

## **BACKGROUND/DRIVING HISTORY CHECK POLICY**

It is the purpose of the Board of Directors and staff of New Creation Christian Academy (NCCA) to provide a safe and secure environment for all NCCA students and athletes. Every person age 18 and over that desires to work with or chaperone NCCA students or athletes is required to submit to a criminal background check. This list includes but is not limited to parents chaperoning overnight school trips and coaches working with student athletes, and refers to any and all activities that are school related, on campus or off, that involve positions of responsibility and caregiving. Furthermore, any person desiring to transport students in a school-owned vehicle must also submit to a driving history check.

At the discretion of the Administrator, a risk management team will be assembled to run and review background and/or driving history checks for individuals desiring to work with and/or transport NCCA students and athletes. No position will be open to anyone who does not undergo a criminal background check and no person may operate a school vehicle who does not undergo a Georgia Driving History check, if no criminal activity is discovered, the person is eligible for employment or service as long as they meet the other qualifications for the position they are seeking. If no disqualifying moving violations are reported, the person is eligible to transport students in school-owned vehicles only. In any case where criminal activity or moving violations are discovered, the individual will be asked to meet with the Board of Directors and be given an opportunity to discuss the information reported. If the individual refuses to appear before the Board, they will be automatically disqualified from employment or service. Certain criminal activity and/or moving violations will automatically exclude an individual from service (see Crimes That Restrict Employment and/or Service with Children and Youth at New Creation Christian Academy).

A background check will be repeated on all NCCA staff, volunteers and coaches every 24 months, and a driving history check where applicable will be repeated every 12 months. An approved status is required to continue working with NCCA. Refusal to submit to subsequent criminal background checks will result in automatic dismissal. Refusal to submit to subsequent driving history checks every 12 months will result in termination of driving privileges. If an individual is accused of a crime between background checks, the Risk Management Team will review the matter and follow the same guidelines that they would upon discovering criminal activity during the background check process. The accused individual will be suspended from contact with students and athletes until the matter is resolved.

Under the direction of the Risk Management Team, the consent forms, applications and results will be scanned into a password protected data file and all paper documents shredded after review. No paper copies of the reports will be maintained on the NCCA campus. All records are considered NCCA school property and may be kept indefinitely.

Candidates who are denied the opportunity to work, volunteer or provide transportation services at NCCA will be notified via USPS first-class delivery letter of the reason they are being denied. Reconsideration of the applicant may be possible if the applicant can prove the criminal history report or driving history report contained invalid information. Reconsideration based on information provided by the applicant does not guarantee future approval.

**CRIMES THAT RESTRICT EMPLOYMENT AND/OR SERVICE  
WITH CHILDREN AND YOUTH AT  
NEW CREATION CHRISTIAN ACADEMY**

Individuals who have been convicted of a crime listed below, and any other offense committed outside the state of Georgia that would have been considered one of these crimes if committed in Georgia, are disqualified from employment and/or service with children and youth as indicated below:

1. New Creation Christian Academy (NCCA) will **not** consider applicants who have been convicted of child abuse, neglect or mistreatment, regardless of the date.
2. There is a mandatory disqualification from employment and/or service with children and youth for a **minimum** of ten (10) years from the date of conviction, plea of nolo contendere or release from incarceration or probation, whichever is later, for the following crimes, unless exceptions are approved by the Board of Directors:
  - Family violence (O.C.G.A. 19-13-1)
  - Serious/violent felonies
  - Cruelty to children
  - Sexual offenses
  - Theft by taking (O.C.G.A. 16-8-2), by deception (O.C.G.A. 16-8-3) or by conversion of (O.C.G.A. 16-8-4)
3. Applicants may also be disqualified from serving in positions which involve the supervision of children or youth, as determined appropriate by the Board of Directors, if criminal history record indicate any of the following have direct relevancy to the responsibilities or duties of the position:
  - Any other conviction or pattern of conviction
  - A pattern of recent arrests, or
  - A significant recent arrest.
4. A mandatory disqualification from driving school-owned vehicles includes, but is not limited to:
  - Driving while intoxicated within ten years,
  - One speeding violation in excess of 15 MPH over the limit within five years,
  - Two or more speeding or failure to stop/yield within three years,
  - Reckless driving within five years.

Disqualification to apply until such time as the charge is resolved or the time period is satisfied.

**NEW CREATION CHRISTIAN ACADEMY**

**CRIMINAL HISTORY RECORDS / GEORGIA DRIVING HISTORY  
CONSENT FORM**

\_\_\_ (initial) I hereby authorize NCCA to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia (GCIC) or in the files of any other state and federal criminal justice agency (FBI). I understand that information received from the criminal history record check may be used as a basis for denial of employment or any other position including volunteer positions that directly or indirectly involve the instruction or supervision of children and/or youth.

\_\_\_ (initial) I hereby authorize NCCA to receive a copy of my Georgia driver's history information for use relative to the performance of my official duties with NCCA.

**Full name:** \_\_\_\_\_  
                                Last                                  First                                  Middle

**Address:** \_\_\_\_\_  
                                PO Box or Street  
\_\_\_\_\_  
                                City                                  State                                  Zip Code

**Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Race:** \_\_\_\_\_ **Sex:** \_\_\_\_\_

**Driver's License Number and State of Issue:** # \_\_\_\_\_ **State** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant/Employee**                                  **Date**

\_\_\_\_\_  
**Witness (non family member)**                                  **Date**