

Background Checks Policy



The Boys & Girls Club of Greater Haverhill 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, The Boys & Girls Club of Greater Haverhill will conduct background checks in accordance with the following policy.

The Boys & Girls Club of Greater Haverhill will conduct criminal background checks of all employees, including minors, board volunteers, and other who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based searches may be used in any combination but will, at minimum,

- (a) verify the person's identity and legal aliases through verification of a social security number
- (b) provide a national Sex Offender Registry check
- (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

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve (12) months. All background check reports and criminal findings for the CEO of the organization will be reviewed by the Board Chair and/or appropriate Board committee.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of The Boys & Girls Club of Greater Haverhill 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 convicted of a felony consisting of:
 1. murder
 2. child abuse
 3. a crime against children, including child pornography
 4. domestic violence
 5. abduction or human trafficking
 6. a crime involving rape or sexual assault
 7. arson
 8. weapons, or
 9. physical assault or battery
- (e) have been convicted of a drug-related offense committed within the last five years

The Boys & Girls Club of Greater Haverhill will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by the Boys & Girls Club of Greater Haverhill prior to extending an offer of employment or volunteer service.

