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**BOYS & GIRLS CLUB
OF WESTERN LANE COUNTY**

CHILD SAFETY

SCREENING & ONBOARDING POLICY

CATEGORY: Child Safety	APPROVED: November 22, 2022
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 3, 2022
CONTACT: BGCWLC CEO	NEXT REVIEW: November 1, 2023

Screening & Onboarding Policy

The Boys & Girls Club of Western Lane County (Club) is committed to selecting and retaining staff, volunteers, and board members that support a safe environment for 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.

The Club does not employ individuals or use volunteers under the age of 18. Registered Club members are permitted to participate in a wide range of internal and external volunteer opportunities as part of Club programming. All normal Club safety protocols – including those regarding supervision and one-on-one contact – remain in effect during these activities.

Background Checks

The Club conducts criminal background checks of all staff, volunteers, and board members. Name-based record searches may be used in any combination and background check shall include 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.
- 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 will be considered when making employment or volunteer decisions, and the Club will not employ potential staff or engage potential volunteers if such individual:

- Refuses to consent to a criminal background check.
- Makes a false statement in connection with such criminal background check.
- Is registered, or is required to be registered, on a state or national sex offender registry.
- Has been convicted of a misdemeanor or felony consisting of but not limited to:
 - A crime involving rape or sexual assault
 - Abduction or human trafficking
 - Arson
 - Child abuse/Child pornography
 - Domestic violence
 - Drug possession, use or distribution in the last five years
 - Murder
 - Physical assault or battery
 - Weapons

Interviews

The Club will conduct in-person interviews with every candidate for employment or volunteer service. BGCA will provide interview questions for local use.

Reference Checks

The Club conducts reference checks on any candidate for employment or volunteering. 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 will provide reference materials when asked by other Member Organizations when available.

Staff and Volunteer Onboarding

Upon an offer of a position, staff, volunteers, or board members will receive and confirm in writing receipt of an up-to-date policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment
- Benefits
- Rights and responsibilities of staff, volunteers, or board members
- Club safety policies
- Any other important employment-related information

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

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