

# GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB**  
OF GREATER WATERBURY

## Background Check & Reference Check Policy

The Boys & Girls Club of Greater Waterbury is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & Girls Club will conduct background checks in accordance with the following policy:

Boys & Girls Clubs of Greater Waterbury will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with young people. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum,

- (a) verify the person's identity and legal aliases through verification of a social security number,
- (b) provide a national Sex Offender Registry search,
- (c) provide a comprehensive criminal search which includes a national search,
- (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at [www.bgca.net/childsafety](http://www.bgca.net/childsafety), and
- (e) provide a comprehensive child abuse registry search.

Such checks will be conducted prior to employment and annually at twelve (12) month intervals.

For any person, volunteer or third-party professional, who will have direct contact with young people that will occur only once or will otherwise not be considered "repetitive", the Boys & Girls Club will conduct a search of state and national sex offender registries prior to any engagement.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Club of Greater Waterbury that an employee or volunteer will be automatically ineligible for employment or volunteer service, 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 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.

Boys & Girls Club of Greater Waterbury will conduct reference checks on any candidate for employment or volunteer service. All reference checks shall include two (2) professional and one (1) personal. Should any candidate for employment or volunteer service have previous experience with a Boys & Girls Club, a reference from that former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Greater Waterbury prior to extending an offer for employment or volunteer service. Additionally, the Boys & Girls Club reserves the right to seek a reference(s) from a candidate's prior employers, regardless of whether the employer(s) was provided as a reference.

Adopted 12/9/2021