



Center to Restore Trafficked and Exploited Children

SAFE GUARD: BACKGROUND SCREENING

Purpose:

At the heart of CRTEC is the mandate to protect the vulnerable from predators who prey on the weak. Safeguard is an answer to this mandate, protecting children, families, organizations, companies, churches, non-profits and many more from those who are less than safe to have aboard your organization or ministry. Safeguard conducts a thorough background screening confirming a person's identity and providing a complete background check, with a criminal background check included, for potential staff, existing staff and volunteers, ensuring the safety of all stakeholders involved.

Method:

- ❖ **Finger Printing** - provides identification and criminal history
- ❖ **Social Security Number Trace** - provides address history and alias names
- ❖ **County-level Felony/Misdemeanor History** - search each county in address history including alias names
- ❖ **Federal District Criminal Search** - search each federal district and alias names
- ❖ **Sex Offender Registry** - provides prevention and protection against the commission of future criminal sexual acts by convicted sex offenders
- ❖ **MVR - Drivers License Search** - provides driving record describing traffic violations, convictions, accidents, suspensions, and convictions of DUI's
- ❖ **Personal Interview** – provides further evaluation for CRTEC to base an extensive reflection and final recommendation

Evaluation:

1. Report the findings of the background screening:
 - a. Provide notification and documentation of screening clearances
 - b. Request follow-up information when needed
2. Review of the report:
 - a. Voice reasons for concern based off the report findings
 - b. Make recommendation based off the findings in the report and reflections from CRTEC



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SAFE GUARD: BACKGROUND SCREENING CONSENT FORM

This form is to be completed by persons whose names are to be submitted for the Safeguard background screening.

- ❖ Please use block letters.
- ❖ Please provide your full name as well as any other names / aliases by which you have been known.

Employers are required to sight applicant's original identifying documents and retained copies of identification documents.

	Family or Last Name	Given Name 1	Given Name 2	Given Name 3
Primary Name				
Other /Alias 1				
Other /Alias 2				
Other /Alias 3				
Only the primary name will appear on the Screening Validation Authority issued to agency applicants				
Gender		Date of Birth (dd/mm/yy)	/	/
Place of Birth				
Address				
Telephone No.				
Driver's License No.				
Social Security No.				
Position Applied for		Type of Position	<input type="checkbox"/> Paid Employee	

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or if already employed, may lead to my dismissal.

I am aware that several background checks will be conducted to ensure the safety of the organization and their stakeholders including:



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- Sexual offender registry
- Social security number trace
- County-level felony / misdemeanor history
- Federal district criminal search
- MVR – drivers license search
- Personal Interview Screening by CRTEC staff

I consent to these checks and interview being conducted. I am aware that if any relevant record is identified, additional information relating to that record may be sought by CRTEC from sources such as courts, police, prosecutors, and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- The above information and any information obtained during Safeguard background screening may be collect and used by and/or disclosed to CRTEC or any approved screening agency for the purposes of the background screening
- CRTEC or any approved screening agency may share information obtained during Safeguard background screening with each other to support further estimates of risk arising from additional Safeguard background checks.
- The outcome of an estimate of risk conducted with information obtained through Safeguard may be provided to my current or prospective employers and/or employer-related body (when applicable) only for background checking purposes
- Any information obtained as part of this process may be used by police services for law enforcement purposes, including the investigation of any outstanding criminal offence
- Your personal information will be treated as personal and confidential. Any personal information obtained during the process of assessing risk to children, will not be shared outside of a circle of solution involving ONLY those individuals or organizations required to asses risk of your involvement in working with children.

Name (Print): _____

Signature: _____ **Date:** _____

NOTE: This form is to be retained by both CRTEC and the employer inquiring the background screening



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SAFE GUARD: SCREENING INTERVIEW

The following questionnaire is to assist CRTEC in the final reflection and recommendation provided in Safeguard. All information founded during the interview will not be disclosed with any third party – including the inquiring employer.

Please answer the following “yes” or “no” questions: (interviewer: please circle their answer)

1. Have you been involved in any of the following sexual offences as a **victim**:

<input type="checkbox"/> Sexual assault?	Yes	No
<input type="checkbox"/> Acts of indecency?	Yes	No
<input type="checkbox"/> Child pornography?	Yes	No
<input type="checkbox"/> Child prostitution?	Yes	No
<input type="checkbox"/> Rape or Incest?	Yes	No
<input type="checkbox"/> Other?		

2. Have you been involved in any of the following sexual offences as a **initiator**:

<input type="checkbox"/> Sexual assault?	Yes	No
<input type="checkbox"/> Acts of indecency?	Yes	No
<input type="checkbox"/> Child pornography?	Yes	No
<input type="checkbox"/> Child prostitution?	Yes	No
<input type="checkbox"/> Rape or Incest?	Yes	No
<input type="checkbox"/> Other?		

3. Have you committed a child-related personal violence offence? Yes No

4. Have you assaulted a minor causing physical or psychological harm? Yes No

5. Have you assaulted someone disabled causing physical or psychological harm? Yes No

6. Have you been accused of ill treatment or neglect of a child? Yes No

7. Have you been accused of ill treatment or neglect of disabled dependent? Yes No

8. Have you committed battery of a minor? Yes No
- 9.



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| 10. | Have you carried out any crime of violence against a family or household member, including assault and battery? | Yes | No |
| 11. | Have you ever assaulted law enforcement, or other specified officers? | Yes | No |
| 12. | Have you ever attempted kidnapping (successful or not)? | Yes | No |
| 13. | Have you ever taken, or removed a child beyond state limits with criminal intent in mind. | Yes | No |
| 14. | Have you carried a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person. | Yes | No |
| 15. | Have you been involved in prostitution (vendor / customer)? | Yes | No |
| 16. | Have you exhibited firearms or weapons (without appropriate permits and authorization) within 1,000 feet of a school or child related organization / ministry? | Yes | No |
| 17. | Have you been accused of lewd and lascivious behavior or indecent exposure? | Yes | No |
| 18. | Have you received any sexual performance by a child or minor? | Yes | No |
| 19. | Have you taken part in incest? | Yes | No |
| 20. | Have you contributed to the delinquency or dependency of a child? | Yes | No |
| 21. | Have you ever given a child or minor obscene literature? | Yes | No |
| 22. | Have you ever encouraged or recruited another to join a criminal organization? | Yes | No |

NOTE: Keep on record with CRTEC files only; do not share with inquiring employer.