

COMMITMENT

TO SAFETY

Child & Club Safety Handbook

GREAT FUTURES START [HERE.](#)



**BOYS & GIRLS CLUB
OF THE ALTAMAHA AREA**

GREAT FUTURES START **HERE.**



Safety is Our Number One Priority

At **Boys & Girls Clubs of the Altamaha Area**, there is nothing more important than the safety of our youth members. We work every day to create a safe, fun environment, so kids can have every opportunity to be successful in life.

We do not tolerate inappropriate behavior of any kind, including child sexual abuse or misconduct.

From strict adherence to policies and guidelines within Club facilities and staffing structure, to equipping young people with the critical thinking and social-emotional skills to make healthy, safe choices, ensuring Club members are safe is the first step to their success.

This handbook is reviewed and revised annually or as needed by third-party child safety subject matter experts, our Safety Committee and Board of Directors.

Table of Contents

POLICY	PAGE
<u>Child Abuse Prevention</u>	1
• <u>One on one</u>	1
• <u>Mandated Reporting</u>	1
• <u>Required Training</u>	2
• <u>Physical Interactions</u>	2
• <u>Verbal Interactions</u>	2
• <u>Abuse and Safety Resources</u>	3
• <u>Sexual Abuse Prevention</u>	3
<u>Prohibition of Private One-on-One Interaction</u>	4
• <u>Policy Guidance</u>	4
• <u>Impact on Mentoring Programs</u>	5
• <u>Impact on Partnerships with Local Mentoring Organizations</u>	5
• <u>Impact on Travelling to Off-site Events and Activities</u>	5
• <u>Impact on Transportation to and from the Club</u>	5
• <u>Exceptions</u>	5
<u>Supervision and Facilities</u>	6
• <u>Supervision</u>	6
• <u>Restroom Usage</u>	6
• <u>Restroom Monitoring</u>	6-7
• <u>Shared Use Restrooms</u>	7
• <u>Safe Passage</u>	7
• <u>Overnight Field Trips</u>	8
• <u>Entrance and Exit Control</u>	8
• <u>Facility Condition</u>	8
• <u>Food and Drink</u>	8
• <u>Health Information/Medication</u>	8-9
<u>Transportation</u>	10
• <u>Drivers</u>	10
• <u>Vehicle</u>	10
• <u>Accident or Emergency Protocol</u>	10
<u>Incident Management</u>	11
• <u>Internal Incident Reporting</u>	11
• <u>External Incident Reporting</u>	11
• <u>Incident Investigation</u>	12
• <u>BGCA Critical Incident Reporting</u>	12
<u>Screening and Onboarding</u>	13
• <u>Background Checks</u>	13-14
• <u>Interviewing</u>	14
• <u>Reference Checks</u>	14
• <u>Staff and Volunteer Onboarding</u>	14
<u>Drug- and Alcohol-Free Workplace</u>	15
• <u>Drug and Alcohol Policy</u>	15
• <u>Smoking Policy</u>	15
• <u>Reasonable Suspicion</u>	15-16
• <u>Inspection and Testing</u>	16
• <u>Prescription Medication and Legal Drugs</u>	16

Table of Contents *continued*

<u>Technology Acceptable Use</u>	17
• Club Member Usage	17-18
• Staff and Volunteer Usage	19-20
• <u>Guarding Online/Internet Information</u>	21
<u>Video Surveillance</u>	22
• Use of Video Surveillance	22
• <u>Placement and Notification</u>	22
• <u>Access to Video Images</u>	22
• <u>Unauthorized Access and/or Disclosure</u>	23
• <u>Retention of Digital Images</u>	23
• <u>Club Member Privacy</u>	23
<u>Emergency Operations Plan</u>	24
• EOP Annual Review	24
• First Aid and CPR Training	24
• <u>Fire Evacuations/ Fire Drill Policies</u>	25
• <u>Tornado Plan Policy</u>	25
• <u>Severe Thunderstorm Policy</u>	26
• <u>Active Shooter</u>	26-28
• <u>Lockout</u>	29
• <u>Bomb Threat Policy</u>	30
• <u>Suspicious Package</u>	31
<u>Overall Members Safety</u>	31
• <u>Bullying Policy</u>	31-32
• <u>Member Pick Up Policy</u>	32
• <u>Impaired Parent</u>	32
• <u>Missing Child Policy</u>	32-33
• <u>Member Left After Hours</u>	33
• <u>Non-Employees on Campus</u>	33-34

Child Abuse Prevention Policy

The priority of Boys & Girls Clubs of the Altamaha Area (BGCSDC) is the physical and emotional safety of its members and staff. BGCAA maintains a zero-tolerance policy for child abuse.

BGCAA implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

One-on-Contact Prohibition: BGCAA prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exceptions to this rule are: (1) if the Club participant is a child or sibling of a staff member or volunteer or (2) if the Club participant had an established relationship with the staff or volunteer prior to them being enrolled, working, or volunteering with BGCAA. Examples of such pre-established relationships include, but are not limited to, extended family, neighbors, family friends, attending same places of worship. In such instances, staff or volunteers must declare their pre-established relationship via the "Pre-Existing Relationship with Children Form." This form is available from HR or your Club Director.

Child abuse is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities, or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other "accidental" touches.

