

LOAS CONFERENCES

SORI POLICY, PROCEDURES & TIMELINE

2017

What Are SORI Checks: SORI checks are a search in a national data base for sexual offenders. There are three levels of findings 0 - 2. Any finding constitutes an unfavorable report.

The Goal of Instituting SORI Checks is to ensure the safety of our Youth (Infants to age18) during organized youth programming. Any Youth Leader who has any SORI finding at any level that is not successfully challenged (described below) will be ineligible to be a Youth Leader on the Island. Our policies and procedures instituting and applying SORI's are consistent with the Star Island Corporation's policies regarding SORI checks which are performed on all of their Volunteers. This year, 2017, the SIC is requiring the checks by April 15. In addition, SORI checks have become a best practice for people working with Youth. Implementing best practices is the best shield from legal liability for LOAS and the Star Island Community.

RESULTS OF THE SORI CHECKS

The Youth Leaders will be in one of three categories, prompting one of three responses by the SICSR:

- a. No SORI Request Form filed.
Response: The Youth Coordinator, having not heard from the SICSR within at most two weeks of having given the Youth Leader the SORI Request Form follows through with the Youth Leader and/or the SICSR until a SORI report is received.
- b. Negative (favorable) SORI check (i.e. no finding of a sexual offense.)
- c. Positive (unfavorable) SORI check (i.e. a finding)

Procedures and Timeline for the LOAS Conferences

1. The chairs follow steps 2 – 7 as soon as they appoint a Youth Coordinator.
2. The Youth Coordinator notifies proposed Youth Leaders asking for confirmation of their interest and advising them that SORI checks will be required. Included in that notification will be a copy of: a) SORI Policy, Procedures and Timeline, and b) a SORI Request Form.
3. The Youth Coordinator provides the Star Island Corporation SORI Representative (SICSR) with her/his name, whether LOAS I or II, personal contact information, and a list of the Youth Leaders who have expressed their interest in being a Youth Leader by April 15. (The SICSR is named at the end of this document.)

4. Youth leaders mail to SICSR the SORI Request Form within a week of being given the SORI Request Form. These can be mailed by email or the US Mail.
5. The SICSR will run the SORI Request Forms through the appropriate agency for the SORI checks.
6. The SICSR gets back to the Youth Coordinator with the result of no finding within a week of receiving the SORI Request Form.
7. The Youth Coordinator contacts the SICSR if she/he does not hear from the SICSR in a reasonable amount of time.
8. The SICSR notes the results of the SORI check on each of the Youth Leader's SORI Request Form and files the form.
9. If there is a positive finding at any level, the SICSR informs the SIC's CEO.
10. The CEO informs the Youth Leader a) of his/her positive finding, b) that he/she can appeal it to the agency instituting the finding, and c) that if that appeal is unresolved or fails he/she can appeal to the CEO to be allowed on the Island. The default position of a finding is being barred from the island.
11. The CEO will also report the positive finding to the Youth Coordinator so that he/she can start a search for a new Youth Leader.
12. The Youth Leader is responsible for respecting the privacy of the Youth Leader by keeping the finding confidential to the greatest extent possible consistent with maintaining the safety of the Youth.
13. The Youth Coordinator keeps the SICSR informed of any changes in the Youth Staff.
14. The SICSR notifies in writing the Chair of PPACA of any summer vacation. The Chair of PPACA in turn notifies the YC's and Chairs.
15. If the SICSR leaves his/her job, he/she will notify the Chair of PPACA.
16. The Chair of PPACA or any member of the committee is available to help resolve glitches in this process.

The SICSR is Kate Brady. Her email address is kbrady@starisland.org. 603-430-6272. Her mailing address is SIC, 30 Middle St., Portsmouth, NH 03801

***Note:** Star Island is private property, owned and operated by the Star Island Corporation, dedicated to religious and educational activities. Island conferences, as well as guests and day visitors, come to the island with permission from the Star Island Corporation. This permission may be revoked at any time if, in the sole discretion of those in charge of island operations, such action is deemed necessary because of behavior which causes disruption of a meeting, creates a threat to the health and safety of others, or causes damage to island property.*