

# Northern Wilderness Journey LLC, Youth Skills Camp - Staff Background Check Policy

## 1. Purpose

- a. Ensure that no Northern Wilderness Journey LLC (NWJ) staff or volunteers have a criminal conviction for any of the following offenses:
  - i. Causing or threatening direct physical injury to any individual; or
  - ii. Causing or threatening harm of any nature to any child or children

## 2. Definitions:

- a. "Staff" means the owner & operator as well as any employee, volunteer, or other individual employed or otherwise associated with the youth skills camp run by NWJ, whether for pay or not.
- b. "Child" or "Minor" means an individual under 18 years of age
- c. "Youth" means a minor who attends NWJ youth skills camp
- d. "Owner" the sole member of Northern Wilderness Journey LLC, who is responsible for the operation and management as well as the day-to-day operations.

## 3. Requirements:

- a. All staff who might be left alone with a child or children to be subject to a background check as described section 4 in prior to initially being left alone with a child or children.
- b. All Staff will be subject to a background check once in each calendar year thereafter.
- c. Any staff member who has not been subject to the required background check is prohibited from working directly with any youth(s) unless a staff member for whom the background check has been completed is also present.
- d. The owner will review:
  - i. The results of the initial & subsequent annual background checks
  - ii. Any references, employment / volunteer history submitted by each staff member to determine whether to allow the individual to work directly with youths at the YSC
- e. The owner will maintain an up-to-date list of all staff members who are in a position such that it is possible they could be left alone with children, together with their background check.
- f. Any volunteer or employee who is younger than 18 years old, who will be left alone with a youth is required to provide a minimum of 2 written references to the owner. One reference shall be from a non relative. The references shall attest to:
  - i. Their knowledge of the minor's character
  - ii. Whether the minor has caused or threatened to cause direct physical injury to any other individual or harm of any nature to any child or children.

- iii. Their opinion on whether the minor is a good candidate to work directly with youths.

**4. Background Check**

- a. Each background check will include:
  - i. A criminal background check in each state of residence of the potential staff member through the state identification bureau in each state of residence.
    - 1. In New Hampshire this background check will be conducted by the NH State Police.
  - ii. A check of the national sex offender public registry

**5. Release of Information Regarding Background Checks**

- a. All background check information will be maintained by the owner as confidential
- b. The operator shall provide information as to whether a background check has been completed on camp staff to any parent or guardian of a youth who requests the information.

END

Updated: March 1, 2023