

## **STAFF SCREENING**

At Guided Discoveries, the health, safety and well-being of all our participants and staff are our highest priority. All Guided Discoveries programs (Catalina Island Marine Institute, AstroCamp, Catalina Sea Camp and Camp Fox) comply with and exceed the requirements of the California Code of Regulations, Title 17, Section 30751 and American Camp Association Accreditation Standard HR-4, regarding background screening of staff.

ALL directors, instructors and staff must satisfactorily complete a criminal history record check before beginning work. This screening includes a self-disclosure form, a public records check and annual check of the U. S. Department of Justice National Sex Offender Public Website. In addition, all employees must satisfactorily complete biometric (Live Scan fingerprint) screening submitted to the California Department of Justice and the FBI.

These criminal history records are reviewed by the Guided Discoveries' HR Director prior to the employee beginning work and must conform to Guided Discoveries' hiring thresholds.

Questions or requests for additional information may be directed to Glenn Robison, Guided Discoveries' Director of Human Resources and Compliance.