PROTECTION OF CHILDREN POLICY

PROCESS FOR OBTAINING BACKGROUND CHECKS

Programs must ensure that all non-student volunteers and non-university employees affiliated with a Program or event involving Children have been subject to a criminal background check (with each criminal check examining, at a minimum, the seven (7) year period prior to the check) in Indiana and their state of residence, and a check of the national sex offender registry, within the three (3) years prior to the commencement of the Program.

Programs must also ensure that any University Representative who will be present in a facility with Children during an Overnight Stay undergo a criminal background check and a check of the national sex offender registry as outlined for non-student volunteers and non-university employees.

Background checks are available through Human Resources by following these procedures:

* New Employees
	+ Follow the application process for new employees.
	+ Check the "Offered Position" box.
	+ HireRight (the University's third party HR assistance provider) will contact the hiring individual to begin the background check process
	+ The Responsible Party will be notified by email when the applicant has cleared the background check
* Volunteers or other Non-University individuals associated with the Program
	+ The Responsible Party managing the Program must contact the Human Resources Recruiter assigned to the Department or Division.
	+ The Responsible Party must provide the Recruiter with the individual's full name and email address
	+ The individual will receive an email from HireRight (the University's third party HR assistance provider) and should follow the directions that will include entering personal information directly into HireRight's website.
	+ The Responsible Party will receive an email when the individual has cleared the background check
* Current Employees
	+ Current employees are not required to undergo criminal and sexual offender background checks unless they will be staying overnight with minor children.  In that case, contact the Human Resources Recruiter assigned to the Department or Division for assistance.

Human Resources may be reached at 574/631-5900.