

# Background Checks SRA Help Sheet

## General Information

### [Background Checks in Safeguarding](#)

## Steps for Obtaining, Reviewing, and Approving Background Checks through SRS

### Obtaining a Background Check Report

1. A full process for SGC or SGP-E certification or recertification is initiated in the Safeguarding Records System (SRS) by the Safeguarding Records Administrator (SRS).
  - a. In a certification process, immediately after the interview is completed and approved, the applicant will receive an email with a direct link for completing the application and consent for a Background Check. The applicant will submit the application and consent electronically once they are completed.
  - b. In a recertification process, the applicant will, as the initial step, receive an email with a direct link for completing the application and consent for the Background Check..
2. Once the application is approved, SRS will automatically use the information from the application and consent form to order the Background Check electronically.
3. The SRA must then monitor Work in Process to see when the Background Check report is returned.

### Reviewing and Approving Background Check Report

1. Once the Background Check report is received, the SRA must review for approval. Review considerations:
  - a. Check the Social Security Number remarks found at the beginning of the report.
  - b. Check remarks indicating "Clear" or "Record Found" found in the body of the report.
  - c. Double check that the name researched and showing in the body of the report matches that of the applicant.
2. If any remarks or discrepancies are found in either the Social Security check or the national criminal or sex offender sections, a determination must be made as to whether the Background Check can be approved.
3. The SRS must always check the applicant's interview and application to see if the applicant was upfront in disclosing any information of concern that appears on the Background Check.
4. The applicant should be given a chance to provide an explanation and confirm that the information appearing on the report applies to them. Applicants should always be given a chance to dispute information that they believe is incorrect. The number to report a dispute to First Advantage is 800-845-6004.
5. If the Background Check shows a criminal or sex offender offense or other arrest or charge (or if the interview or references reveal a concern), always consult with your head of organization.
  - a. Not all criminal offenses or arrests disqualify a person from certification. In most cases, it's a matter of discretion for the head of organization, in consultation with the Safeguarding Minister. Factors that should be considered are the nature of the offense, when it occurred, and the applicant's candor in discussing the matter.

- b. However, no person who is known to have a civil or criminal conviction or record of child abuse, or who has admitted to child abuse, may be ordained, employed or permitted to volunteer to work with or around children. In most cases, a Background Check that reveals a record of child abuse should be disapproved, and thus the person may not be certified in Safeguarding.
- 6. When a determination by the head of organization was required because of discrepancies or concerns, the SRA must always enter Notes in the fields available for the approval/disapproval process. If help is needed for wording, please contact the Safeguarding office. This information is legally discoverable and should always be recorded in an objective manner.
- 7. If there are any uncertainties or concerns, contact the Safeguarding Office for assistance and consultation to determine a course of action.
- 8. If a Background Check report provides reason that the Safeguarding certification process should not continue, the head of organization is the appropriate person to communicate this decision to the applicant.