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**BOYS & GIRLS CLUBS
OF CENTRAL GEORGIA**

Background Screening, Reference Checks and Onboarding Policy

Screening, Reference Checks and Onboarding Policy

Boys & Girls Clubs Central Georgia is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks, reference checks, and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

Boys & Girls Clubs Central Georgia conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs of Central Georgia will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
 1. Murder
 2. Child abuse
 3. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault

6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

EMPLOYMENT REFERENCE CHECKS

Boys & Girls Clubs Central Georgia (BGCCG) conducts employment reference checks of all candidates for employment and/or on-going volunteer services, including minors; board volunteers and others who seek employment with BGCCG.

A minimum of three (3) reference checks will be conducted on all applicants for employment services. Two employment reference checks and one personal reference check.

Completed reference check forms will be maintained as part of applicant's personnel file.

All employment reference check will include the following:

- Name (person completing form):
- Relationship to the applicant:
- Contact information:
- Did the applicant work at this company?
- Dates of employment:
- What were the applicant's primary job duties?
- How would you rate the applicant's job performance?
- How would you rate the applicant's interpersonal skills?
- How would you rate the applicant's attendance at work?
- Why did the applicant leave the company?
- Would you rehire this applicant?
- Is there anything else we should know?

EMPLOYMENT ON-BOARDING

Boys & Girls Clubs Central Georgia (BGCCG) conducts employment on-boarding of all newly hired personnel. The employment on-board process will be conducted and completed prior to the employee being released to their official employment duties. All employment on-board will include but not limited to the following:

All employees

- A thorough review, understanding and expectations of the position hired for
- A thorough review of the entire Employee Handbook
- A thorough review, understanding, acknowledgement and acceptance of all personnel policies and procedures
- Completion of Mandated Reporter
- Completion of CPR/First Aid

If working directly with Youth (BGCA Online courses must be completed prior)

- Abuse Risk Management
- Duty to Report
- Keeping Your Boys and Girls Club Safe
- Child & Club Safety
- Emotional Safety
- Boys & Girls Club Basics
- Staff-to-Youth Interactions

Note: As part of the employment on-boarding process, all newly hired employees will be introduced to the department heads and other key departmental staff from each operational department, including CEO, Strategy and Club Safety, Finance, Resource Development, Programs and Compliance, and Nutrition Services.