

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**Employee and Volunteer Screening**

It shall be the policy of the Diocesan Catholic Schools Board that all persons who volunteer or are employed to work in a school must have both a background and a reference checks conducted.

Permission to conduct a background check must be given by the prospective employee/volunteer. (See approved Diocesan Educational Application.)

The screening must include any previous or present involvement in activities that would indicate these persons should not be involved in school programs/activities: e.g., child abuse, criminal record, sexual abuse.

The background check must be conducted and approved by the Diocese of Des Moines. Any and all information gathered must be shared with others only on a need-to-know basis. Information gathered shall be confidentially maintained in a safe location.

Each applicant for a certified, a non-certified or a volunteer position must list at least three personal references and all places of previous employment and volunteer positions along with appropriate contact information on his/her application.

Potential employers must conduct reference checks in order to obtain knowledge about the persons; their skills, abilities, job performance, work habits and other relevant information pertaining to the applicant's employment history.

Policy Adopted: May 17, 1999

Policy Revised: March 25, 2013

Policy Reviewed: January 21, 2019