

Background Check Procedure

As part of SCOTS's Hosting Policy, a thorough background check procedure is essential to ensure the safety and well-being of our international students. This procedure outlines the steps involved in conducting background checks for potential hosts.

1. Application Submission

1.1 Initial Application

- **Form Completion:** Prospective hosts complete and submit the Host Application Form, including personal information, references, and any relevant details about their accommodation.

1.2 Consent for Background Check

- **Authorization:** Hosts must provide written consent to undergo a background check, acknowledging their understanding and agreement to the process.

2. Preliminary Review

2.1 Application Review

- **Documentation Check:** Verify the completeness of the application and supporting documents.
- **Initial Screening:** Assess the suitability of the application based on the information provided.

2.2 Reference Checks

- **Contact References:** Reach out to the provided personal and/or professional references to gather feedback on the applicant's character and reliability.
- **Record Findings:** Document the feedback received from references as part of the review process.

3. Background Check

3.1 Criminal Record Check

- **Request Information:** Submit a request to a background check provider or relevant authority to obtain criminal record information.
- **Review Results:** Analyze the results of the criminal record check for any potential red flags or concerns.

3.2 Identity Verification

- **Verify Identity:** Confirm the identity of the host using government-issued identification (e.g., passport, driver's license).

- **Cross-Check:** Ensure that the information matches the details provided in the application.

3.3 Employment and Education Verification

- **Verify Employment:** Check employment history provided by the host, if applicable, for consistency and accuracy.
- **Verify Education:** Confirm educational qualifications if they are relevant to the hosting role.

4. Risk Assessment

4.1 Evaluate Results

- **Assess Risks:** Evaluate the results of the background check against the college's criteria for safety and suitability.
- **Identify Issues:** Flag any concerns or discrepancies that may require further investigation.

4.2 Decision Making

- **Approval or Rejection:** Based on the assessment, decide whether to approve or reject the host application. Consider all factors, including the nature of any issues found and the applicant's overall suitability.

5. Communication

5.1 Notify Applicant

- **Decision Communication:** Inform the applicant of the decision regarding their hosting application. If approved, provide details on the next steps. If rejected, offer a brief explanation and provide options for appeal or re-application, if applicable.

5.2 Confidentiality

- **Handle with Care:** Ensure that all information obtained during the background check is kept confidential and is only shared with relevant personnel involved in the decision-making process.

6. Documentation and Record Keeping

6.1 Maintain Records

- **File Documentation:** Keep detailed records of the background check process, including consent forms, background check results, reference feedback, and final decisions.
- **Secure Storage:** Store records securely to protect personal information and ensure compliance with privacy regulations.

7. Periodic Re-Evaluation

7.1 Ongoing Monitoring

- **Review Policy:** Periodically review and update the background check policy and procedures to reflect any changes in regulations or best practices.
- **Recheck Requirement:** For long-term hosts, consider periodic re-checks to ensure continued suitability and safety.

8. Appeal Process

8.1 Appeal Procedure

- **Request for Review:** Provide a process for hosts to appeal decisions made based on background check results.
 - **Review Appeals:** Assess appeals fairly and transparently, taking into account any new information or context provided.
-

Contact Information for Queries

For any questions or further information about the background check procedure, please contact:

- **Background Check Coordinator:** Patrick Hayeck
 - **Email:** patrick@scotsenglish.edu.au
 - **Phone:** + 61 2 8201 5281
-

By adhering to this background check procedure, SCOTS ensures that our international students are placed in safe and supportive environments, contributing to a positive and secure hosting experience.

Consent for Background Check

Dear Prospective Host,

Thank you for your interest in becoming a host for international students through SCOTS English College. As part of our commitment to ensuring the safety and well-being of our students, we conduct background checks on all potential host families.

To proceed with your application, we require your consent to conduct a background check. This check will include, but is not limited to, verification of criminal history, identity, and relevant references. Please be assured that all information obtained will be handled with the utmost confidentiality and used solely for the purpose of assessing your suitability as a host.

Consent Statement:

By signing below, you acknowledge and consent to the following:

- Background Check Authorization:** I authorize SCOTS English College to conduct a background check, which may include criminal record checks, identity verification, and reference verification.
- Information Usage:** I understand that the information obtained from the background check will be used exclusively for the purpose of evaluating my suitability as a host for international students and will be handled confidentially.
- Record Keeping:** I agree that the results of the background check will be stored securely and retained as part of my host application records in accordance with SCOTS English College's Privacy Policy.
- Right to Appeal:** I acknowledge that I have the right to appeal any decision made based on the background check results as outlined in SCOTS English College's appeal procedure.

Applicant's Full Name:

Signature:

Date:

If you have any questions or need further information about the background check process, please do not hesitate to contact us at patrick@scotsenglish.edu.au or 0411430100.

Thank you for your cooperation and for supporting our mission to provide a safe and enriching experience for our international students.

Sincerely,

Patrick Hayeck

CEO

SCOTS English College

patrick@scotsenglish.edu.au