



JAMES L. McKEOWN  
**BOYS & GIRLS CLUB**  
OF WOBURN

## SCREENING AND ONBOARDING POLICY

James L. McKeown Boys & Girls Club of Woburn 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, and screening procedures are conducted in accordance with this policy.

### BACKGROUND CHECKS

James L. McKeown Boys & Girls Club of Woburn 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.

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 a county level criminal search
- Employees working in EEC-licensed programs will also be subject to a Massachusetts EEC background check, which includes fingerprinting

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 James L. McKeown Boys & Girls Club of Woburn 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.

## INTERVIEWING

James L. McKeown Boys & Girls Club of Woburn will conduct in-person behavioral-based interviews with every candidate for employment or volunteerism.

## REFERENCE CHECKS

James L. McKeown Boys & Girls Club conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, the Club provides reference materials when asked by other Member Organizations.

## STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers, at a minimum, shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies, procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks, and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.