

**APPENDIX C**  
**Background Check Categories for Employees and**  
**Volunteers who work with Minors**

College employees and volunteers who participate in Covered programs involving Minors must complete the appropriate background check clearances. The requirements are different for employees as compared to volunteers (unpaid); therefore, we have broken out the requirements below. (As noted in Section VI of the Policy, Sponsored programs that operate programs or activities on campus involving Minors must conduct criminal background checks of their employees and volunteers and must provide copies of the background checks to the College, if requested. If the sponsor is a Gettysburg College employee, they must go through the College's background check process if the program involves minors and lasts for two or more days.)

**Employees:**

College employees, including student employees, who have direct contact with a Minor which involves the care, supervision, guidance or control of a Minor **OR** has routine interaction with a Minor must complete the full set of background check certifications, including the following:

1. "Pennsylvania Criminal History Records Check" is a check of criminal history information obtained from the Pennsylvania State Police that is maintained in the Pennsylvania State Police Central Repository.
2. "Pennsylvania State Child Abuse Clearance Check" is a check that includes a certification from the Department of Human Services as to whether the applicant is named in the statewide database as an alleged perpetrator in a pending, indicated or founded child abuse investigation in Pennsylvania.
3. And a "Federal Criminal History Records/FBI Check" is a check of federal criminal history information obtained by the submission of a full set of fingerprints to the Pennsylvania State Police or its authorized agent.

Routine interaction (which is part of the definition of "direct contact") is defined as "regular and repeated contact that is integral to a person's employment responsibilities".

Examples of employee-types which meet this requirement include, but are not limited to:

- Faculty who teach dual-enrolled (i.e. high school) students
- Faculty who teach high school students who are auditing their classes
- Employees who are serving as the lead camp director for any College-operated or College-sponsored summer camp or conference (even if one day)
- All employees who work during a summer camp involving Minors that lasts **two or more days** (All camp employees, Athletic Trainers, Lifeguards, etc.).
- Faculty or employees who, as a part of their position on campus, work in the community with an organization that requires the full set of clearances (e.g. Admissions staff, faculty who spend time in K-12 schools, etc.)

Note: Conference workers who work for Facilities Services who do not routinely interact with Minors are not required to complete all of the background check certifications listed above.

New employees who meet the definition above may be employed as a provisional hire, not to exceed 90 days provided they are able to sign an Affidavit. Information regarding the Affidavit, as well as other pertinent information about these background check requirements may be found on our website: [www.gettysburg.edu/backgroundcheckfaq](http://www.gettysburg.edu/backgroundcheckfaq).

### **Volunteers:**

Volunteers who have direct contact with a Minor that involves the care, supervision, guidance or control of a Minor **AND** has routine interaction with a Minor must complete the full set of background checks, including the following:

1. "Pennsylvania Criminal History Records Check" is a check of criminal history information obtained from the Pennsylvania State Police that is maintained in the Pennsylvania State Police Central Repository.
2. "Pennsylvania State Child Abuse Clearance Check" is a check that includes a certification from the Department of Human Services as to whether the applicant is named in the statewide database as an alleged perpetrator in a pending, indicated or founded child abuse investigation in Pennsylvania.
3. And a "Federal Criminal History Records/FBI Check" is a check of federal criminal history information obtained by the submission of a full set of fingerprints to the Pennsylvania State Police or its authorized agent. Volunteers who have resided in PA continuously for the last 10 years are not required to complete the Federal Criminal History Records/FBI Check. These volunteers must submit a "[Sworn Statement Regarding Qualification for Volunteer Service](#)".

Routine interaction (which is part of the definition of "direct contact") is "regular and repeated contact that is integral to a person's volunteer responsibilities".

Examples of volunteers which meet this requirement include, but are not limited to:

- Volunteers who will be assisting at a College-run or College-sponsored program that involves Minors which last **two or more days**. This includes chaperones who accompany the camp from the participating organization.

Volunteers must share their completed original clearances with Gettysburg College prior to participating in the Covered program. Other pertinent information about these background check requirements for volunteers may be found on our website:

[https://www.gettysburg.edu/about/offices/president/hr/employment/new-employee-information/background-check\\_for\\_Volunteers.dot](https://www.gettysburg.edu/about/offices/president/hr/employment/new-employee-information/background-check_for_Volunteers.dot)

Volunteers are exempt from all three background check certifications if the following criteria are met:

1. The volunteer is enrolled as a student of Gettysburg College;
2. The volunteer is not a person responsible for a Child's welfare;
3. The volunteer is volunteering in an event that takes place on campus;
4. The event is sponsored by the Gettysburg College; AND,
5. The event is not for Children who are in the care of a child-care service.