



WORKSHEET

Whom Should We Screen?

The first step in creating your organizational screening plan is identifying all the individuals who interact with your organization. While some individuals may not require screening, all categories warrant deliberate consideration. Most organizations concentrate their screening efforts on individuals whose primary responsibility is working with youth. You'll also want to consider other roles that provide access to youth and therefore require screening. Volunteer positions that offer the same access to youth as paid positions require the same level of screening. When deciding whom to screen, and to what degree, it's not remuneration that matters but access to youth.

SCREENING CATEGORIES

Employees and volunteers who work directly with youth

These include individuals whose primary responsibility is interacting with youth, like teachers, youth leaders, classroom volunteers, and tutors, as well as some rabbis and social workers. Remember to include part-time employees, like high holiday childcare workers, as well as infrequent volunteers, such as for a trip or Purim carnival.

Employees and volunteers who do not work directly with youth

Even those who do not work directly with youth may have access to youth, like maintenance or office staff. These staff are also often key holders with access to your organization's entire premises, including at off-hours. Similarly, board members do not work directly with youth but may be key holders and inhabit positions of trust. Finally, your organization could have volunteers, such as greeters or security volunteers, who may also interact with youth.

Best Practice 3
Screen Employees and Volunteers

Goal 2
Create a Screening Plan

OBJECTIVE
Create a list of all categories of individuals who interact with your organization in some capacity

AUDIENCE
Committee members, in consultation with your executive director, COO, or related position

TIME
15 minutes to read; time to create your own list will vary

Youth Employees and Volunteers

Youth may serve as employees or volunteers, but they are often overlooked during the screening process. It is equally important to screen youth with access to other youth. Youth have limited work experience and do not receive criminal background checks; therefore other screening measures, such as interviews and observations, need to be weighed more heavily.

Contractors

Individuals with whom your organization contracts or subcontracts, including caterers, electricians, coat-check employees, consultants, psychologists, auditors, pedagogical experts, and scholars-in-residence may have access to youth and therefore should be screened.

Contracted organizations

Organizations may occasionally sponsor activities that are related to youth but are not directly under the youth department's auspices, such as Boy Scout or Girl Scout troops, Bnei Akiva *peulim*, or NCSY/USY/BBYO activities. Never assume that another organization has screened its youth workers. In these situations, inquire whether and how screening has been done, and consider which screening measures your organization may want to take on itself.

Hosts and guests

Many youth-serving organizations — especially synagogues — facilitate home hospitality. It is common for Jewish communities to place visitors in host homes or for youth-serving organizations to plan *Shabbatons*, sleepovers, or overnight trips. Just as you consider guests visiting your community, you must also exercise caution when your organization's youth are guests of other communities, for programs such as disaster relief work, a *Shabbaton*, or a weekend retreat. Others who fall into this category include partners and adult children of staff, who are often present at youth-serving organizations like overnight camps.

Communal individuals with no official role

Even those without official roles in your organization — such as congregants, community members, and program attendees — may have regular opportunities to interact with youth or attend programs where youth are present. Many organizations implement some screening or other safeguarding measures (e.g., affirmation of policy) for this category. You may decide to screen similarly or to require no screening at all. Either way, it is good practice to list all individuals in this category and consider whether screening is prudent and practical for each.

When developing your organization's screening plan, if your organization has any unique categories that haven't been mentioned here, include them as well!

WHOM TO SCREEN: CREATE YOUR LIST

Which of the above categories apply to your organization?

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What additional categories not listed above apply to your organization?

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From your answers to the two questions above, make a list below of individuals in your organization that fall under each category. Creating this list will help you form your organization’s screening plan by tailoring the *Sample Screening Requirements* chart to your unique needs.

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Individuals:

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Individuals:

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