



Texas Baptist Encampment

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BACKGROUND CHECK INSTRUCTIONS FOR ALL ADULT SUPERVISORS ATTENDING CAMP

Background checks ensure the safety of children, youth, adults, and staff at Texas Baptist Encampment (TBE). As of 2006, law passed into state law mandating camper safety. TBE is now required to ascertain information on each adult supervisor, leader, or volunteer, i.e. “Shepherd”, who will be supervising youth under 18 years of age while at camp. Each attending church or organization **MUST** perform a **CRIMINAL RECORDS CHECK**, **SEX OFFENDER CHECK**, and **CHILD PROTECTION TRAINING** on each Shepherd.

CRIMINAL RECORDS BACKGROUND CHECKS can be submitted in one of three ways: (A) kept on-site at the church or organizational office, (B) emailed to the TBE office, or (C) turned in upon arrival to the camp. If they are to be kept off-site from camp (Option A), a Verification Letter from the church or organization stating the names of all adults coming to camp for whom background checks have been conducted, shall be submitted upon arrival. In this scenario, background checks would need to be made available within two business days, if requested. Churches can set up their own account and perform checks for free via <https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>. FYI, if the church already performs these checks, these may be adequate. Important: A past conviction would not necessarily preclude an adult from being at camp, however, certain types of offenses would, per state law. The following criminal convictions or deferred adjudications **would** preclude an adult from working or volunteering at camp: a misdemeanor or felony under Texas Penal Code, Title 5 (Offenses Against the Person), Title 6 (Offenses Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9, §15.031 (Criminal Solicitation of a Minor) of Title 4, §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or any like offense under the law of another state or under federal law. In addition, any adult with the following **may** be precluded: (A) a misdemeanor or felony committed within the past ten years under §46.13 (Making a Firearm Accessible to a Child) or Chapter 49 (Intoxication and Alcoholic Beverage Offenses) of Title 10 of the Texas Penal Code, or any like offense under the law of another state or under federal law; or (B) any other felony under the Texas Penal Code or any like offense under the law of another state or under federal law that the person committed within the past ten years. If you have questions or need any clarification on any of this, please call the camp office or the encampment director to discuss it.

SEX OFFENDER REGISTRY CHECKS should be performed in the same way as in the previous paragraph. These can be performed for free via the Sex Offender Registry of the Texas Department of Public Safety at <https://records.txdps.state.tx.us/SexOffender/>. A state-wide search is required. Please note that, if a Criminal Records Background Check is performed on an adult, it automatically includes a Sex Offender Check. In that case, the Criminal Records Check would cover both requirements.

CHILD PROTECTION TRAINING is required for all Shepherds. A Certificate of Completion must be submitted to TBE, either by email (preferred) or by hand, upon arrival, for each Shepherd at camp. This training will provide adults a clear understanding of how to recognize, reduce, prevent, and report suspected sexual abuse or molestation of youth. The included DVD has 22 minutes of teaching, 38 minutes of discussion, 25-question test, discussion guide, answer key, and a blank **CERTIFICATE OF COMPLETION** form. Your group will need to appoint a facilitator responsible for presenting this material **prior to arrival** at camp. The test must be passed with a “70” and the certification is good for two years. Be aware that if any adults choose not to participate or do not pass this test, they are not eligible to be a Shepherd at TBE. The class is very simple and test questions may be reviewed during discussion. **Facilitators:** Print documents, make copies, & test the video prior to holding the class. Insert the DVD into a computer. All file documents are embedded on the DVD. To print materials, locate the data files. Go to “My Computer”, right-click “child”, and then click “Open”. You will see two folders: “Print Documents” and “VIDEO_TS”. Click on “Print Documents” and locate the documents needed. You may need to download the latest copy of *Adobe Acrobat Reader* (*available for free at www.adobe.com*) to view and print them. Print a course manual, test, and Certificate of Completion for each participant and one answer key for yourself. They are entitled “Test”, “Child Protection Training”, “Training Certificate of Completion”, and “Answer Key and Discussion questions for the Facilitator”. To view the training, simply double-click on “VIDEO_TS” or double-click DVD in “My Computer”. It should then begin playing. You need to be prepared to play and frequently pause, as there are several stopping points for discussion prompts located within the answer key. At the end of the video, you will have the option of reviewing sections via the menu. Facilitators may call the camp office, 361-972-2717, with any questions. (*This training is owned by the Texas Baptist Camping Association and any unauthorized duplication of this material is prohibited.*)

In summary, three items should be addressed or turned in for each Shepherd:

- 1) **CRIMINAL RECORDS BACKGROUND CHECK** (or Verification Letter list)
- 2) **SEX OFFENDER REGISTRY CHECK** (or Verification Letter list)
- 3) **CHILD PROTECTION TRAINING CERTIFICATE OF COMPLETION**

(FYI – **THE CONFIDENTIAL SCREENING FORM** for Shepherds is no longer needed at TBE, as had been required in the past.)