

## **DIOCESE OF ALLENTOWN**

### **School Vendors and Contractors**

As of April 1, 2007, Act 114 of 2006 Section 111 of the Commonwealth of Pennsylvania Public School Code requires the employees of school vendors and contractors (including bus drivers, cafeteria workers, etc.) who will have direct contact with children to submit the following to the school:

- ◆ **Pennsylvania State Police Criminal Check**
- ◆ **Department of Human Services Child Abuse Clearance**
- ◆ **Federal Criminal History Record Information (CHRI) - FBI Fingerprint**

“Direct contact with children” is defined by the Pennsylvania Department of Education as, the “Possibility of care, supervision, guidance or control of children by a paid employee or contractor of, or an employee of a person under contract with, a school entity, and routine interaction with children by a paid employee of a school entity or a person under contract with a school entity.”

It is the responsibility of each school in the Diocese of Allentown to determine when contractors and their employees are required to obtain criminal background checks.

When new contracts are entered into, any such new contractors and their employees who have direct contact with children must produce the required State and Federal background checks.

Existing contracts can be renewed without Federal background checks for contractors and their employees employed prior to April 1, 2007. If an independent contractor adds any new employee to the work force during the pendency of the contract, State and Federal background checks must be provided prior to the employee being assigned to any work which would bring the employee into direct contact with children.

If a new contractor is hired after April 1, 2007 and necessary State and Federal background checks are provided, the contract can be renewed the following year without again requiring background checks on the same individuals.

Contracts should clearly and expressly designate the responsibility for providing background checks and should note that if an independent contractor adds any new employee to the work force during the pendency of the contract, State and Federal background checks must be provided prior to the employee being assigned to any work which would bring the employee into direct contact with children.

Each school should maintain files on each vendor/contractor containing copies of the three required background checks for each of that vendor’s employees who are on-site.

As with all new school employees, the vendor/contractor must provide the reservation number from their Federal Criminal Check to the Diocese via the Assistant Superintendent of Personnel for the Secretariat for Catholic Education for further processing.

\*If the school vendor or contractor will have any extended contact with school children, proof of Mandated Reporter Training from a Commonwealth approved course is also required.