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BOYS & GIRLS CLUB OF THE ALTAMAHA AREA

Safety Policies & Procedures

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Restroom Policy

The Boys & Girls Clubs of the Altamaha Area is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, Board members, and other adults.

Restrooms located at Boys & Girls Clubs of the Altamaha Area have been designated for age groups Pre K and up.

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or staff monitoring

Staff shall

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall

- Immediately notify Club leadership.
- Complete a *Repair Request Form* and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

One-On-One Policy

All Boys & Girls Clubs must prohibit one on one interaction between youth and staff and volunteers, including board members. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional.

The below listed language provides sample language that can be adapted for Club use. All policies should be reviewed and approved by Club leadership, the Board of Directors, and/or an attorney prior to implementing.

The Boys & Girls Club of the Altamaha Area 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 youth and staff and volunteers, including board members.

Staff** shall NOT

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Staff** shall

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency situation arises.

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

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

**This policy is written with staff in mind. Organizations are encouraged to adapt to include volunteers and board members and/or put in place additional policies for these groups as needed.

For more information, visit [BGCA.net/ChildSafety](https://www.bgca.net/ChildSafety)

Updated: December 2021

I. What exactly is one-on-one contact?

a. One-on-one contact is defined as any **private** contact or communication (including electronic communication) between a member under the age of 18 and an adult, including staff, volunteers, board members, and others that may come in contact with members during regular programming and activities.

i.. What is **private** contact/communication? Private contact is any communication, in person or virtual, that is between one youth member and one adult that takes place in a secluded area, is not in plain sight, and/or is done without knowledge of others. Private places can include, but are not limited to vehicles, rooms without visibility to others, private homes, hotel rooms, etc. Examples of private contact include, but are not limited to:

1. Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
2. One staff member transporting one member in a vehicle.
3. Electronic communications (text, video, social media, etc.) between one member and one adult.

ii. What is **public** contact/communication? Public contact 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 2 members, and variations of this combination.

Examples of public contact include, but are not limited to:

1. Meeting in plain sight of others (i.e. in a quiet corner of an active games room)
2. Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
3. Electronic communications (text, video, social media, etc.) between multiple members and adults (i.e. group chats).
4. Public places can include, but are not limited to buses, airports, shopping malls, restaurants, schools, etc.

II. How will this policy affect mentoring programs?

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

- i. 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 but not heard.
- ii. Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- iii. Scheduling meetings during Club hours and at the Club site.
- iv. Documenting interactions between mentors and youth.

III. How does this affect travelling to external and/or off-site events and activities?

a. 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.

b. 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 3 people (2 staff and one member or one staff and 2 members) are together when traveling. As an alternative, public transportation may be used (i.e. taxi, Uber, bus, train, air, etc.). If this arrangement presents staffing or budget challenges, consider the following:

- i. Inviting parents or guardians to attend and/or chaperone their child.
- ii. Including additional youth (i.e. Junior Youth of the Year) and/or staff in travel plans.
- iii. Coordinating with other Clubhouses or nearby Organizations to travel together.
- iv. Travelling with additional staff or members.

- c. Parents and guardians should also provide written consent in each instance a member travels to any off-site event.
- d. Similar practices should be in place when coordinating field trips for multiple staff and members.

IV. What if I partner with a local mentoring organization in my community?

- a. If you partner with a local mentoring organization, such as Big Brothers Big Sisters, all efforts should be made to ensure mentors abide by Club policies, including background check requirements.
- b. External mentors should agree to and abide by all Club safety policies and procedures.
- c. A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member and is clearly communicated to parents or guardians.
- d. Documentation should be maintained on each mentoring interaction.

V. How does this policy affect transportation to and from my Clubhouse?

- a. When transporting members to and/or from a Club sponsored event or activity, single members should not be transported alone with one staff person.
- b. Consider the following to accommodate single children:
 - i. Modify bus or van routes so single children aren't picked up first or dropped off last.
 - ii. Use a bus aide if available.
 - iii. Pick up and drop off children in groups.
 - iv. Modify staff schedules to ensure multiple staff are present.

