

**BACKGROUND CHECKS—INDEPENDENT CONTRACTOR/VENDOR**

All schools/parishes located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each independent contractor/vendor working in the school. This background check must be completed for all independent contractors/vendors working in the schools/parishes and is a condition for hiring such independent contractors/vendors.

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The background check consists of two separate procedures—a fingerprint-based Conviction Information Request completed through the Illinois State Police as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS).

All reports related to the background checks are to be kept in a secure place. The principal of each school is responsible for requesting this information as well as receiving all documentation regarding the criminal history records check and CANTS check. Copies of all reports are to be retained at the school as well as sent to the Office of Catholic Schools for review and retention. All incidents of criminal conviction, or indicated incidents or pending investigations by DCFS must be fully addressed by the principal with the independent contractor/vendor to determine whether such information prohibits working in the school. Before any decision is made prohibiting employment, the principal must consult with the Superintendent of Schools.