

**Staff Screening Policy**

**Policy:** To ensure the safety and well-being of all children in care, NMCAA will screen all potential childcare staff following the Head Start Program Performance Standards, Great Start Readiness Program requirements, and the Licensing Rules for Child Care Centers.

**Procedures:** Prior to employment, the following will take place for all potential staff: Reference checks, Childcare Background Check (CCBC), and medical/tuberculosis (TB) clearances. A CCBC will be conducted on applicants/licensees, licensee designees, program directors, and all childcare staff.

**Childcare staff include the following:** Lead Teachers, Assistant Teachers, Classroom Aides, Substitutes, Education Coaches, Site Supervisors, Family Engagement Specialists, and Recruitment/Health Specialists.

**Licensee designees include the following:** Katherine Kwiatkowski (EHS CB Only), Karen Baughman, Shannon Phelps, Abria Morrow, Kim Aultman, Teasha Lawson, Kaylee Lovejoy and Kristin Ruckle. These staff must be supervised with children.

CCBC results and the eligibility determination letter for all childcare staff and licensee designees will be kept in ChildPlus. Additionally, classroom staff will maintain current CCBC results with the eligibility determination letter in their employee file on-site.

* **ChildPlus:** The CCBC (parts 1-5) documentation will be uploaded under the lead teacher’s profile with whom individual staff are affiliated. ChildPlus: Management – Personnel – Search for lead teacher’s name – Attachments

**Requirements for all other NMCAA staff include the following**:

* Must be supervised at all times.
* Must complete the Staff and Volunteer Mandated Reporter form and PSOR/CCBC screening prior to interacting with children. Leave completed documents at the site.

**Applicant Screening Process:**

* Review ***Hiring Staff Procedures*** for detailed information regarding the hiring and screening process.
* Supervisors will conduct interviews and complete reference checks.
* Applicants may be offered employment contingent upon the successful completion of a comprehensive background check. The CCBC includes the following:
	+ A check of the licensing database for previous disciplinary action
	+ FBI fingerprint check (checks state and federal crimes)
	+ Michigan Child Abuse and Neglect Registry
	+ National Sex Offender Registry
	+ Criminal history registry and child abuse/neglect registry for any states of residence in the past five years
	+ If the applicant lived out of the country in the past five years, equivalent checks must be provided, if available. If they cannot be provided, the person must sign a self-certifying statement that they are “eligible” to be a licensee designee or work in the childcare center.
* The supervisor must **NOT** make an offer of employment if any of the following conditions are met:
* An applicant is not of responsible character and suitable to meet the needs of children.
* Through the CCBC process, the applicant has been determined “ineligible” to work in a childcare center.
* After an offer of employment, but prior to the first day of hire, screening requirements must be verified within one year prior to employment. All applicants will submit the following:
	+ Documentation that the individual is free from communicable tuberculosis (TB).
	+ A medical clearance from a health care provider.
	+ All staff shall obtain a new medical clearance and provide documentation of a negative TB screen every five years moving forward.
* All staff shall complete the CCBC every five years; employment decisions shall be made based on the CCBC results.
	+ Staff will receive email notification that their CCBC credential is set to expire. This notification will occur via email 30 days prior to the CCBC’s expiration date.
	+ Upon receipt of this notification, staff **must** contact the Human Resources Administrative Coordinator as soon as possible to ensure timely completion of the CCBC renewal process.

**Distribution:** Original - To be posted in a place visible and accessible to staff and parents.

**Reference**: HSPPS 1302.90 (b)(i) (3)(4)(5), HSPPS 1302.93 (a)(1)(2); Licensing R 400.8110 (1)(b), (3)(c), R 400.8112, R 400.8125 (4), R 400.8128, Staff and Volunteer Required Paperwork Posting, Hiring Procedures

5/22/2023 EHS-HS Team\ADMIN\Procedures Manual\Postings\Staff Screening Policy