MANDATED REPORTING

Every staff member or volunteer of BGCAA is a Mandated Reporter and is required by Florida law to report immediately to the central abuse hotline at the Florida Department of Children and Families at 1-800-962-2873 or online at <https://reportabuse.dcf.state.fl.us/> if he or she knows, or has reasonable cause to suspect, that any of the following has occurred:

- Child abuse, abandonment, or neglect by a parent or caregiver.
- Child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare.
- Sexual abuse or juvenile sexual abuse.

Child Abuse Prevention Policy

Any staff member or volunteer of BGCAA who knowingly or willfully fails to immediately report any knowledge or suspicion of abuse, abandonment, or neglect commits a felony in the third degree. Club leadership may assist with the filing of any report, but ultimately the individual with knowledge or suspicion of abuse is responsible for reporting the incident immediately to the Florida Department of Children and Families. Organization leadership is responsible for reporting these incidents to the Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

REQUIRED TRAINING

BGCAA conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

Before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming and manipulation prevention
4. Organizational Policies

Annually:

- All the policies, including all safety policies, for BGCSDC.

PHYSICAL INTERACTIONS

Every staff member and volunteer of BGCAA is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult's leg

VERBAL INTERACTIONS

Every staff member and volunteer of BGCAA is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten, or humiliate youth

Child Abuse Prevention Policy

ABUSE AND SAFETY RESOURCES

BGCAA prominently displays BGCA-approved collateral that shares ethics hotline, crisis textline and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

SEXUAL ABUSE PREVENTION

BGCAA is committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the **BGCAA Code of Conduct or Employee Handbook**.

Adult staff and volunteers shall not:

- Initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the supervisor within 24 hours; or
- Engage in off-site activities with members. Such interactions may include but are not limited to field trips, meetings, and communications via phone, text, and/or social media.
 - Exception: Club staff may attend, as audience members, events to support Club members such as graduations, athletic events, dramatic productions, or shows, etc. in which Club members are competing, performing, or in which they are showcased. Staff must be identifiable as BGCAA personnel and should be accompanied by other BGCAA staff or volunteers, when possible. Further, such participation must be reported to supervisor before attending such an event and the prohibition on any private one-to-one interactions in person or via electronic communications must be strictly followed when planning or attending such events.

All persons are prohibited from the access, display, production, possession, or distribution of pornography on Club premises or equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by a written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. All incident reports and information shall be maintained in a confidential manner.

Prohibition of Private One-on-One Interaction Policy

BGCAA is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

Definition of one-on-one interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - One staff member transporting one member in a vehicle.
 - Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:
 - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).

Prohibition of Private One-on-One Interaction Policy

- Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

Impact on mentoring programs

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible.
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

Impact on partnerships with local mentoring organizations

- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all Club safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- Every interaction between mentor and youth will be documented and maintained.

Impact on travelling to off-site events and activities

- When travelling to external events such as Keystone, Youth of the Year or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

- When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.

Exceptions to policy

Exceptions to the one-on-one policy can be made under the following circumstances:

When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).

SUPERVISION

BGCAA is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained in appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RATIOS

All Club activities shall be under continuous supervision by an appropriate adult (18 and over), and reasonable ratios shall be maintained when supervising youth (never to exceed one staff to 20 youth). Ratios are based on the organization's experience, standards set by Club leadership, and local agencies or authorities' standards. Required ratios are below:

<u>Type</u>	<u>Staff</u>	<u>Youth</u>
Club-based activities	1	15
Field trip (6 -12 years old)	1	15
Field trip (teens, 13 years or older*)	1	15
Field trip (water parks, theme parks for ALL ages, 6-18 years old)	1	10

RESTROOM USAGE

BGCAA is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Clubs will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

Supervision and Facilities Policy

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Prohibiting staff or adults from sharing a restroom with youth and/or teens at the same time.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the "rule of three" in using public restrooms on field trips, with at least three youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising members use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an "Occupied" or similar-type of sign or a physical barrier outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter. In shared-use facilities where this is not possible, staff will send three youth at a time and provide monitoring.

SAFE PASSAGE

For all children's safety, members are not permitted to come and go from the Club as they wish. Once youth leave for the day, they may not return until the next day. Please review this policy with your child(ren).

- Members may leave the Club unescorted with written permission from a parent or guardian and signed release of liability.
- No member will be allowed to return to the Club once they leave the premises for the day. Exceptions may be made in the case of doctor appointments where a parent or guardian picks up and returns child(ren) to the Club.
- Members that leave unescorted without written permission will face disciplinary actions up to and including suspension and termination of membership.

Supervision and Facilities Policy

OVERNIGHT FIELD TRIPS

BGCAA is committed to ensuring the safety of our Club members while on trips away from the Club and on overnight field trips.

- Overnight trips must be approved in advance by BGCAA leadership (CEO or VP).
- Staff and other adult chaperones are prohibited from sharing the same hotel or dorm room as Club members and will follow guidelines prohibiting private one-on-one interactions with Club members.
- Club members will share rooms with those of a similar gender,
- Teen members are prohibited from sharing rooms with youth members.
- When multiple Club members are participating in an overnight field trip a minimum of three Club members will share a room, when possible.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility. All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility. Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

HEALTH INFORMATION / MEDICATION

In order to maintain a healthy environment, we will not permit sick children in the Club. If a child becomes ill during programming, a parent, guardian, or authorized person will be called to pick the child up. In case of a communicable illness (e.g., ringworm, pink eye, lice, chicken pox), the member will not be able to return until a Director has received a release note from the doctor. If your child has allergies, asthma, or any other medical need, please provide an emergency plan for staff to follow to better assist your child.

