

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB
OF JEFFERSON CITY**

Safety Policies Appendix

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Supervision & Interaction with Members

STAFF TO YOUTH RATIO REQUIREMENTS

When youth are present, there must be at least two staff present. Site coordinators will ensure compliance by creating staff schedules to reflect this policy. The Directors of Operations and Site Coordinator will have a contingency plan in place in the event that one of the scheduled staff is unavailable. Contingency plans may include but are not limited to utilizing staff from another site or using trained administrative staff or other staff that can fill in when additional staff is needed.

There shall be no more than 16 children for every staff member.

The Club shall maintain appropriate ratios and supervision at all times. The site supervisor ensures that procedures are followed.

Supervision When Staff Are Using the Restroom

The site coordinator will supervise youth when staff members need to use the restroom.

Supervision When Youth Are On the Playground

Staff shall actively supervise youth while on the playground. Staff will set clear boundaries and expectations. During structured playground time staff will actively lead a game or activity. During unstructured playground time staff will remain on their feet and actively walk through the playground area. Staff will quickly intervene if youth are engaging in unsafe behavior on the playground.

Supervision during Off-Site Activities

Staff shall provide active supervision during all off-site activities. Staff to youth ratios must be maintained during off-site activities. During off-site activities staff will establish boundaries and ensure that youth stay within boundaries. Staff will require youth to use the buddy system. Staff will maintain visual and audio contact with youth during all off-site activities. Off-site activities will be planned with youth ages and ability levels in mind. A first aid kit must be taken on all off-site activities. At least one off-site staff must be CPR certified. All youth must wear “Field Trip Stickers” (or other BGC identifier) on their shirts during field trips.

Off-Site Swimming Activities

If youth participate in off-site swimming activities they will be required to use a bracelet for identification. Staff must remain at the poolside or in the pool with the children during all swimming activities. Staff must maintain audio and visual contact with all youth that they are supervising.

RESTROOM USAGE

Boys & Girls Clubs (local name) 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.
- Club 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:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- 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.

ACCOUNTING FOR EACH CHILD'S ATTENDANCE AND WHEREABOUTS

ATTENDANCE TRACKING

Attendance is tracked using a sign in/out sheet. Parents are required to sign members out (unless the child is a walker or we are transporting them home, in that case, the staff will sign them out).

RELEASING MEMBERS TO AUTHORIZED INDIVIDUALS ONLY

Enrollment forms include a section where parents/guardians can list those individuals authorized to pick up their child(ren). When a member leaves the facility, the front desk clerk will ensure that members do not leave with anyone who is not on the authorized pickup list. If the clerk does not recognize the person picking up the member the clerk should compare the ID of the person against the authorized pickup list. The front desk clerk should check ID of every person that picks up a child unless the following are true:

- The clerk recognizes the person picking up the member
- The clerk knows the name of the person picking up the member
- The clerk is 100% positive that the person picking up the member is on the authorized pickup list for that member

The front desk clerk should greet every single person that enters the Club. If the clerk does not know the person by name, the clerk should find out the name of the person and the reason they are at the facility.

INTERACTION WITH CLUB MEMBERS

GENERAL GUIDELINES FOR BEHAVIOR

The following are general guidelines to Club employees, which will help to win and sustain the confidence and respect toward employees and will tend to minimize misconduct by Club members.

Planning and Program

- Bear in mind that misbehavior is seldom willful. There is usually cause, and it may be the employee, the activity, or some other influence outside the Club member's control.
- Check program and facilities constantly. Study and listen to suggestions and complaints that Club members may express.
- Be sincere in the Club's work. Set a good example.
- Members that do not wish to participate in planned activity will be allowed to sit/stand in a designated area. Do not allow members not participating to wander off.

Relationships

- Know as many Club members by name as possible. In addition, know something about him/her.
- Be friendly. Always show interest in what individual Club members are doing, what progress they are making in the Club, their hobbies and other activities in which they are participating.
- Commend good qualities and actions.
- Try to be constructive, not repressive, in all dealings with Club members.
- Remember that a sense of humor is extremely valuable.
- Maintain poise at all times. Keep your temper under control.
- Look for the good qualities...all Club members have them.
- Try to see Club member's side of the question.
- Develop the respect and the confidence of Club members.
- Treat all Club members in an equal manner – avoid preferential treatment.
- At least two staff members should be in the facilities, when children are present
- Staff should not sit on couches with kids or any pieces of furniture or equipment.

Discipline

- Focus on positive behavior, and use incentives for correct choices and actions
- When necessary, be firm. At all times, be fair.
- Never strike a Club member.
- Avoid judging misconduct solely on how much it annoys you.
- Avoid taking personal feelings and prejudices out on Club members.
- Be consistent in dealing with Club members.
- Resist picking on every little thing a Club member does. Sometimes it is wiser to overlook some things.
- Follow up on all cases that have been disciplined.
- Use of inappropriate language by anyone shall not be tolerated.
- Consult the Social Worker to assist with discipline/behavior issues



MEMBER DISCIPLINE POLICY

Level A (handled at Site level)

Level B (involve Director)

Level C (involve Director of Ops and Chief Executive Officer)

Discipline must be consistent, firm and fair if we are to provide a safe and valuable program for members. Staff should make every effort to resolve behavior issues of individual Club members, between members, and as a group before involving supervising staff.

