



LAKE WINNIPESAUKEE
SAILING ASSOCIATION
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Approved by the Lake Winnepesaukee Sailing Association Board of Directors on February 13, 2023

Background Check Policy for Lake Winnepesaukee Sailing Association Inc.

In accordance with He-C 4004.04, The Lake Winnepesaukee Sailing Association Inc., to ensure that no school staff member, Board of Director or volunteer that will work with children has a criminal conviction for any offenses for causing or threatening direct physical injury to any individual or causing or threatening harm of any nature to any child, The Lake Winnepesaukee Sailing Association Inc., will conduct background checks according to the state laws and rules for this policy. The background check policy will require all school staff, Board of Directors or volunteer who might be left alone with a child or children to be subject to an annual background check prior to being left alone with a child or children, and prohibit any staff member, Board of Director or volunteer who has not been subject to the required background check from working directly with any youth unless a staff member for whom the background check has been completed is also present. The school's background check policy will be reviewed and updated annually. The sailing school will make the policy available to NHDHHS and the public upon request, and post this policy to Lake Winnepesaukee Sailing Association Inc., website and social media.

The Lake Winnepesaukee Sailing Association Inc., will submit a completed certification form, background check policy and \$25 fee to NHDHHS prior to any youth arriving at the school in each calendar year the school operates. Once The Lake Winnepesaukee Sailing Association Inc., certifies compliance with the background check requirements, the department will post the school's information on the NH Youth Skills Camp Program website. The Lake Winnepesaukee Sailing Association Inc., will utilize Paychex Inc. to conduct background checks under this policy and will include checking the National Sex Offender registry for any staff member, Board of Director or volunteer that would be left alone with a child or children.

Not less than once in each calendar year, The Lake Winnepesaukee Sailing Association Inc., Board of Directors will review the results of all of the personnel background checks and certifications for compliance with the established school policy, RSA 170-E:53 & 54 and He-C 4004.05. The Lake Winnepesaukee Sailing Association will also review any references, employment history, and volunteer history submitted by or for each staff member to determine whether to allow each individual to work directly with youths at The Lake Winnepesaukee Sailing Association Inc., school.

The Lake Winnepesaukee Sailing Association Inc., maintain an up-to-date listing of all school staff, volunteers and the Board of Directors in a position to be left with children, together with the status of their background check.