**Background Check Policy for KMC Empower Camps**

In accordance with He-C 4004.04, KMC Empower Camps, LLC to ensure that no camp staff member 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, KMC Empower Camps, LLC will conduct background checks according to the state laws and rules for this policy. The background check policy will require all camp staff 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 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 camp’s background check policy will be reviewed and updated annually. The camp will make the policy available to NHDHHS and the public upon request and post this policy to our camp websites and camp social media.

KMC Empower Camps, LLC will submit a completed certification form, background check policy and $25 fee to NHDHHS prior to any youth arriving at the camp in each calendar year the camp operates. Once KMC Empower Camps, LLC certifies compliance with the background check requirements, the department will post the camps information on the NH Youth Skills Camp Program website. KMC Empower Camps, LLC will utilize www.easybackgrounds.com for this policy and will include checking the National Sex Offender registry for any staff member that would be left alone with a child or children.

Not less than once in each calendar year, KMC Empower Camps, LLC will review the results of all the personnel background checks and certifications for compliance with the established camp policy, RSA 170-E:53 & 54 and He-C 4004.05. KMC Empower Camps, LLC will also review any references, employment history, and volunteer history submitted by or for each camp staff member to determine whether to allow each individual to work directly with youth at KMC Empower Camps, LLC.

KMC Empower Camps, LLC will maintain an up-to-date listing of all camp staff in a position to be left with children, together with the status of their background check.