Youth Protection Committee Duties and Responsibilities

Criteria for Selection of Youth Protection Committee Members

1. Experience in background clearance procedures and/or facilities/programs requiring background clearance to work with individuals served
2. Demonstrated skills in working with confidential information and maintaining confidentiality following established laws, rules and regulations.
3. Experience with youth or vulnerable populations requiring mandatory background clearance
4. Essential Duties:
   a. Review background clearances. Report pass/fail clearance to District Governor or his/her designee within 3 days of receipt of background clearance.
   b. Receive Training Certificates for each approved Lion Youth Leader file and enter date received in database for approved Lion Youth Leaders and date next training is required. (2 years)
   c. Receive TB Clearance and enter in database for approved Lion Youth Leaders and date next training is required. (3 years)
   d. Meet as a Team when an applicant does not pass background clearance and he/she asks to appeal the decision and review with the applicant the circumstances of the denial. The Team will review all information and make a decision as to allow or not allow an exception. The decision should be documented and a record maintained for 6 months. The applicant should be told the outcome of the decision.

Handling of Confidential Information

1. Sterling is the permanent custodian of records.
2. Each Area Youth Protection Committee Member will have access to the Area he/she is responsible for reviewing and managing.
3. Each Area Member will have an assigned access code and password specific to their Area.
4. Background Clearance Documents will not be held by MD4 or Area Members. Documents will be maintained at Sterling Volunteers.
5. The MD4 Administrator and the Council Chair will have access to Sterling Volunteer Records.
6. The MD4 Youth Protection Committee Members, MD4 Administrator, and Council Chair are required to sign Confidentiality Statement which prohibits the sharing of any information except as directed by policy and procedures.

7. Area Member shares the applicant's status (pass/fail) with the appropriate District Governor or his/her designee within 3 days of receipt of report. Reports are usually available within 24 hours.

Approved Background Clearances

1. Individuals cleared to work with Youth Programs will be posted in the Sterling Volunteers database dashboard. All Area Members have access to the database dashboard. The Sterling database dashboard record is permanent and ongoing.
2. Sterling Volunteers maintains a secure, confidential and permanent record of all MD4 volunteer applicants.

Not Approved Background Clearances

1. An applicant who does not pass the Background Clearance is able to dispute an unsatisfactory background clearance. The applicant must follow the process outlined by Sterling Volunteers and is solely responsible for addressing any issues identified. This process is between Sterling and the applicant.
2. Sterling will provide MD4 with either a clearance, not cleared, or a for consideration report upon completion of the dispute.
3. An applicant with a "For Consideration" finding status will be reviewed by the MD4 Youth Protection Committee and Council Chair to make a final decision on status. This review is on a case by case basis.

Other Required Documentation and Frequency of Submission

1. Applicants must submit proof of most recent
   a. TB test (within 2 years)
   b. Certificate of Completion of Training, and
   c. Proof of valid driver's license, driving record and valid auto insurance.
      i. If applicant is not able to provide evidence of driver's license, driving record, and insurance he/she will not be allowed to transport youth under the age of 18.
2. TB Tests are required every 3 years
3. Driver's License are required prior to expiration of current License
4. Driving record and proof of insurance are required annually
5. Protecting Youth Training is required every 2 years
6. Background screening is required every 2 years