



Youth Development Background Check

YMCA of Metropolitan Washington

All staff working in Youth Development need to follow jurisdictional requirements set out by state licensing as it relates to background checks for each jurisdiction. Youth Development is classified as Early Learning, School Age, Summer Camp, Child Watch, and Programs involving youth. Programs include but not limited to sports classes, enrichment classes, Kids club, school's out camp, aquatics, Youth and Government, etc. This policy also applies to all staff working in a Program Center.

- All background checks for both staff and volunteers will be paid for in full by the branch.
- Staff working in a licensed program such as Early Learning, SACC or Summer Camp will also need to complete any additional licensing forms.
- Any volunteer who is under the age of 18 needs to follow association volunteer policy as it relates to background checks.
- All staff follow all association policies as it relates to CBC and pre-employment drug testing.

Volunteers (18+):

- Any parent volunteer who works in a classroom and never has the opportunity to be alone and is helping with parties, or reading with children does not need a background check.
- Any parent volunteer who accompanies a classroom on a field trip needs to have a YMCA CBC conducted before they are allowed to be a chaperone.
- Any volunteer who works with children in a program (sports, leagues, enrichment, Youth and Government, etc.) needs to follow jurisdictional licensing requirements for background checks.
- Any volunteer who is working in a classroom for any period of time and has the opportunity to be alone needs to follow jurisdictional licensing requirements for background checks.
- Any volunteer who is working an event will follow association volunteer procedures.

Virginia:

- Sworn Disclosure
- CPS Check
- FBI Fingerprints

District of Columbia:

- FBI Fingerprints
- MPD Fingerprint
- CPS(R) check
- Sworn Disclosure

Federal Centers:

- Federal Background Check
- Sworn Disclosure

Maryland:

- MD Fingerprints
- FBI Fingerprints
- Release of Notary (every 2 years Child Care Staff)
- CPS (1 form for summer camp, 1 form for youth workers)
- Sworn Disclosure

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May 17, 2018

