Sejong Academy
Volunteer Background Check Policy

I. GENERAL STATEMENT OF PURPOSE

Sejong Academy is committed to the protection of all persons associated with the school, including and especially the students. As such, Sejong Academy shall conduct criminal background checks of all volunteers who have direct contact with students at the school. Sejong will carry out this requirement in a fair, consistent and non-discriminatory manner.

II. PROCESS AND POLICY

Sejong Academy utilizes name-based systems to obtain data for individual background checks, and each individual background check shall include:

1) verification of the individual's identity and legal aliases,
2) a national search of sex offender registries (www.nsopw.gov), and
3) a state search of criminal records (https://cch.state.mn.us/pcchoffendersearch.aspx).

Background checks shall be conducted prior to volunteer service and renewed every twenty-four (24) months. Other data may also be obtained, based on individual volunteer duties or responsibilities. Background check findings shall be reviewed in a fair, impartial and confidential manner.

Because Sejong's priority is the safety of the students, certain actions and convictions for certain crimes serve to automatically disqualify applicants for employment or volunteer service at Sejong Academy in any position that involves working with children.

A person will be ineligible for volunteer service at the school if the person:

1) refuses to consent to a criminal background check,
2) makes a false statement in connection with such criminal background check,
3) is registered, or required to be registered on any sex offender registry,
4) has been convicted of a felony,
5) or has been convicted within the past 3 years of a misdemeanor involving:
    - physical assault or battery,
    - drugs or controlled substances, or
    - cruelty to animals.

With respect to convictions for crimes not listed above, any applicant with such a conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction. In so doing, Sejong Academy shall consider the following factors:

- nature and gravity of the offense,
- time that has passed since the offense or completion of sentence,
- number of offenses for which the individual was convicted, and
- evidence that the individual performed the same type of work (volunteer or employment), post-conviction, with the same or a different employer with no known incidents of criminal conduct.

Sejong Academy shall alert the applicant to the possibility of his or her exclusion due to past criminal conduct and provide the applicant an opportunity to submit an explanation.

All personal data, background check data and adverse action letters shall be treated as confidential and maintained in a secure location.

III. RESPONSIBILITY FOR ENFORCEMENT OF POLICY

The Executive Director shall have the responsibility of ensuring that volunteers are in compliance with this policy, and will undertake background check processes.

HISTORY

Approved & Adopted 2/27/2017