Medication is to be given to a member at the Club only for live saving reasons. Medication will be kept in a designated secure area and administrated by the Club Director. A medication distribution form must be on file.

Supervision and Facilities Policy

Emergency Medication

Policy prohibits BGCAA to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original packaging and a medical form, provided by BGCSDC, must be completed by parent and doctor prior. All emergency medications are locked up at your child's Club. (Medicines that are out-of-date or not in the clearly labeled original container will not be permitted.) Should a situation arise where your child needs emergency medication, Club staff will then allow him or her access to their emergency medication and allow him or her to administer the medication themselves. **Club staff will not administer medication to a child unless your child is unable to physically administer the medication, i.e., a severe asthma attack or anaphylactic shock.** Parents will be notified immediately when a child needs access to their emergency medication.

Transportation Policy

BGCAA is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership (CEO or VP).

DRIVERS

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Club and Club-related activities.
- Must confirm that no youth are left in a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Club or to and from Club-related activities.
- Must only transport members in official Club vehicles or other vehicles approved by CEO/VP
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in the vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones or other communication devices while transporting members to and from the Club or Club-related activities.

Arch Driver Guidelines (BGCAA insurance)

- 1) All Drivers must be age 21 and over.
- 2) Drivers must have been licensed for 3 years (5 years if transporting clients)
- 3) The current list of drivers and MVR's must be obtained each year.

Ineligible:

- Three or more accidents (regardless of fault) in the last three years,
- Any combination of accidents and minor violations which equal three or more in the last three years
- Any Major Violation in the last three years

Major Violations

- Driving under the influence of alcohol/drugs.
- Failure to stop/report an accident.
- Reckless driving/speeding contest
- Driving while impaired
- Homicide, manslaughter, or assault arising out the use of a vehicle.
- Making a false accident report
- Driving with a suspended/revoked license
- Attempting to elude a police officer

Minor Violations

- Any moving violation not included as a major violation including:
- Speeding
- Failure to obey traffic control device.
- Driving with a suspended/revoked registration
- Driving an unregistered vehicle

The following are excluded as violations:

- Motor vehicle equipment, load, or size requirements
- Improper failure to display license plates.
- Failure to sign or display registration.
- Failure to have driver's license in possession (if valid license exists)

Transportation Policy

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly. This is done through the QR code on the vehicle.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit.
- Each vehicle must have a working and current fire extinguisher.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities, after calling 911 in case of vehicle emergency requiring immediate assistance.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such a case, the organization will take appropriate disciplinary action, up to and including termination.

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubs. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubs.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth.
- Inappropriate activity between multiple youth.
- Allegations of abuse.
- Bullying behavior.
- Inappropriate electronic communications between adults (18 or over) and youth.
- Minor and major medical emergencies.
- Accidents, including slips and falls.
- Threats made by or against staff, volunteers and/or members.
- Physical assaults and injuries, including fights.
- Missing children.
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club-affiliated program or trip.

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location.
- Incident details (if applicable)
- Witnesses and contact information.
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

BGCAA follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth.
- Allegations of child abuse.
- Any form of child pornography.
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

Incident Management Policy

INCIDENT INVESTIGATION

BGCAA takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- b. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- c. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- d. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- e. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- f. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- g. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- h. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- i. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- j. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- k. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- l. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Screening and Onboarding Policy

BGCAA 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. **BGCAA does not employ individuals under the age of 18 years old.**

BACKGROUND CHECKS

BGCAA 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 and will include:

- (1) A Federal Bureau of Investigation fingerprint check using Next Generation Identification.
- (2) A search of the National Crime Information Center's National Sex Offender Registry; and
- (3) A search of the following registries, repositories, or databases in the State where the child care staff member resides and each State where such staff member resided during the preceding five years:
 - (i) State criminal registry or repository, with the use of fingerprints being:
 - (A) Required in the State where the staff member resides.
 - (B) Optional in other States.
 - (ii) State sex offender registry or repository; and
 - (iii) State-based child abuse and neglect registry and database.

All background check findings shall be considered when making employment or volunteer decisions, and BGCAA 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

Screening and Onboarding Policy

8. Physical assault or battery
 9. Drug possession, use or distribution in the last five years.
 10. See full list of barrier crimes at:
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0435/Sections/0435.04.html
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING

BGCAA will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

REFERENCE CHECKS

BGCAA 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, BGCAA 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 and 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.

Drug- and Alcohol-Free Workplace Policy

DRUG AND ALCOHOL POLICY

BGCAA is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

SMOKING POLICY

BGCAA will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities and property.

Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, smokeless tobacco, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all BGCAA properties. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

REASONABLE SUSPICION

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises via a safe mode of transportation. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Drug- and Alcohol-Free Workplace Policy

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick.
- Being absent directly before or after holidays and weekends.
- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

INSPECTION AND TESTING

BGCAA reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol-free workplace policy (see "Reasonable Suspicion" above).

Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

PRESCRIPTION MEDICATION AND LEGAL DRUGS

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

Technology Acceptable Use Policy

BGCAA is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

CLUB MEMBER USAGE

Before a member is allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members.
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others.

