

Caregiver Background Check/Self-Disclosure Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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- I. Policy: St. Joseph Academy will follow the requirements put forth by the Department of Children and Families. Wisconsin's Caregiver Law requires background and criminal history checks of personnel who are responsible for the care, safety and security of children. The Caregiver Law identifies certain crimes, acts or offenses that bar individuals from being employed by a child care center.
- II. Procedures:
- A. Upon hiring, and annually thereafter, St. Joseph Academy staff will undergo a Caregiver Background Check. A caregiver background check consists of 3 parts:
 - 1. A background information disclosure form
 - 2. A report from the Department of Justice (DOJ) – Crime Information Bureau database of criminal history
 - 3. A report from the State of Wisconsin entitled Response to Caregiver Background Check which includes checks of various databases maintained by agencies that collect information on caregiver findings, status of professional licenses and information on other licenses held by the individual
 - B. A criminal conviction is not necessarily a bar to initial employment or continued employment with SJA. Human Resources will assess and investigate the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties.
 - C. Current staff is required to self-disclose post-employment criminal arrest, charges or convictions within five business days to Human Resources, President/CEO or Supervisor. Notification of charges does not insulate employee from disciplinary action, such as suspension or termination.
 - D. If *pending* charges are for crimes that appear on the Caregiver Background Check Crimes Table, the employee may not work at the center in a position that involves direct, regular contact with children until the final disposition of the pending charge has been determined.
 - E. A conviction on the Caregiver Background Check Crimes Table listed as a *Bar for 5 years after completion of probation, parole or extended supervision* is barred from licensure, certification of employment as a caregiver for 5 years after the person has completed the sentence for the conviction.
 - F. A conviction for a crime that appears on the Caregiver Background Check Crimes table and indicates a *permanent bar* means that the person may not work in a child care center and have direct regular contact with children.
 - G. Staff that fail to disclose criminal convictions or fail to provide accurate details regarding criminal convictions will be subject to corrective action, up to and including termination.

Approved by:



Date