LEVEL A

A1. Redirect/Positive Discipline

The large majority of discipline problems can be handled using positive discipline. The majority of Club members will never experience any discipline besides positive discipline techniques. Club staff should focus on positive discipline. Above all, staff should recognize the positive actions of members in their class. When discipline is required, there are many positive discipline techniques; at the Club we focus on 5 positive strategies:

- **Positive Language:** For many first time offenses and minor infractions Club staff may use positive phrases like “we sit on couches” rather than “stop standing on the couch”. Or “We use appropriate language at the Club” rather than “Swearing is bad”.
- **Incompatible Alternative Principle** – Offer misbehaving members an alternative that makes their negative behavior become impossible. If a student is not participating a staff might say “Why don’t you come help me by holding this picture.” Or a staff might ask the student, “What color paper should we use for the activity? Yellow or blue?”
- **If/then statements** – To a member who wants to grab a snack before following directions a staff might say, “Once you have washed your hands and are sitting quietly in your chair, you may have snack.” Or to the member who wants to play a game before finishing her assignment a staff might say, “When you are done with your assignment, you may play one of these games.”
- **Benefit of the doubt** – To a member who jumps over the back of the couch a staff might respond by saying, “I know that you didn’t intend to harm the Club furniture and I’m sure you didn’t know that jumping on the couch that way could eventually cause it to tear.” Or to the member who is swinging a jump rope around in the gym a staff might intervene by saying, “You are such a nice person that I’m sure you wouldn’t want to accidentally harm one of your friends by swinging the jump rope like that.”
- **On their time table** – To the members who continues to play a game after cleanup-time a staff might say, “For each minute you choose to keep the class waiting, you will have to sit out five minutes of your favorite gym activity.” Or to the member who is being belligerent and saying that fighting is

acceptable, a staff might respond, “You and I both know that fighting is not acceptable. When you are ready to talk reasonably I will be happy to talk to you. In the meantime, you may sit here while I go work on my project.”

A2. Return and Restitute

In certain instances the best discipline is for the member to participate in a positive behavior contrary to the negative infraction. For example, use the return and restitution when members litter. This means that the member must return and properly dispose of the trash that was dropped. In certain situation, staff might even require more restitution than the original infraction caused.

A3. Chill Time/Time Out on the bench

Time outs can be used to reinforce previous discipline efforts. It can be an effective way to remove the member from the situation that is causing trouble. Time outs can have set time limits imposed by staff or they can be a time for members to chill out.

Time out guidelines for discipline purposes:

1. If staff assigns the time, 1 minute for each developmental year;
2. Boring location;
3. If staff sets time a watch should be used to measure so that discipline is fair;
4. Resist urge to lecture members, just send them to time out. They should already know why they are getting a time out;
5. Delays in member’s response should cause additional minutes of time out. “You have 10 seconds to go to timeout otherwise you will get an additional minute.”
6. Once a member has fulfilled the staff assigned time out, the staff member might say, “ok, your time out is over, when you feel ready you may come back and join the activity.”

Time out Guidelines with a chill out purpose:

Sometimes a staff may see that a member is getting angry because they are losing at a game. In these cases a staff may intervene before the problem escalates by using an if/then statement; “Why don’t you sit here and relax. Once you feel that you have your emotions under control then you are welcome to join back in.” These time outs are usually preventative and are intended to solve a problem before it occurs.

LEVEL B

B1. Loss of Privileges

Loss of privilege discipline is used to reinforce rules. If a member is slamming the keyboard of a computer a staff member may choose to remove computer privileges for a time. Loss of privilege may also be used as a consequence for unrelated negative behavior. If a member continually disrespects Club staff, the staff member may choose to take away part of free time privileges.

Note: snack and meal privileges may not be taken away from members.

--Any discipline after B1 should involve the Social Worker and Chief Operating Officer. Anything B1 and earlier should generally not involve the Chief Operating Officer but staff is encouraged to seek guidance from the Social Worker for any and all discipline actions --

B2 - B3. Suspension

Certain behaviors result in a Club member being suspended for 1-6 days. Suspension is used to teach members that they are not welcome at the Club if they participate in certain behaviors. The Chief Operating Officer and the Social Worker are the only persons authorized to give suspensions. Parents should be informed when a Club member is suspended. The Chief Operating Officer, the Social Worker and the parent should have a conversation that details why the member is being suspended, all previous discipline efforts (if applicable) the length of the suspension, and expectations when the member returns. All suspended members should be encouraged to come back and they should be welcomed back once the suspension is over.

