

Programs and Activities with Minor Participants Background Check Guidelines

Are you hosting a BGSU event with (non-BGSU student) participants under the age of 18? Will these participants be in the care of BGSU and not their parent/guardian? If yes, adherence to BGSU Policy 3341-6-54 Programs and Activities with Minor Participants (PAMP) is required. This document provides guidelines for background checks under this policy.

PAMP Website: <https://www.bgsu.edu/risk-management/programs-with-minors.html>

Key Components of Background Check Requirement:

- Applies to employees, students, and volunteers who are Authorized Adults (see below)
- Separate from pre-employment background check
- Ohio Bureau of Criminal Investigation (BCI) fingerprint check required
- If not lived in Ohio for 5 consecutive years, also requires FBI check
- Break in service over 12 months requires new check
- BGC's remain active for this policy for 4 years
- Authorized Adults must notify Risk Management of any charge or conviction

Who Are Authorized Adults / Who Should Be Checked:

- Individuals who supervise, chaperone, have responsibility for minors
- Care, Custody, and Control is having primary supervision responsibilities
 - Program director
 - Individuals identified as leaders/supervisors to the minors
 - Individuals chaperoning in residence halls
 - Individuals having authorized one-on-one contact
- Licensed/certified professionals (teachers for example) requiring a BGC for licensing requirements do not need a separate BGC while their license/certification is active

Background Check Handling:

- Checks can be performed at Falcon Outfitters or any state location – see FAQ on PAMP website
- Reason Codes to be selected: BCI – NO ORC: Other - List reason as Working with Minors;
FBI: NCPA/VCA: Volunteer Children's Act
- Checks can be paid for by the department or the individual
- The Program Director is responsible for ensuring all checks are completed as required
- The Program Director is responsible for reviewing and approving checks
- Red flag findings include cause injury or threatening harm, any sex acts, felony convictions
- Concerns with results should be brought to Risk Management or General Counsel