Technology Acceptable Use Policy CONTINUED

- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. BGCAA reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Monitoring and inspection: BGCAA reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, BGCAA reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Loss and damage: Members are responsible for always keeping the personal device with them. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the BGCAA Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of Internet usage might not always be possible. Due to the wide range of material available on the Internet, some material might not fit the values of members and/or their families. Because of this, it is not considered practical for BGCAA to monitor and enforce a wide range of social values in student use of the Internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the BGCAA Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when on line. Should a member behave online in a manner that violates the BGCAA Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Technology Acceptable Use Policy

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall include all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices: Shall include all staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technological resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.

Technology Acceptable Use Policy

- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members or community is subject to disciplinary action.

Examples of cyberbullying include but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. BGCAA reserves the right to monitor communication and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow Club procedures to access the Club's internet service.

Monitoring and inspection: BGCAA reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may have disciplinary action up to and including termination.

Loss and damage: Staff are responsible for always keeping devices with them. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

Disallowed apps and/or websites: This organization does not allow staff to access the following apps and/or websites during work hours: social media, online dating, sites that are adult or violent in nature. This is not a comprehensive list and is subject to change.

Technology Acceptable Use Policy

GUARDING ONLINE/INTERNET INFORMATION

Internet postings must not disclose any confidential or proprietary information pertaining to all aspects of BGCSDC, its members and its partners. Employees should disclose only information that had been made publicly available by the organization through external communications/marketing. It is permissible, and encouraged when relevant, for employees to “Share” content created by BGCSDC’s Marketing Department and posted to the organization’s social media channels.

Internet postings may **NOT** contain any of the following information relating to BGCSDC:

- Confidential information of any kind (information and photos of our members, employees, etc.)
- There will be **NO** personal online interaction between employees and members. Employees are not allowed to “friend” members on their personal pages.
- All posts and online communications on BGCA or BGCAA sites must be available for all who visit the site to view. *(Just as one should never take a child into a room without another employee, one should not have a private conversation online with members.)*
- Non-Public legal communications.
- Any information on activities, programs, members, employees, etc., including photos should **NOT** be posted on personal social media sites.
- If employees are contacted by a member of the media or by an elected official about their social media postings related to BGCSDC, they should contact the Marketing and Communications team for further instructions.

Video Surveillance Policy

USE OF VIDEO SURVEILLANCE

BGCAA recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.

Video surveillance, without or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

PLACEMENT AND NOTIFICATION

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected). Video surveillance equipment **will not be** used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The CEO or VP will determine the operation schedule of any video surveillance equipment in its discretion.

Video monitors shall not be in an area that enables public viewing.

The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO, VP of Operations, Director of Facilities and Child Safety, Director of Program Services, and Club Directors. The actual recording equipment will be maintained in an area or room that is locked and secure only to be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is **strictly limited** to the following authorized full-time Boys & Girls Club personnel: CEO, VP of Operations, Director of Facilities and Child Safety, Director of Program Services, and Club Directors. These authorized personnel are trained in video surveillance policy and how video data should be used during any official investigation.

Permission may be granted for partners such as school districts, governmental agencies, law enforcement, etc. to access footage should they request it and BGCAA CEO or VP deem it appropriate to share.

Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

Video Surveillance Policy

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the CEO and/or VP .

Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment.

Video recording data will remain the property of the Boys & Girls Clubs of the Altamaha Area and may be reproduced only in accordance with applicable law and board policy.

RETENTION OF DIGITAL IMAGES

Video recording data shall be kept for approximately 10 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secure computer.

In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

CLUB MEMBER PRIVACY

Video recording data will not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law.

Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property. A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.

Overall Member Safety

BGCAA shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
 - Fire
 - Weather (tornado, flooding, hurricane, etc.)
 - Lockdown (for interior or exterior threat)
 - Bomb threat.
 - Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members.
- Developed and shared with local first responders, such as fire department and law enforcement agencies.

EOP ANNUAL REVIEW

BGCAA leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

FIRST AID AND CPR TRAINING

BGCAA will always maintains a minimum of one CPR or first- aid-trained staff on site during all operating hours when members are being served.

KEY DEFINITIONS

Emergency: An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

Mitigation: Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now before the next emergency occurs to reduce human and financial consequences later.

Preparedness: Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.

Overall Member Safety

Medical Emergencies Policy

All BGCAA Clubs will have at least one staff member during all operating hours or during any Club sponsored offsite program activity/trip who is American Red Cross certified. All Club Directors, Program Directors and Full-Time Teen Staff are required to be Red Cross certified. Each Club will train as many YDP's as possible.

Accidents

If an accident occurs during a Club activity, which results in an injury, the Club will take appropriate steps to treat the injury, inform parents or legal guardian, and document the incident using the Incident Report Form.

Life Threatening Injury:

1. Certified Staff perform First Aid/ CPR and direct someone to call 911.
2. Club Staff will contact the Vice President of Operations
3. Club Staff will inform parents/legal guardian.
4. If parents/guardian cannot be reached, inform emergency contact.
5. If a member has to be transported to the hospital and a parent/guardian hasn't arrived then the Club or Program Director will ride with the member.
6. BGCAA staff will stay at the hospital until the parent/guardian arrives.
7. Club staff will complete a Critical Incident Report. They will also fill out an Accident/ Incident Report- External. The Accident/ Incident Report- External should be signed by parent and filed in members files.
8. Vice President of Finance notifies Insurance Company of Incident.
9. Vice President of Finance and Club Staff file Incident Report for 7 years.
10. Club or Program Director will do a follow-up with the family.

