

SCHOOL CONTRACTOR SCREENING

Bristol Virginia Public Schools is committed to fostering a safe learning, teaching and working environment for students and staff. Given the nature of the division's programs, and to further the protection of children, students and staff on the school campuses, this policy applies to all contractors that provide services or conduct work at any the Bristol Virginia Public Schools' sites.

Contractor Screening Requirements

Contractors and vendors hired to perform work on any school campus are required to certify that all persons who will provide such services have not been convicted of a felony or any offense involving the secular molestation or physical or sexual abuse or rape of a child. This certification must be obtained prior to issuance of a purchase order or performance of any work by the contractor. Certifications will be updated every other school year (July 1 – June 30) for contractors who will perform work on site. Certifications for contractors who state they will not perform work on site will be required to recertify every five years. Vendor is required to notify Bristol Virginia Public Schools of any changes in personnel that require a form to be updated prior to this recertification date.

Contractors will also provide a list of names and addresses of all employees that will be assigned to be on any division campus. This list will be retained with the vendor information within the division's accounting system.

Additionally, if the contractor or vendor has, or likely will have, direct contact with students, the contractor will also provide a release for a criminal and sex offender background check for each employee it will assign to be on any division site. Bristol Virginia Public Schools will incur the cost of the check and will perform the same checks on these vendors/contractors as it does for volunteers. A cleared background check will be provided by Human Resources to finance prior to the issuance of a purchase order.

No vendor/contractor should be on any division site without clearance.

Superintendent's Approval: October 21, 2019

Updated with Superintendent Approval: October 27, 2022

Contractor Certification
(All Vendors Providing Work or Services At Any BVPS Site)

Name of Contractor/Vendor: _____

Address: _____

Type of Work or Service to Be Performed: _____

At What Location? _____

I certify that all persons who will provide any service or work on any BVPS site have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. _____(INITIAL HERE)

The following individuals have been assigned to work at a BVPS site:

Signed under penalty of perjury,

Authorized Signature

Date

Printed Name and Address: _____

Contractor Certification

Additional Information Required if Potential Direct Contact with Students

The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered and shall notify Bristol Virginia Public Schools superintendent immediately of any changes noted.

I acknowledge and affirm the above statement: _____
Authorized Signature

Background checks will be completed on all your employees that will likely have direct contact with students. Please list each of those employees and provide address and dates of birth. Additionally, each of those employees shall sign that they authorize the school division to conduct a background investigation and authorizes the release of information in connection with work and services provided to Bristol Virginia Public Schools.

Name: _____ Date of Birth: _____

Address: _____

Social Security Number: _____

Signed Authorization for Background Search: _____

Name: _____ Date of Birth: _____

Address: _____

Social Security Number: _____

Signed Authorization for Background Search: _____

To be utilized if additional names need to be listed:

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