



Youth Protection Workday Management Guide - Program Leaders -

Santa Clara University
Risk Management Department

Table of Contents

Introduction.....	1
Registering Covered Persons.....	2
Covered Person Authorization Tasks.....	3
Monitoring Background Check Completion.....	4
Monitoring Completion of Vector Training.....	5
Identifying & Reporting NLIs.....	6

Introduction

Santa Clara University is committed to providing a safe environment for minors participating in University-sponsored programs and activities. The Youth Protection Program establishes the University's requirements for background checks, training, reporting obligations, and ongoing compliance for individuals who work with minors.

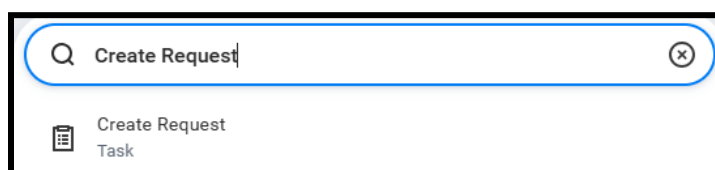
This guide is intended to assist SCU staff and faculty running programs that involve the care and supervision of minors. These individuals should familiarize themselves with the following terms, which will be used throughout this document:

- **Minors:** Children under the age of 18, excluding enrolled SCU students.
- **Covered Programs:** University-sponsored or University-operated activities/events where minors are present and SCU personnel are responsible for their supervision, care, guidance, or oversight.
- **Covered Persons:** Individuals who work with minors in a Covered Program and are subject to Youth Protection requirements.
- **Program Leaders:** SCU staff and faculty running Covered Programs who are responsible for monitoring their Covered Persons' compliance with the Youth Protection Program. Program Leaders may be Covered Persons themselves.

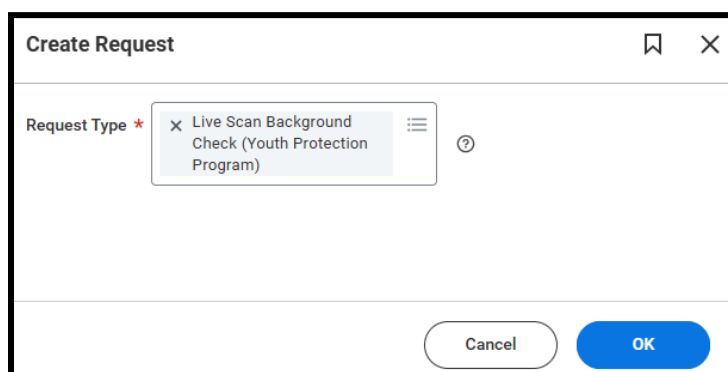
Registering Covered Persons

IMPORTANT: This process must be completed by the Program Leader so that they receive email updates from Workday about their Covered Persons' background check completion status. Only the person who initiates the process for each Covered Person will receive these notifications.

Step 1: In the search bar, type “Create Request” and select the task.



Step 2: Next to the “Request Type” field, search “Live Scan” and hit enter. The field should automatically populate with “Live Scan Background Check (Youth Protection Program)”. Click OK.



Step 3: Next to the “On Behalf Of” field, type and select the name of your Covered Person. (Note that you can only submit this request for one person at a time.) You can provide additional information in the “Describe the Request” field or leave it blank. Click Submit when finished.

Live Scan Background Check (Youth Protection Program)

This form is for requesting Live Scan Background Check for another SCU Associate.

- Please provide the SCU Associate name in the "On Behalf Of" field, provide a brief description for this request and submit to initiate the Live Scan Process for the SCU Associate.

On Behalf Of

Describe the Request

Step 4: Repeat **Steps 1-3** until you have initiated this request for all of your Covered Persons.

Covered Person Authorization Tasks

After the Program Leader completes the Covered Person registration steps, each Covered Person will be prompted to complete the following tasks:

1. Complete Workday tasks
2. Complete fingerprinting at a Live Scan Location
3. Complete Youth Protection training

More information can be found on Risk Management's [I Work With Minors webpage](#).

Monitoring Background Check Completion

Once the Covered Person's background check is processed, the Risk Office will verify their results.

If the Covered Person has passed the background check, an email notification from Workday will be sent to the Program Leader confirming that the background check has been completed. Specific information about the candidate's criminal history results will not be communicated via email. **The Covered Person may not participate in the Covered Program until the Program Leader receives this notification.**

If the Covered Person's background check reveals a criminal record, the Risk Office will escalate the issue to the relevant parties to reach a decision on whether the Covered Person can participate in the program. The Program Leader will be notified of the decision.

Monitoring Completion of Vector Training

Details coming soon...

Identifying & Reporting NLI

Details coming soon...