Non-life-Threatening injury requiring professional medical attention:

1. Certified Staff perform First Aid
2. Club Staff will contact the Vice President of Operations
3. Club Staff will inform parents/legal guardian.
4. If parents/guardian cannot be reached, inform emergency contact.
5. Arrange for child/youth to be picked up and taken to doctor/hospital, by parents/guardian/emergency contact person. If they cannot be reached or is unable to come immediately then 911 will be called.
6. Club staff will complete a Critical Incident Report. They will also fill out an Accident/ Incident Report- External. The Accident/ Incident Report- External should be signed by parent and filed in members files.
7. Vice President of Finance notifies Insurance Company of Incident.
8. Vice President of Finance and Club Staff file Incident Report for 7 years.
9. Club or Program Director will do a follow-up with the family.

Injuries not requiring professional medical attention:

1. Certified Staff perform First Aid
2. Depending on extent of injury an Incident Report- External will be completed.
3. Club/Program Directors have the option of allowing the child/youth to continue with the activity or contact the child/ youth's parents/guardian for pick up.
4. Fill out an Accident/ Incident Report- External. The Accident/ Incident Report- External should be signed by parent and filed in mem

Overall Member Safety

Fire Evacuation/Fire Drill Policies

1. If an alarm sounds, it **MUST** be treated as if it were a fire.
2. Everyone should stop what they are doing when they hear the fire alarm and meet their staff immediately.
3. Regardless of the apparent size of a fire or amount of smoke, staff will promptly lead children out of the building using the closest and safest exit. Staff and children will not stop to take clothing, toys, etc. Staff and assigned groups of children will meet outside at the designated areas.
4. Exits, hallways and other evacuation routes will be clear at all times to permit prompt and safe exit from the building.
5. If possible, close the doors to rooms used by the program to prevent the spread of fire.
6. Staff will lead the way for their assigned group of children using the safest route out of the building. The Club/Program Director will be the last person to leave the building, after checking bathrooms, hallways, etc. The Club/Program Director will be responsible for taking attendance records out of the building.
7. After the staff and children are assembled at the designated meeting area, check the completeness of the evacuation. The Club/Program Director will check attendance records and account for all children and staff confirming that all have exited the building. The Club/Program Director will call the fire department if the call has not already been made. When the fire truck arrives, the Club/Program Director should inform the fire department about whether or not everyone is out of the building.
8. Staff will lead children back into the building when and if the fire department determines that it is safe.

The chances of a fire occurring in the building are slim; however, in the event of a fire or minor/major emergency event, staff should take the necessary precautions to get all the members out of the building safely. If a fire or a fire drill occurs, the fire alarm will be the warning signal. Staff should evacuate the area quickly and in an orderly fashion. Keep everyone as calm as possible and point out the exit they are to use. Check any closets or possible hiding places. Make sure all windows are closed and all doors are shut and locked. All youth should be led outside and a safe distance away from the building. **DO NOT USE ELEVATORS.** The YDP of the group of children is responsible for taking attendance outside and ensuring that all individuals are accounted for.

TORNADO PLAN POLICY

In the event of a tornado, the Club's main priority shall be the safety of its members.

PREVENTIVE ACTION:

- Staff shall conduct tornado drills on a quarterly basis. The Club Director shall record the dates and times that drills are conducted.
- The tornado emergency plan shall be reviewed quarterly with members by Club Director.

RESPONSE TO EMERGENCY

1. When a tornado approaches, your immediate action may mean life or death.
2. If severe weather conditions develop, turn on weather radio and/or television for information. This would also include a severe thunderstorm warning, as conditions can change quickly.
3. A **TORNADO WATCH** indicates weather conditions are such that tornadoes may develop.
4. A **TORNADO WARNING** indicates the actual sighting of tornadoes in the area and implies that those in the path of the tornado should seek shelter.
5. When either a Tornado Watch or Tornado Warning is given, the Club Director should contact the VP of Operations.
6. In the event of a **TORNADO WARNING** all staff and members should take shelter in the locker room, hallways, bathrooms, or interior rooms. A specific staff member will be designated to oversee the room while another staff member checks the rest of the building and directs members to the proper locations.
7. During any type of severe weather, members should not be allowed to go outside or to stand in doorways watching a storm. No member will be allowed to walk home during a local severe weather warning.
8. If sufficient warning is not given during a **TORNADO WARNING** and members and staff are not able to move to the designated areas, then members need to find the safest shelter possible. Members could get under sturdy tables, against inside walls and away from windows. Members should be trained by staff in how to properly seek shelter and protect themselves.

Overall Member Safety

Severe Thunderstorm Plan

Definitions:

Severe Thunderstorm Watch:

Conditions are such that a severe thunderstorm may develop in a specific area.

Severe Thunderstorm Warning:

Indicates that a severe thunderstorm has developed and will probably affect the areas stated.

Procedure:

1. The first person who becomes aware of the severe thunderstorm watch or warning should notify the Club Director.
2. The Club Director or designee will announce over the Walkie Talkies that there is a severe thunderstorm warning.
3. The Club Director or designee will contact the VP of Operations.
4. In the event of a Thunderstorm Watch, Club Directors should:
 - a. Monitor local radio stations and weather radios for the latest weather information.
 - b. Keep members and visitors inside.
5. In the event of a Thunderstorm Warning, Club Directors should:
 - a. Be prepared to relocate all members and visitors to the inner areas of each building.
 - b. Avoid using the telephone except in emergencies.
 - c. During periods of high winds, keep members and visitors away from glassed areas as much as possible.
6. The Club Director will announce "All Clear" when the Thunderstorm Watch or Warning ends.