VI. Are there exceptions to this policy?

- a. Exceptions can be made when delivering medical or counseling services by a licensed, trained therapist or similar professional (i.e., counselors, social workers).
- b. Exceptions can be made when the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership. All instances of exceptions should be communicated with Club leadership and documented. If medical care is given, Clubs should reference [HIPAA](#) for state-specific guidance.
- c. In emergency situations, which could create a safety risk, exceptions can be made, i.e., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk.
- d. Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including, but not limited to:
 - i. Disclosing the meeting to Club leadership and regularly checking-in with the member and adult during conversations.
 - ii. Placing time limits on conversations.
 - iii. Meeting in rooms with clear sight lines (i.e. rooms with windows, glass doors).
 - iv. Documenting the interaction.
 - v. Disclosing the emergency situation to another staff member.

Sexual Abuse Prevention Policy

The Boys & Girls Club of the Altamaha Area 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 Boys & Girls Club of the Altamaha Area Code of Conduct or Employee Handbook.

Unless authorized in advance by the CEO or Unit Director, 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.

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 written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

For additional resources, visit www.bgca.net/childsafety.

Technology Acceptable Use Policy

Technology Acceptable Use

Boys & Girls Clubs of the Altamaha Area 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 will be 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.

Monitoring and inspection: Boys & Girls Clubs of the Altamaha Area reserves the right to monitor, inspect, copy and review any personally owned device that is brought to the Club. 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. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the 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.

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;
- 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.

Monitoring and inspection: Boys & Girls Clubs of the Altamaha Area reserves the right to monitor, inspect, copy and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of the Altamaha Area reserves the right to inspect and/or review personally owned devices that are brought to the Club.

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.

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. Boys & Girls Clubs of the Altamaha Area 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.

Loss and damage: Members are responsible for keeping the personal device with them at all times. 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 Boys & Girls Clubs of the Altamaha Area 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 particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of the Altamaha Area 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 Boys & Girls Clubs of the Altamaha Area 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 online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Altamaha Area 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.

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 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 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 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 technology resources. Staff bear the burden of responsibility to ask their supervisor when they aren't 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.

Monitoring and inspection: Boys & Girls Clubs of the Altamaha Area 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 disciplinary action up to and including termination

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the 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.

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.
- 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 wellbeing 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.

Monitoring and inspection: Boys & Girls Clubs of the Altamaha Area 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 be subject to disciplinary action up to and including termination.

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. Boys & Girls Clubs of the Altamaha Area 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.

Loss and damage: Staff are responsible for keeping devices with them at all times. 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.

Drug & Alcohol Policy & Guidance

The Boys & Girls Clubs of the Altamaha Area 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, which is criminalized as a Schedule I narcotic at the federal level, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Clubs of the Altamaha Area has a duty to comply with the requirement 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 using illegal or unauthorized drugs.
- 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 are prohibited from reporting to work or working when the employee uses any drugs, except 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 a legal drug which potentially affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees must notify their supervisor and/or Club leadership, within five (5) days of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

The Boys & Girls Clubs of the Altamaha Area further 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.

******This policy is written with staff in mind. Organizations are encouraged to adapt to include volunteers and board members and/or put in place additional policies for these groups as needed.

For more information visit BGCA.net/ChildSafety

Supervision Policy

Club activities should be under continuous supervision by an appropriate adult and should maintain reasonable ratios when supervising youth. The ratio should be based on an organization's experience, common practices in the community, and/or standards set by Club leadership.

Recommended Ratios*

Type	Adults	Youth
Instructional	1	15
Group Clubs	1	15
Teams	1	15
Day Camp	1	15
Day Trips	1	15

*Organizations operating childcare centers or similar businesses should abide by ratios set by local agencies and/or authorities.

Boys & Girls Club the Altamaha Area is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times.

Staff shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.

Staff shall:

- Abide by the Organization's one-on-one contact policy.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Maintain proper ratios at all times.
- Be trained on appropriate supervision tactics and behavior patterns.
- Ensure all youth volunteers are supervised by an adult staff member.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

**This policy is written with staff in mind. Organizations are encouraged to adapt to include volunteers and board members and/or put in place additional policies for these groups as needed.

For more information visit BGCA.net/ChildSafety

Updated: December 14, 2017

The Boys & Girls Club of Altamaha Area is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

Staff shall not:

- Transport Club members in personal vehicles.
- Transport one member at a time.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

Staff shall:

- Only transport members in official Club vehicles
- Ensure at least three individuals are present when transporting members
- Abide by the one-on-one policy when transporting members.
- Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities

Drivers shall:

- Keep a log of all youth who are picked-up and dropped off.
- Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times and locations.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

**This policy is written with staff in mind. Organizations are encouraged to adapt to include volunteers and board members and/or put in place additional policies for these groups as needed.

