

## Background Check Policy

Background checks are required for certain individuals associated with CCC.

To comply with this policy, an individual will use the background check self-service portal provided by CCC. The individual will be responsible for paying for the background check (approximately \$15). The portal will generate a report that shall only be accessible to the Managing Director. The Managing Director shall review the reports, and determine whether the individual will be authorized to be associated with CCC. Not all arrests or convictions are relevant to association with or participation in CCC activities.

An individual required to comply with this policy may, in lieu of using the background check self-service portal, provide to CCC a background check performed for another institution, such as a school or hospital. For an external background check to be sufficient as a substitute for the CCC self-service portal background check, the external background check must: 1) have been performed no more than two years before the date CCC requests the background check; and 2) must be at least as thorough as the report available from the self-service portal (such as a full FBI background check). The Managing Director shall determine if the external background check is sufficient to meet the requirements of this policy.

Portal background checks must be updated biannually. Full FBI background checks must be updated every five years. New arrests and convictions must be reported to the Managing Director, and may or may not have an impact on continued association with CCC.

No individual subject to the background check requirement will be permitted to have any interaction with children until the background check is complete, the Managing Director has reviewed the results, and finds that the individual does comply.

### **Requires background check**

Board of Trustees  
Administrative staff  
Directors  
Accompanists  
Community Engagement Teachers  
Choir managers  
Tour chaperones  
Interns

Date updated: 11/19/18  
Date ratified: 11/19/18  
President signature: Judy Williams

### **Does not require background check**

Advisory Council  
As needed volunteers, i.e. bake sale or flower table cashiers and ushers  
No teaching contractors, i.e. piano tuners, web designers, auditors