Active Shooter:

It is the policy of the Boys & Girls Clubs of the Altamaha Area to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the Club site. Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. Active shootings typically end within just a few minutes before law enforcement arrives.

Definitions:

For purposes of this policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on Boys & Girls Clubs of the Altamaha Area grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact. A **Lockdown** may be a component of any emergency but is not an automatic response to an active shooter killing members and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES

1. The first employee to identify an active shooter situation will **ALERT** others at the Club. Use the loudest, most wide-ranging form of communication available. Do not use the fire alarm.
 - Speak in plain language, using the words **ACTIVE SHOOTER**.
 - Location of the incident.
 - Physical description of the shooter(s).
 - Type of weapon (if known).
2. Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to **INFORM** them of all details available.
3. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:
 - a. Description of shooter(s) and possible location.
 - b. Number and types of weapons.
 - c. Shooter's direction of travel.
 - d. Location and condition of any victims.

POTENTIAL RESPONSES

In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their members.

Overall Member Safety

You can choose to RUN, HIDE, or if necessary, FIGHT.

RUN

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

1. Have an escape route and plan in mind that will get you and your members out of danger.
2. Assist children or others who cannot run to the best of your ability.
3. Leave your belongings behind.
4. If not in charge of members, evacuate regardless of whether others agree to follow.
5. Prevent others from entering an area where the active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any Police Officers/First Responders.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.
10. Go to the pre-arranged site(s) agreed upon for your site.

HIDE

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

IF AN ACTIVE SHOOTER IS NEARBY

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and keep members quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
3. Turn off any source of noise: Radios/TV/Learning devices.
4. USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
5. USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

IF AN ACTIVE SHOOTER IS VERY CLOSE

Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your members. Follow these recommendations:

1. Act as aggressively as possible against the shooter.
2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure members are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

LAW ENFORCEMENT RESPONSE

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:

1. Comply with all police instructions. The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for follow-on emergency and medical teams.

Overall Member Safety

2. Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
3. Put down any items in your hands, raise your hands when coming in contact with officers.
4. Keep your hands visible at all times.
5. Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
6. Avoid pointing, screaming, yelling.
7. If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe leave it where it is. If it is not safe to leave it where it is then attempt to put in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
8. When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

When appropriate, be able to provide information that you know:

1. Number of shooters.
2. Identity and description.
3. Number of victims you saw and location.
4. Type of problem that caused the situation.
5. Type and number of weapons possibly in the possession of the shooter.
6. Number and location of individuals still in the building or in danger.
7. Keys, codes, or access information to all areas.

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the Club.

1. Medical Assistance:

- a. Ensure first aid is applied as soon as possible, when in a safe area.
- b. Treat severe bleeding and life-threatening wounds first.
- c. Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
- d. Report all injuries to medical authorities on site as soon as possible.

2. Accountability:

- a. If in charge of members, attempt to gain accountability as soon as possible.
- b. Communicate your status and the accountability of your members to the Club Director.
- c. Members will be returned to their parents.

3. Counseling:

- a. Following an active shooter event, counseling and support will be provided.

4. Media. Boys & Girls Clubs of the Altamaha Area will designate a representative(s) who will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or protected information that is protected by Federal and State privacy and medical information laws and regulations. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

ALL staff should be trained on this procedure, just as with all emergency procedures, during initial orientation and at least annually thereafter. It is required that two drills be performed with all staff regarding this procedure.

Lockout

Lockout is called when there is a threat or hazard outside of the Club building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on campus, Lockout uses the security of the physical facility to act as protection.

Announcing:

Announcing for Lockout is: “Lockout! Get Inside. Lock outside doors” and is repeated twice each time the announcement is performed.

Lockout! Get Inside. Lock outside doors.

Lockout! Get Inside. Lock outside doors.”

Actions:

Overall Member Safety

The Lockout Protocol demands bringing members into a secure building, locking all outside access points. Where possible, activities inside would continue uninterrupted. Groups that were outside would return to the building.

During a lockout, no person (parent, member, staff, guests, etc.) may enter or leave the building. A lockout ends when the police department or Club Director (after speaking to the VP of Operations) confirms that the threat has passed. In a lockout situation, the Club will post the Lockout sign on the front door to alert parents/visitors of the situation.

Drills:

Lockout drills should be performed at least twice a year. At least one of these drills should be performed while outdoor activities are in progress.

BOMB THREAT POLICY

Bomb Threat:

If a bomb threat is received:

- Call 911
- Do not Panic.
- No Bomb Threat Can Be Discredited without an Investigation

Although threats can come in almost any form (letters, memos, writing on a wall, e-mail, etc.), most threats come over the telephone. A strict and consistent procedure should be followed. The person who receives the threat must record as much information as possible. Contingency arrangements may allow a call to be traced. REFER TO THE BOMB THREAT CHECKLIST. A Homeland Security checklist should be at each front desk. When filling out the bomb checklist, listen to the caller carefully and write down what you are told. Fill out as much of the information on the form.

It is the policy of BGCAA that ALL BOMB THREATS are to be considered valid and taken seriously until proven otherwise. No use of two-way radios or cellular phones because radio signals have the potential to detonate a bomb. Do not activate the fire alarm. Most bomb threats are received by phone and most currently electronically or via social media.

