Background Clearance Policy
Peabody College of Vanderbilt University
Effective 6/9/2012

PURPOSE: The State of Tennessee has enacted several statutes that require background checks. Peabody will conduct background checks in compliance with state law; to demonstrate our commitment to protecting the welfare of children and vulnerable adults, and, thereby, help maintain our access to research, practicum, and internship sites with children.

PERSONS AFFECTED:

- All faculty members at Peabody are required to be fingerprinted.
- All graduate students earning a Peabody degree are required to be fingerprinted.
- All members of Peabody staff are required to comply with background clearance policy/procedures as currently detailed by Vanderbilt Human Resources.

In addition:

Students/Staff/Contractors/Consultants:

- Peabody teacher education undergraduate and graduate students are required to be fingerprinted within two weeks after they first begin courses.

- Additionally, non-education majors enrolled in classes (e.g., EDUC 1020, SPED 1010) that visit schools or agencies where children are present are required to undergo fingerprinting and criminal records checks before they can participate. Instructors of these classes should alert their students at the beginning of each semester and should include a notice in the course syllabus. Class visits to schools should be delayed to allow time for completion of the criminal records check for all students enrolled in the course.

- In addition, all students, staff, contractors, and others whose Peabody activities cause them to have contact with children or vulnerable adults either on or off campus in other capacities are required to undergo fingerprinting and criminal record checks. These persons include researchers, teachers, mentors, technical staff and any others who are engaged in activities such as testing, teaching, mentoring, documenting, or overseeing children and/or vulnerable adults.

VALID CLEARANCE:

- Clearance is considered valid, because of the commitment signed on the required Background Clearance Consent form, as long as the student/staff/employee/contractor is continuously enrolled (not necessarily including summers) or employed by Vanderbilt.
Peabody College Background Clearance

- Clearance is valid when no findings have been reported by TBI and a consent form is on file with the BCO.
- Should findings be reported by TBI, the BCO personnel will review findings on a case by case basis and determine whether or not clearance will be granted.
- As long as there is continuous enrollment/employment, the background check will not need to be redone.
- Should any arrests for criminal activity occur after clearance is granted, the employee shall notify BCO within 24 hours.
- If faculty member/student/staff member have already had a background check completed in another state, it is possible for Peabody to accept that clearance. Detailed information will need forwarded to the BCO and the BCO personnel will review on a case-by-case basis.