

# **Guidelines for Background Checks at St. Mary's School for the Deaf**

The New York State Justice Center issued guidelines for the protection of students at residential facilities, including St. Mary's School.

In order to comply with these regulations and provide a warm safe environment for students and our school community, the following guidelines should be followed:

## **New Hires**

Proposed staff must complete:

- 1) Central Registry Check
- 2) Justice Center Background Check
- 3) Code of Conduct Form
- 4) Staff Exclusion Form

## **Volunteers**

Volunteers who will or may be alone with children must complete all requirements for new hires.

Volunteers who are not alone with children must complete:

- 1) Central Registry Check
- 2) Code of Conduct Form
- 3) Volunteer Agreement

## **Student Teachers**

Proposed student teachers must complete:

- 1) Central Registry Check
- 2) Justice Center Background Check
- 3) Code of Conduct Form
- 4) Staff Exclusion Form

## **Observations**

Students who wish to observe a class for a brief period of time, recommended by a teacher/community partner, who will never be alone with children, may do so with the formal approval of the Department Head.

All student observers must complete a permission form to be signed by the Department Head and the teacher responsible for managing the observation.

## **Outside Contractors**

Each Department Head who manages the work of any contractor at St. Mary's School for the Deaf is responsible for ensuring the background check process is complete before that contractor works at St. Mary's School.

All contracts that will have direct access and may be alone with students must complete:

- 1) Central Registry Check
- 2) Justice Center Background Check
- 3) Code of Conduct Form
- 4) Staff Exclusion Form

Contractors who will not be alone with children must complete a background check through their employer as per the contract agreed upon by St. Mary's School for the Deaf.

## **Other Guidelines**

Department Heads:

Department Heads must keep a Record of any approved student, volunteer or contractor, including dates, the duration of time, and record of approval.

Human Resources:

Human Resources must keep a record of all background checks conducted through HR and all personnel records associated with such approval.

## BACKGROUND CHECK APPROVAL FORM

Name : \_\_\_\_\_

### **New Hires**

Proposed staff must complete:

- 5) Central Registry Check
- 6) Justice Center Background Check
- 7) Code of Conduct Form
- 8) Staff Exclusion Form

### **Volunteers**

Volunteers who will or may be alone with children must complete all requirements for new hires.

Volunteers who are not alone with children must complete:

- 4) Central Registry Check
- 5) Code of Conduct Form

### **Student Teachers**

Proposed student teachers must complete:

- 5) Central Registry Check
- 6) Justice Center Background Check
- 7) Code of Conduct Form
- 8) Staff Exclusion Form

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