



Instructions to complete required Background Checks through DPS Volunteer Services

1. Go to <https://face.dpsk12.org/page/volunteer-services> and click on “DPS Volunteer Background Check Portal”
2. Create an Account or Login
3. Enter your personal information
4. In the "Volunteer Details" section:
 - a. If teaching in one school, select either Grant Beacon or Kepner Beacon under the school menu. “Other” can be left blank. The program is “Enrichments”
 - b. If teaching at both schools, select either Grant Beacon or Kepner Beacon under the school menu. In “Other” type the name of the other school. The program is “Enrichments.”
5. Send your “Approved to Volunteer” email to the BNS Enrichment Coordinator.

DPS Volunteer Background Check Policy

The Partner and every person, including any subcontractor or agent of the Partner, who has unsupervised access to students, or access to student data, shall be required to have a criminal background check. The results of the background check shall comply with the provisions of 24-72-305.3, C.R.S. and other district requirements, and upon request, be available to the District. The criminal background check shall, at a minimum, meet the requirements of 22-32-109.7, C.R.S. Background check results will be valid for 12 calendar months. Before services begin, each person required will complete the criminal background check request through DPS Volunteer Services. Thereafter, during the term of the contract all new personnel, subcontractor(s), third party support personnel and agents, whether paid or not, that are engaged, hired or added to perform the work or services pursuant to this Agreement, shall be subject to these same requirements before performing services on behalf of Partner. Notwithstanding the criminal background check requirement as set forth above, Partner hereby warrants that no employee, subcontractor or agent of the Partner rendering services under this Agreement has been convicted of a criminal offense in Colorado or in any other State involving: (i) The abuse, abduction, sexual molestation, physical or sexual assault on, or rape of a minor; or (ii) any crime involving exploitation of minors, including but not limited to child pornography offenses; or any crime of violence; and (iii) Partner shall notify the District immediately upon the discovery or receipt of any information that any person working for the Partner has been detained or arrested by a law enforcement agency. Partner understands that allowing any employee, subcontractor, volunteer or agent who is providing services on Partner's behalf, access to students, District's records, including PII, or to enter onto the District's property, that has been arrested or convicted of the aforementioned crimes, constitutes a material breach of this Agreement and may result in the immediate termination of this Agreement.