For more information visit BGCA.net/ChildSafety

Transportation Policy

The Boys & Girls Clubs of the Altamaha Area currently provides transportation of members to the Club site in a CDL bus, 15 passenger van and bus.

The Boys & Girls Clubs of the Altamaha Area is committed to providing a safe environment and if transportation is required, will enforce the following transportation policy for members, staff, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in approved Club vehicles approved by Club leadership.

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 Clubhouse and Club related activities.
- Must confirm that no children are left on 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 Clubhouse or to and from Club-related activities.
- Must only transport members in official approved vehicles.
- 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 vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

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.
- 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 that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- 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

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, with at least two 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 member 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” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

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.
- Staff shall immediately inform Club leadership if a staff member, volunteer or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination

Incident Reporting

During training, staff are training on incident reporting protocol. The Unit Director will go over this protocol once a month after hiring to keep staff up to code on protocol and their vital roles on reporting. All staff are certified mandated reporters and understand the meaning of this. Below are steps on reporting incidents:

- All eyes and ears on Club members at all times.

- If staff see or hear an incident occur with Club members, they will look to their employee handbook on protocol to take per particular incident if they are unsure.

- If Incident occurs that staff can deliver a verbal warning to stop the incident, a warning slip will need to be documented. If the behavioral incident occurs again, a behavioral report will be documented and sent with Club member(s) to the front office. The Unit Director will take appropriate steps in the behavioral protocol in member application.

- If the incident is RED zone, meaning physical or sexual violations that staff cannot deescalate of the BGC code of conduct, staff is to report immediately over the communication system for Unit Director or Executive Director to their classroom.

Reporting critical incidents must be reported to the local authorities, child protective services and to the BGCAA headquarters within 24 hours after the incident occurs

Child Abuse Prevention Policy

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

Boys & Girls Clubs of the Altamaha Area 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: Boys & Girls Clubs (local name) 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, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

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 Boys & Girls Clubs (local name) who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

REQUIRED TRAINING

Boys & Girls Clubs (local name) 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:

Revised 11/1/2022 BGCAA Policy

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Annually:

- All the policies, including all safety policies, for Boys & Girls Clubs (local name)

PHYSICAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs (local name) is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate

- Side hugs
- Handshakes
- High-fives and hand slapping
- Holding hands (with young children in escorting situations)

Inappropriate:

- 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 Boys & Girls Clubs (local name) is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate

- Positive reinforcement
- Child-appropriate jokes (no adult content)
- Encouragement
- Praise

Inappropriate:

- 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

ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs Altamaha Area prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line 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.

How to Respond

If a child discloses abuse, it is critical to stay calm, listen carefully, and never blame the child. Thank the child for telling you and reassure him or her of your support.

Some key actions/steps to take immediately if a child discloses abuse:

- Listen actively and avoid criticizing, second-guessing, or shaming the youth confiding in you. Do not interview the youth.
- Remain calm and supportive if a young person withdraws from telling, and offer anonymous sources of support, such as a helpline or hotline by phone, text or live chat. (we don't want to pressure youth and

should instead reinforce that you and other adults care about their safety and will be there to listen when they are ready to talk more).

- Try not to focus on any mistakes or misjudgments you think may have put them at risk.
- Be clear about the limits of confidentiality by letting the member know what information you may be required to share with authorities; do not make promises that you are unable to keep.

Limit questioning to only the following four questions if the child has not already provided you with the information:

- What happened?
- When did it happen?
- Where did it happen?
- Who did it?

If the relationship of the abuser is unclear, the following question can also be asked:

- How do you know them? After providing an immediate supportive response, it is imperative that the staff member who received the disclosure follow state mandated reporting laws. Oftentimes this means reporting to a supervisor, as well as the appropriate authorities. Boys & Girls Club staff are not responsible for investigating or proving the truth about the allegation of sexual abuse. Staff have two roles: to report and to support.

Report: According to each state's reporting laws, Club staff are mandated to report disclosures or **reasonable suspicions** of child sexual abuse to Child Protective Services (CPS). Clubs should have procedures in place to help with this reporting. Failure to report can have serious consequences for staff and the Club. If you believe the child is in immediate danger or needs medical attention, call your local law enforcement or 911.

Support: Provide practical and emotional support to children who disclose sexual abuse. Children should be able to continue to attend the Club as comfortably as possible. This may require the child, parents, and Club personnel discussing together how to create a safe environment that is devoid of questioning or judgment. It may be helpful to connect youth to additional assistance. When you are working with a young person who has been hurt, social workers, youth victim advocates, children's advocacy centers and specialized police and child protection agencies are available to guide professionals through how to ensure safety planning takes place.