If the bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- Obtain as many details as possible from the caller.
- If Caller ID is available, take down the number.
- Pay attention to the caller's voice (male, female, adult, child, recorded, well-spoken, accent, lisp, nasal, raspy, stutter, slurred) and background sounds (animals, house noises, music, static, office machinery, factory machinery, street noises, motor)
- If possible, write a note for a colleague to call the authorities 9-1-1 or as soon as the caller hangs up, immediately notify them yourself.

If the bomb threat is received electronically or via social media (Facebook, Instagram, Text, Snapchat, email):

- Notify the authorities 9-1-1 immediately.
- Notify BGCAA personnel based on communication protocol.
- If possible, forward an email or screenshot to an Account Manager. Suspicious packages such as packages wrapped excessively, strange odor, foreign postage, strange sounds, and/or unexpected delivery must be taken seriously and cautiously.
- Notify the authorities 9-1-1 immediately. • Notify BGCAA personnel based on communication protocol

If a suspected device or actual bomb is found:

- Do not touch the suspected explosive device or bomb.
- Do not use a portable phone or handheld radio/walkie talkie in the building.

Overall Member Safety

- Evacuate the building by using standard fire drill procedures and seal off the area to prevent any unauthorized entry.
- Call the local police. Advise the authorities that an explosive device/bomb has been found.
- Wait for a trained explosive demolition team to examine and dispose of the explosive device/bomb.

Suspicious Package

- Any suspicious packages found should not be touched or disturbed in any way. Evacuate the building/area immediately. Call 911.

Bullying Policy

BGCAA operate all activities, programs, and services with a zero-tolerance approach to bullying and other forms of victimizing. It is the Club's expectation that all members adhere to a policy of respectful behavior. The Club will do everything in its power to reduce the incidence of bullying and bully-type behaviors, and to proactively create an atmosphere of respect, tolerance, dignity, and human rights.

Model:

BGCAA will:

1. Adopt and maintain a clear policy against bullying behaviors.
1. Train all staff who interact with youth on how to prevent bullying.
2. Ensure that all staff take immediate action whenever they observe bullying or receive a report.
3. Gather data to assess the extent of bullying while participating in Club sponsored activities, on or off site.

Definition of Bullying:

For purposes of the Club's environment and its expectations of its members, staff, and volunteers, the Club defines bullying as:

1. An attack or intimidation toward another with the intention to cause fear, distress, or harm, that is either:
 - a. Physical (e.g., hitting, punching, tripping, pushing)
 - b. Verbal (e.g., name calling, teasing, hand signals or inappropriate gestures, yelling, using inappropriate language)
 - c. Psychological/Relational (e.g. rumors, social exclusion, mind games, etc.)
 - d. Digital (e.g. inappropriate comments on social media websites, posting photos without permission, etc.) "Cyber bullying" and other forms of electronic aggression are defined as bullying.
2. A real or perceived imbalance of power between the "bully" and the victim.
3. Repeated attacks or intimidation, no matter the severity, between the same youth over time.

Rectifying the Situation:

Staff cannot possibly be everywhere at all times, but in cases where acts of bullying are witnessed or reported, either from the victim or a third-party, staff will immediately cease the situation, should the act be occurring. Then the staff will begin the process as noted below, if there is merit in the case.

1. In all cases of reported "bullying"—even before fact-finding based on the allegations—the Club staff will attempt to sort out cases of actual bullying versus isolated cases of brawling, arguments, physical altercations, etc.
2. In cases where alleged "bullying" behaviors are prolonged, continual, and/or combined with oral epithets, racial slurs, or other prohibited behaviors, staff will consider the situation to be a bullying offense.
3. The Club staff will intervene in all anti-social behavior that is brought to its attention or witnessed; counseling each of the participants will occur.
4. When bullying is witnessed or reported to any Boys & Girls Club employee or volunteer, and the alleged incident is found to be an actual case of bullying, the following will occur:
 - All care will be taken to immediately interrupt any active incident of bullying.
 - Employees will make an oral report to the Club Director. Fact finding will occur. Then the following steps will take place:
 - Employees will submit a written report the day of the alleged incident.
 - Promptly after receiving the report, the Director will complete an investigation.
5. In rare situations where local authorities, school officials, or law officials must be brought into the situation, the Club will proactively involve the appropriate authorities.

Boys & Girls Club Proactive Approach to Creating and Maintaining a Safe, Trusting, and Respectful Environment:

BGCAA will follow the five-part plan of action:

Overall Member Safety

1. Create, communicate, and implement policies and procedures, including appropriate responses for Club staff to use when handling bullying incidents.
2. Club Director will evaluate each situation and determine appropriate actions and consequences; gather facts and information about the alleged incident; and imposes consequences on the member who bullied other(s).
3. Annually survey the bullying reports and make recommendations to the staff team about how to further strengthen the Club's environment against bullying.
4. Train staff to recognize and respond. This will occur annually.
5. Involve older teens (16-18) in meaningful roles as role models for anti-bullying.

