged Background Check may provide a letter of recommendation and/or other documentation to demonstrate that the individual is not a threat to CCH children or in violation of any CCH Membership Requirements.

Any information regarding flagged Background Checks that appears in CCH Board Meeting Minutes will not include individual names or other identifying details. Board count/vote results will maintain the privacy of an individual with a flagged Background Check.

Review of Flagged Background Checks

Violent or Sexual Convictions involving children/minors will result in an immediate denial of membership. Additionally, offenses involving violence, illegal substances, and conduct contrary to our mission will result in denial of membership.

If these violations (non-child related) are over seven years old, a character reference from the individual's current pastor may be submitted for further consideration of membership. The CCH Board will determine eligibility for membership. The reference letter does not guarantee membership.

Additional information may be requested for other types of flags discovered during the Background Check (including a character reference letter or a meeting with two or more CCH Board Members). The CCH Board will determine membership eligibility.

Individuals who have been flagged during the Background Check process will require 4/5 CCH Board approval for membership acceptance. Denial of membership will be communicated via email.

Communication

We encourage members who have questions, concerns, or feedback to connect directly with the CCH Board. We can be reached via email, contact information is available on the CCH website and the monthly newsletter.

Protect My Ministry Houses all the information related to the Background Check.