

Campus Safety Leads Policy & Procedures



1. "Safety Application Form for Volunteers and Employees"
 - *Required for those working with minors under 18 years of age*
 - i. Mandatory background check.
 - ii. 3 reference checks

2. Hardcopy applications must be mailed to:
King's Chapel Oahu
5740 Kalaniana'ole Highway
Honolulu, HI 96782
**Send an email with names to Brandon at brandon@kcoahu.com*

3. Give volunteers access to **Ministry Safe** platform.
 - a. Volunteers must complete assigned training videos and tests.
 - b. Group sessions are an option. i.e.) Schedule a training workshop.
 - c. Volunteers will be given 30 days to complete assigned training.
 - d. Background checks and references will be conducted within the 30 day timeframe.

4. Volunteer clearance is granted when all background and reference checks are cleared.
 - i. Update volunteer database in Ministry Safe
 - ii. Campus Pastor/ Minister/Leader will be informed of failed background checks.
** Follow protocol for all failed background checks.*
***Background checks will be updated every 2 years.*