Suggested Responses to Disclosures of Abuse

<u>Suggested Responses to Disclosures of Abuse</u>	
Helpful Things to Say	Things to Avoid Saying
There are certain types of situations where we'll have to get help from someone else.	You know I have to call the police and the person who did this will go to jail.
The most important part of my job is helping kids to be safe and sometimes I need to get help from other people who know about teen rights.	You owe it to other kids to report this person to keep others from being abused, too.
I'm glad we're talking about this.	Why didn't you tell? or Why did you...? ("Why" questions often imply blame.)
There are people who can help with this.	What happened to you is disgusting. It makes me sick.
You have a right to feel safe.	I promise you won't be taken from your home.

You have a right to feel better and there are people who can help.	You'll have to go to therapy.
We (The Club) will be here to support you.	I know how you feel, I was abused too...

Resources:

- [US Department of Health and Human Services Mandated Reporting](#)
- [National Child Traumatic Stress Network Child Abuse Resources](#)
- [National Child Advocacy Centers and Child Advocacy Center Lookup](#)
- [National Child Abuse Hotline](#)

For additional resources, visit www.bgca.net/childsafety.

Workplace Harassment

Boys & Girls Clubs of the Altamaha Area is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Boys & Girls Clubs of the Altamaha Area commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Boys & Girls Clubs of the Altamaha Area. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy

Boys & Girls Clubs of Altamaha Area policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Boys & Girls Clubs of Altamaha Area. In the remainder of this document, the term employees refers to this collective group.

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Boys & Girls Clubs of the Altamaha Area will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Boys & Girls Clubs of the Altamaha Area who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or CEO/COO/CVO. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Boys & Girls Clubs of the Altamaha Area to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Boys & Girls Clubs of the Altamaha Area will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Boys & Girls Clubs of the Altamaha Area will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees are encouraged to report any harassment or behaviors that violate this policy. Boys & Girls Clubs of the Altamaha Area will provide all employees a complaint form for employees to report harassment and file complaints.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the CEO.

This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is 'Sexual Harassment'?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called quid pro quo harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

Employees may be subject to discipline for retaliating against others.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The State Human Rights Law protects any individual who has engaged in protected activity. Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility.

Boys & Girls Clubs of the Altamaha Area cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or CEO/COO/CVO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or CEO/COO/CVO.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to CEO/COO/CVO.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Boys & Girls Clubs of the Altamaha Area will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Supervisor will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the 'Complaint Form' in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Boys & Girls Clubs of Altamaha Area but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Boys & Girls Clubs of the Altamaha Area employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

BACKGROUND CHECK POLICY

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

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

- (a) verify the person's identity and legal aliases through verification of a social security number,
- (b) provide a national Sex Offender Registry search,
- (c) provide a comprehensive criminal search which includes a national search,
- (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety), and
- (e) include here any additional background check criteria required by your organizational policies, funding, or licensing agencies or required in your 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 (12) months.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Clubs of the Altamaha Area that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered, on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:

1. murder,
2. child abuse,
3. a crime against children, including child pornography,
4. domestic violence,
5. abduction or human trafficking,
6. a crime involving rape or sexual assault,
7. arson,
8. weapons, or
9. physical assault or battery,

- (e) has been convicted of a drug-related offense committed within the last five years, or

(f) include here any additional hiring exclusions required by your organizational policies, funding, or licensing agencies or required in your jurisdiction.

(g) Has been convicted of any misdemeanor or felony against children, including child pornography.

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

Reference Check Policy

Practices and procedures used by The Boys & Girls Clubs of the Altamaha Area to obtain reference checks include:

- For candidates for employment, asking for at least three work-related references.
- For candidates for voluntary service, asking for references from other organizations that the candidate has served as a volunteer or asking for at least three personal references. Personal reference should be from individuals that are not related to the applicant, but that have known the applicant for some time.
- Ensuring that candidates provide written authorization to: certify that the information included in employment and volunteer applications is true and accurate; that the organization has the candidate's permission to verify the information included in the employment or volunteer application; and that the candidate acknowledges and agrees to waive any and all claims s/he may have relating to the reference check.
- Attempting to obtain references in writing.
- Contacting all names provided as references. If the names provided by the candidate are not appropriate, seeking to obtain additional references based on past employment and voluntary experience listed in applications.
- Establishing a written procedure for when references will be checked, who will conduct the reference checks, and what kinds of documentation will be kept.
- Documenting the information gathered during the reference checks, including: o The date and time of the call (if over the phone); o The name and position of the reference; o The relationship between the candidate and reference; and, o The opinion of the reference.
- Not discussing information that would be unlawful to use in the screening process, such as the candidate's race, sex, or questions that are related to the candidate's health or disability, among others.
- Verifying general letters of reference.
- Using questions specific to position types, but using standard forms for reference checks.
- Verifying information listed on candidates' applications.

