

## **Chaperone Information, Background check (BIB)**

Madison City Policy requires all chaperones for field trips that have the possibility at any point of being alone with students that you receive a background check. Please see the information below with a few questions regarding this process along with a link to a letter that clarifies all of the volunteer opportunities at RES.

[LINK TO THE BIB BACKGROUND CHECK WEBSITE](#)

### **1. Does a school volunteer need a background check?**

It depends on the type of volunteer. Volunteers who will be with a Madison City school employee DO NOT need a detailed background check. An example of this type of volunteer would be someone coming to read to a class while the teacher is present. They will need to scan their license through the Lobby Guard kiosk in the lobby of the school. This will initiate a check against the sex offender data base, and will register the volunteer as being in the building.

Volunteers who will be with certified employees but may at times be alone with students must have a more detailed background check. An example of this type of volunteer would be a chaperone on a field trip who may guide a small group of students. It could also be a volunteer working with a small group of students in the school, but away from the classroom teacher (tutoring in the media center, etc.) We ask that once per school year these volunteers obtain a background check through the Background Investigation Bureau (BIB). The screening costs \$15.50. You can initiate the background check by clicking on the "I Want to Volunteer!" link on our webpage. These volunteers must also scan their license through the Lobby Guard kiosk at the school. The background check listed above DOES NOT take the place of the detailed background check required for employment with Madison City Schools.

### **2. I have a security clearance through my employer. Do I still need to get the BIB background check to volunteer?**

Yes. Please click on the question for a detailed explanation. We understand that there are many companies in our area that do extensive background checks of employees. They also have their own badges, identifications, etc. The problem with accepting all of those is that it creates confusion for the sponsor of the school event.

When a volunteer completes their BIB screening, they will receive a card from BIB stating that they are cleared. Our sponsors know to look for that card. If we also ask them to look for a multitude of other

types of identification it increases the chances that someone wishing to do harm could sneak through with fake credentials.

We hope all our wonderful volunteers agree that the small amount of inconvenience and associated fee is worth it to help keep our children safe