

# Michigan District of Kiwanis

## Youth Protection Guidelines

### District Policy

Pursuant to requirements set forth by the Kiwanis International Board in the Youth Protection Guidelines (Kiwanis International Policies and Procedure #432), the Michigan District of Kiwanis is establishing the following policy on Criminal History Background Checks for Kiwanis Advisors to Service Leadership Programs (K-Kids, Builders Club, Key Club, Circle K, Aktion Club)

### **Criminal History Background Checks**

A Sample Policy and Procedures for clubs is attached to this document. This is a resource to be used to develop a club policy, how you will conduct Criminal History Background Checks and what you will do with them after they are done.

Kiwanis International strongly encourages clubs to develop a policy BEFORE you proceed with conducting criminal background checks. THE POLICY DOES NOT REQUIRE THE APPROVAL OF THE MICHIGAN DISTRICT OR KIWANIS INTERNATIONAL.

To help you, I will walk you through select sections and again, refer you the *Youth Protection Guidelines – FAQ*.

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

**Clear Check:** The Michigan District Board of Directors approved using the same crimes as Kiwanis International that is included in Policy 197.2. This should be attached to the clubs 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. If you select Safe Hiring Solutions, your options are as follows:

- On the internet, use the following web site: [www.safehiringsolutions.com/kiwanis-international/](http://www.safehiringsolutions.com/kiwanis-international/) . You will be given two options.
  - Option #1: Your club can open an account with Safe Hiring Solutions. You will have a couple of chooses if you select this option.
    - You can have the member fill out an authorization form and give it back to the person designated by the club (it is recommended this be the Club Secretary). That person will then enter the information

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into the SHS system. The report will come back to the clubs account. Keep in mind that the member is giving the person confidential information.

- The second choice is to set up a link for a onetime fee of \$75.00. SHS will then email the member the link and the member can enter the information themselves. The results will come back to the club's account.
  - This club is billed for the costs with either method with this option.
- 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.
  - Costs for Safe Hiring Solutions start at \$19.95 and information is attached.
- 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.

**Criteria:** This has changed some recently. If the Club Secretary is the person designated by the club responsible for the criminal background check process, they will need to verify every members check and report on the monthly data report. What has changed is that the club DOES NOT need to keep any documents, only note and record the member's results. Here is a recommended process that would cover each of the options above:

- 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.

**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.

**Appeal Process:** Some form of an appeal process must be part of the club policy.

**Validity of Background Check:** Background checks shall be valid for no more than 5 years from the date the background check was obtained by the vendor.

## Criminal History Background Checks – FAQ:

### **Q: What about faculty advisors?**

A: Faculty advisors need to meet the background check expectations for their school or agency, but do not fall under these Kiwanis policies. A second background check is not required, UNLESS, it has been longer than 10 years since their last one was done. Even in small communities, a person can get arrested and convicted without their employer ever having knowledge!

### **Q: 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?**

A: The organization or employer that coordinated the background check can send a letter on company letterhead to the club secretary indicating that the Kiwanis advisor has a clear background check. Or the Kiwanis advisor/member can provide a copy of the report provided by the background check agency. If the background check was done through Kiwanis International, the member or secretary can email Vicki Crabtree (vcrabtree@kiwanis.org) for confirmation.

### **Q. Should the Kiwanis club secretary maintain a copy of the background check?**

A. Proof of background check results should be provided to the club secretary (as noted above), but the actual document may be kept by the Kiwanis member, organization or employer that originally requested the background check.

**Time Frame for Implementation:** Kiwanis year 2013-2014 is an educational period. However, all clubs should have polices and criminal background checks completed by September 30, 2014.

Any questions regarding Youth Protection Guidelines or Background Checks should be directed to:

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