

## SAFE CHURCH BACKGROUND CHECK PROCESS CHECKLIST

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### SELECT A BACKGROUND CHECK COMPANY AND SET-UP

- Active Screening Faith (Recommended)
- Chose Your Own
  - Must meet minimum requirements.
  - Check with the Diocesan Office for approval of others.

### DETERMINE WHO NEEDS A BACKGROUND CHECK

- Utilize Appendix A (from Safe Church Policies)
- Background checks must be updated every 5 years. The Diocese recommends every 3 years with Safe Church re-training.

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### COMMUNICATE

- Provide instructions to background check designees.
- Instructions will vary based on company of choice.

### REGISTER USERS

- Active Screening Faith has you input basic information and individuals fill out the rest online.
- Each system will have a different way of doing this.

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### BACKGROUND CHECK TAKES PLACE

- Users follow instructions provided for initiating their background checks.
- Instructions will vary based on company you chose.

### REVIEW THE BACKGROUND CHECK

- High confidentiality is necessary!
- Review of background checks should be done by one of the following: member of the clergy, Senior Warden, or other designated individual.
- Develop process for and identify who responds in the case of red-flags.

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### FILE ALL BACKGROUND CHECKS IN A SECURE LOCATION

- All files must be secured. Paper files are more vulnerable.
- If individual is a new hire, a copy must be sent to the Diocesan Office with new hire paperwork. If current employee, please inform the Diocesan Office of completion.