

# SCREENING PROCEDURES CHECKLIST

## Child Evangelism Fellowship® Child Protection Policy

### *All Paid Staff and Volunteers*

This completed checklist ensures that the procedures of the Child Protection Policy have been completed and will be used to transfer screening clearance information between various offices of CEF® without duplicating the process. It will also allow the confidentiality of the screening information to be maintained.

Name \_\_\_\_\_

COMPLETION DATE	INITIAL*
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- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Confidential Screening Form completed.  |
| _____ | _____ | 2. Request for Background Check Authorization completed.   |
| _____ | _____ | 3. Criminal Record Check conducted.  |
| _____ | _____ | 4. Interview completed.  |
| _____ | _____ | 5. "Protecting Today's Child" presentation viewed or listened to.                                |
| _____ | _____ | 6. Child Protection Policy read.   |
| _____ | _____ | 7. Personal and church references investigated (paid staff, camp and overnight volunteers only). |

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Position

\* Initials of authorized personnel certifying that this part of the screening procedure is complete.

*For Transfer of Information Only*

To the best of my knowledge the above screening information is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