Member Pick Up Policy

1. Check pick-up person- members are only released to authorized pick up contacts listed on the membership application.
2. Check pick- up person's ID- ensure that the ID matches with the authorized pick-up contact listed on the membership application.
3. Changes to pick up list- written and dated documentation from parent/guardian required to change approval pick up list.
4. Emergency new pick-up- in an emergency situation, parent/guardian can write, date, sign a note or letter, take a picture of it, and text or email it to the Club Director. The Club Director will print it out and save it in the member's file. Changes to the pickup list CAN NOT be done verbally over the phone.
5. Exceptions- any exceptions to these procedures can only be approved by the V.P. of Operations.
6. Court Orders- should a parent/guardian with a court order preventing them from contact/picking up the members come through the pick-up line you must alert the Club Director immediately.

Impaired Parent/ Guardian

To ensure that no child is allowed to leave the care of BGCAA in the custody of a person who is in a physical condition which may prevent them from assuring the child's welfare.

1. Any parent or other person who is authorized to pick up a child enrolled at the Boys & Girls Club and comes to the Club intoxicated or in an impaired physical condition which may prevent him from assuring the child's welfare will not be allowed to pick up a child.
2. In the event that a parent or other authorized person arrives at the Club while intoxicated or in an impaired condition, a Director will use their best judgment in determining if they are in a condition which may prevent them from assuring the child's welfare.
3. Should it be determined that the person is in a condition that prevents him from assuring the child's welfare, the Director will:
 - a. Delay the impaired parent as long as possible, while contacting the other parent or others authorized to pick up. The Director can also suggest that the parent take a ride share service like Uber or Lyft. If the parent insists on taking their child, then the Director should write down the vehicle type and the license plate number & immediately report the situation to police. The Director should contact the VP of Operations to make them aware of the situation.
 - b. If the person picking up is not a parent/ guardian then staff must refuse access to the member. The parent/ guardian should be contacted immediately and informed of the situation.

It is important when you talk with the parent that you focus on the child's safety. Stay away from judgments on the substance use. Look for facts such as slurred speech, lack of coordination or other evidence of impairment that cause concern for the safety of the child. Please remember that you have no legal right to keep the child from his/her parent and your only recourse is to involve law enforcement. The goal is to minimize risk to children. You risk alienating the parent, but you may save a child's life.

Missing Child Policy

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimized, and more critically, the missing child can be found in an organized and efficient way. Hopefully no child will ever go missing from a Club, however if they do, remember most children are found within a few minutes of their disappearance.

In the unlikely event that a child, goes missing, Club Director should:

Procedures:

1. If the parent is not at the Club, contact the parents of the child involved and establish a communication plan with them.

Overall Member Safety

2. Conduct an immediate search of Club building and grounds. Put Club in lock down while searching.
3. Contact the child's school and transportation.
4. Reach out to everyone on the child's pick-up list to confirm that the child isn't with them.
5. Contact the Vice President of Operations.
6. Try to find answers to the following questions:
 - Who was the last person to see the child?
 - When was the child last seen?
 - Why might the child have gone missing?
 - Does the child suffer from any relevant medical conditions?
 - What was the child wearing when last seen?
 - Does the child have any history of hiding/running away?
7. After speaking with the VP of Operations and the decision to get Law Enforcement involved has been made, call 911 with a description of the child.
8. Notify all staff to keep Club members engaged and away from the area being searched.
9. Provide police with a current picture of the child, if available.
10. When the child is found, contact the appropriate parties as needed.
11. Call an emergency staff meeting and provide staff with an outline of the situation.
12. A critical incident report must be written up and turned in within 24 hours.

Member Left After Hours Policy

BGCAA staff must address the safety of any child left unattended at the close of our afterschool or summer programs. BGCAA staff are responsible for Members until they are picked up by a responsible, authorized adult. A BGCAA Director and a YDP will remain on site until all unattended children are reunited with their parents/guardians or Law Enforcement takes over that responsibility. BGCAA VP of Operations should be contacted if a child is still at the Club 30 minutes after closing time.

Procedure

1. Call the parent/ guardian of the Member. Check with Member to see if parent has a new phone number, then what is in KidTrax.
2. If the parent is unreachable then staff should reach out to any contact that is listed in the Members KidTrax profile to make arrangements for pick up.
3. After one hour after closing time and if the Member has still not picked-up by the parent or guardian and all other options have been exhausted then call the local law enforcement agency non-emergency number and explain the situation.
4. The Club Director and YDP should stay with the Member until law enforcement arrives. Make a copy of the Member's KidTrax profile for Law Enforcement.
5. When the Member is picked up by the police, document the name of the officer and his badge number.

Local Law Enforcement Contacts - TO BE POSTED AT EACH CLUB LOCATION:

Sarasota Police Department non-emergency- 941-316-1201 (same as Sheriff's office as they handle dispatch)

Sarasota Sheriff's Office non-emergency- 941-316-1201

Venice Police Department non-emergency- 941-488-2444

North Port Police Department non-emergency- 941-429-7300

Desoto Sheriff's Office non-emergency- 863-993-4700

Non-Employees on Campus

In order to assure the safety and security of BGCAA staff and members, and its property and to ensure that only authorized personnel have access to the facilities, the following policies have been adopted:

BGCAA uses the visitor management system (Raptor) in all our Clubs for all visitors. The Raptor system tracks visitors, contractors, and provides us with a safer, more monitored environment for our members and staff.

Upon entering a Club, all visitors are asked to present a valid state-issued driver's license, which will be entered into the Raptor system to issue a badge identifying the visitor's name and the time and date of their visit. The system has

Overall Member Safety

the ability to provide alerts on people who may jeopardize the safety of our Clubs. Guests will return the badge before exiting the building and be signed out of the system.