

Criminal Background Checks Club Policy

Training for Kansas Kiwanis
District club members

By

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Kiwanis[®]



The guidelines

Objectives:

- After this training, you will be able to:
 - Know why your club needs a policy,
 - Identify who needs a criminal background check,
 - Identify methods of obtaining criminal background checks,
 - Know the District Youth Protection Manager is your resource for questions.



The guidelines

Criminal history background checks

- Required of any Kiwanian working with SLPs
- Encouraged for all adults working or serving with Kiwanis youth
- Clubs should have a policy.



Sample Policy

Applicability:

The clubs can choose who, besides the SLP Advisors, need criminal background checks. Use the list as a guide and follow the instructions.



Sample Policy

Clear Check:

The Kansas District Board of Directors approved using the same crimes included in Kiwanis International Policy 197 when conducting District level checks.

Clubs may also use this policy as basis for determining clear checks and the policy should be attached to the club's policy if it is used.



Sample Policy

Service Provider:

Although each club can chose their own preferred provider, it is strongly recommended that everyone use Safe Hiring Solutions, which has a contract with Kiwanis International and is their provider.



Sample Policy

If you select Safe Hiring Solutions, your options are as follows:

On the internet, use the following web site:

www.safehiringsolutions.com/kiwanis-international/ . You will be given two options.



Sample Policy

Option #1: Your club can open an account with Safe Hiring Solutions. You will have a couple of choices if you select this option.



Sample Policy

Option #2: With this option, the member conducts a Self-Screening by opening an account themselves. They will fill out an online application and the results will be reported back to them. They will then be responsible for providing the report to the club representative. They will be responsible for the initial costs with this option.



Safe Hiring Solutions

Obtaining an individual's background check through [Safe Hiring Solutions](#). That cost begins at \$19.95 but could include additional fees based on where the applicant resides or has resided in the past.



Sample Policy

If you choose another provider option, you are reminded of what you are trying to accomplish – safeguard the children, the club and the member. Use as broad a search provider as possible.

Option #2 is the suggested method of Kiwanis International.



Sample Policy

Criteria:

Once the Club Secretary has completed his/her need for any documents with personal data of the member, they should return ALL documents to the member. This would include the authorization form and results in Option #1 and the results provided by the member in Option #2. This will alleviate the Club Secretary or the club of maintaining confidential information.



Sample Policy

Costs:

Although the options are self-explanatory, if the club chooses Option #2 above, they will need to determine if the member gets reimbursed or not.



Sample Policy

Appeal Process:

Some form of an appeal process must be part of the club policy.



Sample Policy

Criminal History

Background Checks – FAQ:

What about faculty advisors?



Sample Policy

Criminal History

Background Checks – FAQ

How can a Kiwanis club secretary confirm that an advisor has a background check if the advisor does not get the check through the club?



Sample Policy

Criminal History Background Checks – FAQ

Should the Kiwanis club secretary maintain a copy of the background check?



Sample Policy

Time Frame for Implementation:

Kiwanis year 2013-2014 was an educational period. However, all clubs should have polices and criminal background checks completed by September 30, 2014.



Criminal history background checks

Here are a few suggestions for obtaining these background checks:

- Check with the school or organization that hosts the Service Leadership club, program or activity. The cost will be determined by that school or organization. Some offer background checks for free.
- Connect with your local government office, police station or other vendor/provider of background checks.



Criminal history background checks^(cont.)

Best practices for club policies

- Before you implement background checks, we recommend a first step: develop a club policy.



Policies

- Kiwanis International:
 - #197 – Criminal History Background Checks
 - #432 – Youth Protection Guidelines
- Kansas District:
 - Appendix C, Kansas Kiwanis District Policies and Procedures– Criminal History Background Checks



The guidelines

Reporting

You must report if you:

- Observe troubling behavior
- Learn of illegal/unsafe situation

A resource: National Child Abuse Hotline



The guidelines

Reporting

In short:

1. "Reasonable person standard."
2. If participants or chaperones are not in immediate danger, contact school personnel or event leader first.
3. Emergency? Call local law enforcement immediately.



Important Numbers

- National Child Abuse Hotline – 1-800-422-4453 (www.childhelp.org)
NOTE: This site has a list for all states.
- Kansas Department for Children and Families (www.dcf.ks.gov)– 1-800-922-5330



Important Numbers

- Kiwanis International Hotline
1-800-KIWANIS, ext. 298
(1-800-549-2647, ext. 298)

Email:

protectouryouthhotline@kiwanis.org



The guidelines

Personal information

- Keep at least 3 years
- Keep it confidential
- When destroying, shred to keep confidentiality



The guidelines

When rules conflict

Always follow the highest applicable standard.



Need More Information?

CONTACT

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Thank you for your
attention and participation.



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