



# Sweetwater Episcopal Academy

*Over 25 Years of Academic Excellence*

Effective school year 2011/2012, the SEA Board of Trustees has adopted a Volunteer Screening/ Child Protection Policy stemming from mandates from both DCF and the Episcopal Diocese of Central Florida. The intent of our Volunteer Screening/Child Protection Policy is to implement the newly issued mandates.

The Florida Department of Children and Families (DCF) states, “Beginning August 1, 2010 HB 7069 took effect and changed critical aspects of the current background screening process. The most significant change to our providers is that employers will not be able to employ applicants (volunteers over 10 hours) for positions of special trust or responsibility until the applicants are cleared by a complete DCF Background Screen to include a fingerprint-based search of criminal records in Florida and nationally.”

The Central Florida Episcopal Diocese requires:

## **Screening**

Any and all personnel who occasionally work with or (volunteer) around children or youth shall be screened and selected utilizing at least the following:

1. **A standard application** completed by the applicant that includes a release of information to conduct background checks
2. **Driving or motor vehicle records check** if the person will be transporting children or youth.
3. **Sexual offender and predator registry check** in any state where the applicant has resided during the past seven (7) years.

## **Training**

Child abuse awareness education and training is required for all persons who occasionally work with or (volunteer) around children or youth before they start their work with children or youth or at least within three months of starting.

Please note that both organizations’ policies employ the practice that these background screenings are valid for 5 years.

Our students’ safety is our number one priority. For this purpose SEA requires background screening and training for all parents who:

- Volunteer on campus in excess of 10 hours during a school year
- Attend one or more field trips
- Have direct contact with a child when unsupervised by a staff member

For instructions on How to Comply with the SEA Child Protection Policy, please read the [instructions available for download on our website](#).

If you have any additional questions or concerns, please feel free to contact Janet Stroup, Head of School.

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