**Background Check Guidelines**

Madison Children’s Museum will hire volunteers on a rolling basis and take the following into account:

* Does the applicant have prior records of violence against children or the elderly?
* Does the applicant have prior incidences of violence towards co-workers?
* Does the applicant have prior records of violence or battery?
* Does the applicant have prior records of theft, robbery, or shoplifting? (Only considered in cases where the volunteer would be handling money.)

Note: Applicants charged or under investigation for violence against children or the elderly, violence towards co-workers, and/or violence or battery will not be admitted into the program.

If an individual fails their background check, Madison Children’s Museum will review the applicant’s file and make decisions about the hiring of that individual.

Madison Children’s Museum will consider the following factors in regards to hiring volunteers and background checks:

1. The nature and gravity of the offense or conviction that is reported on the background check
2. The amount of time that has passed since the conviction or/and completion of the sentence
3. The nature of the volunteer position

Special accommodations will be made for individuals hired with an offense on their background check including but not limited to:

* Supervision at all times
* Regular check-ins with coordinators and supervisors
* Conversation with the individual about the background check