



# Sweetwater Episcopal Academy

*Over 25 Years of Academic Excellence*

## SEA Child Protection Policy

### **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

### **Steps to Comply:**

#### **Step One: Background Check & Fingerprints**

- Download the [Fingerprint Form from our website](#).
- Fill out the Fingerprint Form and take it to the police department located in the Altamonte Mall. Make sure you request digital prints (not ink.)
- The police department will charge you \$15.00 for the service and give you a “Live Scan” print card.
- You must bring the “Live Scan” print card and payment of \$27.50 (payable to SEA) to Kathy Anez in our Business Office.
- Within one to two weeks, SEA will be notified of your clearance status.

#### **Step Two: *Safeguarding God’s Children* course**

- The course is available online and takes between 3-4 hours to complete. Please contact Ms. Jackie in the Front Office to apply for a *Safeguarding God’s Children* login and password.
- You will be sent an email from SEA with full instructions on how to take the course. It doesn’t have to be completed all in one sitting, but can be taken in modules.
- Notify Ms. Jackie when you have completed the online course. SEA will check online to receive confirmation that you have completed the course.

Please note that the background screening & *Safeguarding God’s Children* course are valid for 5 years.

For further information on this topic, please read the [SEA Child Protection Policy](#) available for download from our website.

### **Additional Information: Driver License and Auto Insurance**

- If you chaperone and drive children other than your own on a field trip, we must have a copy of your driver license and auto insurance on file in the Front Office. Please bring your license/insurance to the Front Office to be copied at least two days prior to the field trip. Driver license and insurance cards must be filed annually.
- On the morning of each field trip, you must bring your driver license and auto insurance to the office to show that these items are in your possession before leaving the school with children in your vehicle.

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