Practices and procedures used by Clubs to provide references to other organizations include:

- Only responding to reference requests that have been made in writing.
- Defining who in the organization has the authority to provide references.
- Prohibiting the mention of anything about the physical characteristics or personal life of the candidate. 2
- Verifying the identity of the person requesting the reference and making sure that there is a legitimate reason for the request.
- Responding to all requests in writing, if possible, and keeping a copy of the written response.
- Including only objective, job- or volunteer-related information and double checking for accuracy.

- Responding to specific questions about specific work-related information only. Not making predictions about the candidates' future performance.
- When giving a reference, telling the truth and not exaggerating. Providing information that is factual, verifiable, and accurate.
- Providing references only if employees have signed a release form authorizing you to give out information about their employment or voluntary service with your organization.
- Following the organization's policies and guidelines for providing information about past and present employees or volunteers.

Practices and procedures for obtaining and providing references for individuals with prior affiliation with another Boys & Girls Club.

- If hiring or soliciting volunteers, contact the referenced Boys & Girls Club(s) and ask the candidate's eligibility for rehire/volunteering.
- If you are contacted by another Boys & Girls Club regarding a candidate, share whether the candidate is eligible for rehire/volunteering.

Minor Employee Policy

The Boys & Girls Clubs of the Altamaha Area are committed to providing a safe environment for youth workers. As part of that commitment, the organization implements policies, procedures and training for the protection of youth workers.

The federal child labor provisions authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities. When it comes to the legal aspects of managing youth workers, Boys & Girls Clubs of the Altamaha Area always follows the stricter law or regulation if more than one applies (e.g., state, federal, Tribal, local, or international).

The minimum age at which we will hire employees is 15. All staff hired under the age of 18 and are official employees of the Club; not participating in a job-readiness program through the club.

All minor employees are allowed to work according to the child labor work hour restrictions:

Minors 16 and 17 years of age have no state or federal law work hour restrictions.

No minor under 16 years of age shall be permitted to work during the hours when public or private schools are in session unless said minor has completed senior high school or has been excused from attendance in school by a county or independent school system board of education in accordance with the general policies and regulations promulgated by the State Board of Education.

Federal Work Hour Restrictions

Minors 14 and 15 years of age can work:

- 3 hours on a school day
- 8 hours on a nonschool day
- 18 hours in a school week
- 40 hours in a nonschool week

Minors 14 and 15 years of age may:

- Not work before 7:00 a.m.
- Not work after 7:00 p.m. (extended to 9:00 p.m. June 1 through Labor Day)
- Not work during normal school hours

Minors 14 or 15 years of age who do not attend school (home schooled, married, excused from school, etc.) are subject to the above restrictions. They MAY NOT WORK DURING THE HOURS THE LOCAL SCHOOL SYSTEM IS IN SESSION.

Employers subject to the [Fair Labor Standards Act \(FLSA\)](#) must adhere to the federal restrictions.

Employers may call one of these offices of the [U.S. Department of Labor \(USDOL\) Wage and Hour Division](#) for information on federal laws and to find out if they are subject to the FLSA.

- 678-237-0521 in Atlanta
- 912-652-4221 in Savannah

For more information on state laws contact the GDOL Child Labor section at 1-877-709-8185.

There are 3 categories of youth workers as they relate to general Department of Labor guidance, Movement membership requirements/foundational policies and BGCA safety recommendations. The 3 categories of youth workers are: Minor Employees, Work-Bases Learning Program Participant & Non-Member Youth Volunteer

All employees under the age of 18 are under the category of Minor Employee, and will comply with all Tribal, state and federal child labor laws.

Minor employees are salaried or waged employees, meeting the minimum wage requirements.

Minor Employees must complete all staff training and professional development required for Boys & Girls Club Member Organizations, in addition to mandatory safety training for minor employees.