



## EVERGREEN ACADEMY ELEMENTARY SCHOOL BACKGROUND CHECK PROGRAM QUESTIONS & ANSWERS FOR VOLUNTEERS

All adults with on-going or unsupervised contact with students at Evergreen Academy Elementary School will need to have a clear background check. This includes all adults attending fieldtrips or volunteering in the classroom. We want to ensure that anyone who will have contact with our students is a safe adult. Background checks are good for three years once complete. Here are answers to some commonly asked questions about school background checks.

### **HOW SECURE IS MY PERSONAL INFORMATION?**

**The security of your personal information is very important to us.** Background checks are processed online using the most secure and current data encryption systems. Any paperwork containing sensitive information is kept in locked files in the school.

### **WHY DO YOU NEED MY SOCIAL SECURITY NUMBER? I AM WORRIED ABOUT IDENTITY THEFT.**

A social security number allows for all previous addresses of an individual to be identified. In that way, a background check can be performed in all jurisdictions where an individual has lived. This information is always locked and secured. It will never be used for any other purpose.

### **I WAS TOLD THAT I SHOULD NEVER GIVE OUT MY SOCIAL SECURITY NUMBER UNLESS I HAVE TO.**

We are very concerned about the confidentiality of personal information due to the increase in identity theft. However, our concern for the safety of children in our care must take precedence. Our background check system is designed to take advantage of all available security measures for protecting your personal information.

### **WHAT TYPES OF CONVICTIONS WILL AFFECT MY ABILITY TO VOLUNTEER?**

Convictions that might affect your ability to volunteer at school include but are not limited to:

- Crimes against children or other persons
- Crimes relating to drugs
- Crimes relating to financial exploitation
- Criminal driving offenses

### **WHO PAYS FOR THE BACKGROUND CHECK?**

Evergreen Academy pays for the background check.