

Please complete form on other side, sign and return to St. James School Office.

Policy

It is the intent of the Diocese of Bridgeport in compliance with the Charter for Protection of Children and Young People to provide a safe environment for all children serviced by the Diocese.

Given this, all employees, volunteers and on premise contract employees age 18 and over must submit to a background check prior to commencing employment, volunteer work or initiating services with any entity of the Diocese of Bridgeport. All checks will include a review of the applicant's history relative to any record of criminal convictions. Additional checks may be completed to validate social security number, degree(s), driver license, reference checks and/or credit history check. The items reviewed are determined by pre-established criteria for background checks as they relate to the position or services potentially being completed by the individual. A signed authorization to complete the check(s) must be obtained from the individual prior to initiating the process.

Contracts with organizations to provide services in any of the Diocesan Schools or any Diocesan institution primarily servicing youth and/or children will include the requirement that the organization providing the service has conducted criminal background checks on their employee(s) assigned to the Diocese. A contract or vendor employee will not be assigned to the Diocese unless they have successfully completed that check. In the event that the organization does not have a process for completing criminal background checks, they may utilize the process in place within the Diocese of Bridgeport. The expense of these background checks will be the responsibility of the Contractor.

The diocese and its entities have the right to deny an applicant employment, the opportunity to volunteer or decline a contract employee based on their not completing these items and/or adverse information obtained through the background check process.

If an applicant is denied employment, the opportunity to volunteer or the opportunity to provide services based on adverse information, in compliance with the Fair Credit Reporting Act 15 U.S.C. 1681-1681U, as amended by the Consumer Credit Reporting Reform Act of 1996, the Diocese will send a Notice of Adverse Action to the individual along with the report and a copy of their rights.

Procedure: Volunteers

1. Prior to conducting any background check an authorization form must be obtained from the individual authorizing the completion of the check.
2. All potential volunteers must sign an authorization for the completion of a background checks at the time they sign-up for volunteering and prior to commencing any volunteer duties. **See ChoicePoint release form provided.**
3. Prior to the volunteer initiating work the office managing the volunteer will order a background check be completed.
4. The areas to be investigated for any applicant will be based on the position being applied to. The criterion for all is as follows:

All Positions: State Criminal Check & Social Security Number Tracing	Positions with Financial Responsibility: Add Credit History	Positions with responsibility for driving on behalf of the diocese: Add Motor Vehicle Report
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5. Results for all background checks go only to the Director of Support Services. In the event the background check does reveal a problem each case will be assessed individually on the merits of the information relative to the position held. The Diocese Director of Support Services will do this evaluation along with the Diocese General Counsel. Any checks that divulge information regarding crimes against children or sex crimes will result in the candidate not being eligible for volunteering. The Director of Support Services will notify the individual location of the decision. The individual location will only be told to allow the person to volunteer or not volunteer. They will not be given any details regarding the decision.
6. If the background check does reveal a problem that results in a decision to not allow the individual to volunteer a notice of Adverse Action must be sent to the individual along with a copy of the report from Choicepoint and a copy of the individual's rights. **See Adverse Action Form for Volunteers provided.**
7. If the individual believes misinformation exists on the report they should work through Choicepoint to resolve any information issues and notify the Director of Support Services that they are disputing the report.
8. If a corrected and 'clean' report is obtained the individual may volunteer. If a corrected or 'clean' report is not available then, the decision will stand and the individual will not be allowed to volunteer.
9. After completing the background check ChoicePoint will invoice the requesting location for checks completed on their behalf.
10. All correspondence relative to this process should be filed by year in a separate topic file for background checks and not retained in the personnel files. All records will be retained for a period of 30 years. All files should be kept in a secure location, with limited access, under lock and key.