

Notes for Board Members – On the advice of counsel, this policy has been revised to reflect the new PA Child Protection laws as follows:

- *Streamlined paragraph 3 on disqualification from employment*
 - *Removed lengthy list of criminal laws*
 - *Refers to disqualifying crimes listed in the Child Protective Services law*

Reference/Background Checks

To ensure that GSHPA provides safe environments and supervision of our girl members and complies with applicable legal requirements, reference/background checks are conducted on applicants and current employees. Any and all requests for reference/background information concerning a current or former employee must be referred to Human Resources.

All background checks will be conducted in accordance with the Fair Credit Reporting Act and any applicable state and local laws. Applicants will be required to execute written consents authorizing background checks. The background check will be conducted prior to the final offer of employment being extended. No verbal or written offer of employment should be made, nor is such valid, absent a completed and approved background check. The determination for fitness for employment will be made in consultation with human resources, the hiring department manager, and if necessary, the CEO and legal counsel. GSHPA will keep confidential all information gathered in background history reports and will use the information solely for the purpose of establishing applicants' fitness for employment.

The employee shall be disqualified from employment if any background check indicates:

- (1) that the person is named as a perpetrator of a founded report of child abuse committed within the preceding five-year period; or
- (2) that the person has been convicted of a felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within preceding five-year period; or
- (3) that the person has been convicted of one of the disqualifying crimes listed in the Child Protective Services Law (as amended from time to time) or an equivalent crime under Federal law or the law of another state. By way of examples only and not as an exhaustive list, the disqualifying crimes include homicide, aggravated assault, kidnapping, sexual assault, corruption of minors, and indecent exposure.

All employees will be required to obtain a ChildLine clearance from the Department of Public Welfare on a yearly basis. A third-party background check will be required every two years for all employees. Membership staff will be required to obtain their FBI Fingerprints on a yearly basis.

Employees are responsible for timely completion of background checks and clearances. Failure to complete these processes in a timely manner (i.e., before expiration of current clearances) may result in suspension without pay or termination of employment.

If at any point during employment, a staff member has been named a perpetrator of child abuse or person responsible for committing student abuse, or convicted of a crime, the individual must report the child abuse/criminal conviction to GSHPA's President & CEO immediately. The Council will review the circumstances of the report/conviction and the person's history with GSHPA to determine the person's suitability for continued employment with GSHPA.