Background checks for UNH Youth Programs

1. Which type of check to do? Is your program considered either:
   - **A Youth Skill Camp** (per NH law)
     - Participants are **under 18 and**
     - Lasts **3 or more** consecutive days and
     - Teaches a skill to minors
       (i.e. art, music, science, sports)
   - **A UNH Youth Program** (not a Youth Skill Camp)
     - Participants are **under 18 and**
     - Lasts **2 or fewer** consecutive days
     - Refer to UNH Policy for the Protection of Minors for exceptions to the UNH Youth Program definition (link below)

2. Who to check?
   - Background check **all staff or volunteers**
   - Initial check: Includes addresses since age 18

3. When to check?
   - After job/volunteer offer is accepted
   - Check must be completed before working with youth
   - Repeat:
     - **Annually** (each calendar year)
   - Repeat check: Addresses in last 7 years
   - Perform after job/volunteer offer is accepted
   - Repeat:
     - If **no break** in service: Every 3 years
     - After any **break** in service if the last check was done 1 year ago or longer
   - Repeat check: Addresses in last 7 years

4. Who pays for background checks?
   - For Faculty, staff, & students being **PAID** to work with youth:
     - UNH Human Resources pays
   - For Volunteers **NOT being paid** to work with youth:
     - Department pays
     - Average cost (2017): $75 back 7 years
     - $125 back to age 18

5. Background check process:
   - Manager or designee makes request online: UNH.edu/HR>Employment>Background Checks *
   - Manager indicates whether the youth programs fits the definition of a Youth Skill Camp
   - Staff/volunteer receives an email from **Hire Right** to begin process. Tell staff to follow up promptly and check all email addresses and spam folders
   - Results are sent to UNH HR & forwarded to whomever made the check request
   - Discuss any ‘discrepancies’ with your HR Partner immediately
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More information: contact Mariah Bellington, UNH Human Resources
UNH Policy for the Protection of Minors
UNH Procedures for the Protection of Minors revised 9/2017