



Approved 09/24/2008
Amended: none

Criminal Background Check Policy

Policy No. 4

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1. Freedom Academy shall require criminal background checks on all potential employees, volunteers and interns who will be given significant unsupervised access to students at the school. All full-time employees who work during school hours will be given criminal background checks.
 2. Where possible, background checks will be completed prior to engaging an employee, volunteer or intern. Where completion of the background check is not possible prior to employment or engagement, the employee, volunteer or intern shall be given written notice the position is dependent on the outcome of the criminal background check.
 3. Where reasonable cause exists, Freedom Academy may require an existing employee or volunteer to submit to a criminal background check.
 4. All criminal background checks that identify information about an applicant shall be reviewed by the Freedom Academy Director.
 5. The Director shall notify the background check applicant in a timely manner that arrest(s), conviction(s), or both, were reported as a result of the background check.
 6. An applicant whose criminal background checks reveal arrests or convictions shall have an opportunity to provide an explanation or additional information to the Director.
 7. The Director shall review the background check information, considering only those convictions which are job related. In considering whether to hire, retain, or limit an applicant's duties the Director shall consider the following factors:
 1. Whether the nature of the conviction is relevant to the applicant's position;
 2. How much time has passed since the conviction;
 3. If the conviction has been pardoned or if the sentence has been commuted or reversed on appeal.
 4. If the arrests or convictions pose risks to Freedom Academy.
 5. Additional information provided by the applicant.
 8. Freedom Academy shall attempt to maintain the applicant's confidentiality throughout the application process.