

Programs Involving Children:

Policy: 0006

Summary

This policy sets forth the governing principles by which all USA International Harp Competition, Inc. (USAIHC) representatives should conduct themselves ensuring USAIHC programs and operations are conducted in a manner which merits continued public trust and confidence. USAIHC's goal is to assure that a pleasant, nurturing, safe and secure program environment exists which encourages creativity and recognizes the importance of each individual.

Scope

This policy applies to all USAIHC representatives including employees, volunteers, and contractors regardless of position/role with the organization. The USAIHC promotes an environment that values respect, fairness, and integrity. All USAIHC representatives shall comply with all applicable laws and regulations.

Policy

- **Notification:**

Indiana state law requires any person who has reason to believe that a child is a victim of child abuse or neglect to make a report to Child Protective Services (CPS) 1-800-800-5556 or to local law enforcement 911 or to the IU Police Department 812-855-4111 (IC31-33-5). Failure to make a report can be a Class B misdemeanor (IC31-33-22-1). Any person, other than the accused, who reports child abuse or neglect or is involved in the investigation or disposition of child abuse or neglect reports, is immune from criminal or civil liability, unless the person acted maliciously or in bad faith (IC31-33-6-1). All reports made to CPS are confidential and will only be released to CPS workers, police, prosecutors, doctors, or other authorized personnel (IC31-33-18-4).

In addition to notifying CPS and/or local law enforcement, state law (IC31-33-5-2) and the university also require that USAIHC representatives report any suspected abuse of minors to the Indiana University Director of Public Safety 812-855-4296 / jminger@iu.edu IUB law enforcement 812-855-4111 / iupd@indiana.edu and the Director of Public Safety have the obligation to report any suspected abuse to CPS, which conducts an investigation.

- **Background Checks:**

It is the policy of USAIHC that all employees have certain credentials (e.g. education, employment, and licenses), criminal and other background information verified as a condition of employment. A standard background check must be repeated at least once every five years during employment. Background checks are only initiated by written consent from the individual to conduct a criminal background check. (See Consent for Background Check Statement) Once consent is obtained, it remains in effect until revoked in writing or the employee terminates employment.

It is the policy of USAIHC that all volunteers who may be in a position to have direct contact with a program participant, or be in care of, or supervise a person less than 18 years of age

must undergo a standard background check consisting of a criminal history check and a sex and violent offender registry check. The process must be repeated at least once every five years. The volunteer must give written consent to conduct a criminal background check. (See Consent for Background Check Statement)

Background Check Procedure

USAIHC uses IU Jacobs School of Music (JSOM) venues during the triennial Competition and maintains an office year round in the JSOM. As such, USAIHC must be in compliance with IU policies regarding programs including minors. USAIHC uses the consumer reporting agency that Indiana University Bloomington (IUB) employs to prepare and assemble background reports. All reports (IUB and USAIHC) are sent to the campus Human Resource Office which utilizes a consistent review process across all programs. The check normally takes seven to ten days.

Upon completion of the background check, if there are no court records, USAIHC receives an email which states: “Last name, First name Meets Company Standards – Service Package: IU Standard”. If a court record is found, USAIHC receives information that the status is “Pending”. A letter is then sent by the Human Resources Office to the individual informing them of the results of the background check. The content of the letter is prescribed in the Fair Credit Reporting Act. All related information will be treated as confidential and protected as such. Note that the existence of a conviction does not automatically disqualify an individual.

Each month the consumer reporting agency submits an invoice for all background requests to Human Resource Services which in turn charges the IU USAIHC account for requested reports.

Without a completed background check, employees and work study students may not perform USAIHC duties. Without a background check or written confirmation of same by a third party company employing an individual, contractors must be accompanied at all times by a USAIHC representative with clearance. If a volunteer elects to forgo a background check, their involvement must be limited to welcoming audience members at public performances and attending public receptions such as the closing evening’s winner’s reception. Even in this limited welcoming role, the volunteer must be checked against the sex and violent offender registry and furnish a current photo id on the day of the event.

Definitions

Child/Minor – A child or minor for the purposes of these provisions shall be any person under the age of eighteen (18).

Criminal History Check – means verifying that the adult does not have a conviction which could negatively impact performance of assigned duties.

Programs – the term “program” includes ongoing or planned events that are designed to include minors. For example, the triennial USA International Harp Competition accepts contestants between the ages of 16 and 32 and includes a recital from “Stars of Tomorrow”, harpists

generally between 12 and 15 years of age. The education outreach program “Harp Start” is for elementary and middle school students.

Sex and Violent Offender Registry Check – means verifying that the adult does not have convictions for sex and/or violent crimes.

Forms

Background Check Consent Statement (PDF)

Related USAIHC Policies

- Code of Ethics - Policy: 0001
- Whistleblower - Policy: 0003

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