B4. Incident Report

Incident reports should be used to document the following:

Serious problems – this includes repeated offenses, fights, drugs, weapons, accidents, and other issues that require investigation. The site coordinator is responsible for all incident reports though s/he may involve the staff in obtaining facts. If during an incident investigation, it is found that a staff member was negligent

Discipline history – This includes small infractions that have not been corrected through positive discipline techniques. (i.e. a member who is habitually out of their class)

Accidents – Accidents that cause serious harm to a member or staff member

LEVEL C

C1. Parent/Guardian Conference

A parent conference may be necessary in severe discipline instances. The Chief Operating Officer, Social Worker, parent, and member should all participate in the conference. Parents should be provided with the history of the behavior and parents should be made aware of the consequences if the member repeats the behavior.

C3 Long Term Suspension

Extreme situations that put other Club members or staff in physical harm may require long-term (1 month +) suspension from the Club. The Chief Operating Officer should consult with the Social Worker and Chief Executive Officer before giving a long-term suspension.

C4 Stipulation before re-entering the Club

Certain behavior or habits may require that the member undergo therapy or counseling prior to re-entry into the Club. The Chief Operating Officer should consult the Social Worker for stipulation re-entry issues.

C5. Call Police

Police enforcement may be used in extreme situation to teach member or to arrest them for serious behavior.

C6. Permanent Expulsion

A habitual behavior problem or serious behavior infractions may result in permanent expulsion from the Club. Chief Operating Officer should consult the Social Worker and Chief Executive Officer regarding permanent expulsion.

C7. Accusation of incident between a member and staff

If an incident occurs where a staff member's behavior is brought into question such as a member accuses a staff member of harming them or acting inappropriately or if another staff member witnesses a violation of the Child Safety Policy, the staff member must report it to the Chief Executive Officer immediately. The employee will be immediately placed on administrative leave pending an investigation. In this instance, all communication between BGC and parents, schools, media, etc. will come from the Chief Executive Officer.

Emergency Preparedness & Member Health

All Boys & Girls Club staff members are required to be CPR/First Aid trained. This training is provided by a certified Red Cross trainer. Emergency manuals, First Aid Kits and emergency phone numbers are located in each room.

The Club has basic emergency procedures covering major traumatic events. Included in this plan are child abuse/neglect and molested Club members; natural disasters; fires/explosions/bomb threats; missing Club members; transportation/accidents; weapons and violent behavior; contagious disease and conditions; and HIV/AIDS.

These emergency procedures shall serve as guidelines for prevention of and response to emergency situations. Club employees are advised to follow them as closely as possible. On occasion, circumstances may warrant variance from these guidelines as reasonably necessary in the judgment of the employee. All Club employees shall receive crisis management information/training as specified by the administrative staff.

In the event of emergency requiring law enforcement, fire, or medical response, Club employees shall call 911. In all emergency situations, **Club employees shall make no statements to reporters, insurance investigators, etc. All questions shall be referred to the Chief Executive Officer.**

ALL SITES WILL KEEP AN UPDATED EMERGENCY PLAN BOOK ON SITE WITH A QUARTERLY UPDATED EMERGENCY CONTACT LIST ATTACHED. The contents of the Emergency Plan Book follows the requirements of the State of Missouri Section for Child Care licensing and includes detailed instructions regarding emergency response.

HEALTH AND SAFETY OF CLUB MEMBERS

Club employees shall be responsible for the health and safety of Club members participating in program areas. In case of an accident, the Site Coordinator shall be contacted immediately. Upon approval of the Site Coordinator, parent(s) shall be notified. If a parent is not available, the Site Coordinator shall be contacted in regard to calling an ambulance. An accident report must be completed and filed with the Chief Operating Officer within 24 hours. The Site Coordinator shall make a follow-up contact with the parent(s) and give a report to the Chief Operating Officer on the next working day.

Club program staff shall make reasonable efforts to avoid Club members being left unattended at the Club after closing. At the discretion of program staff, law enforcement officials may be contacted for necessary safekeeping, supervision, or transportation of a member.

PRECAUTIONS AND PROCEDURES

Current medical information suggests that any Club employees, who are responsible for cleaning facilities and equipment, protect themselves from all communicable diseases, by following these standard procedures. The procedures include:

- Club members and employees shall wash hands as a routine practice. A washing with soap after handling body fluids is essential.
- Blood and/or body fluid spills shall routinely be handled by using a barrier such as disposable gloves, paper towels and plastic garbage receptacles. Soiled surfaces shall be promptly cleaned with disinfectants,

such as household bleach, diluted 1:10 (one-part bleach to ten-part water). Club employees involved in such cleaning shall avoid exposure to open skin lesions or mucous membranes by the blood or body fluids. Cleaning implements such as mop heads shall be cleaned thoroughly after cleaning blood and/or body fluid spills. Implements shall be cleaned with detergent in hot water of 160 degrees Fahrenheit, rinsed, soaked in 1:10 bleach— to—water solution, and rinsed again.

- Any garbage containing blood or body fluids shall be placed in a plastic bag, securely fastened and disposed of properly.
- Club employees involved in the cleaning of facilities in which blood and/or body fluid spills occur shall wear disposable gloves and shall follow routine hand-washing procedures.

POLICY ON SICK CHILDREN

If a member has a contagious disease, virus, or infection the member may not attend the program. The member is determined to be too sick to attend the program if any of the following conditions exist:

- Fever above 98 degrees
- Vomiting or diarrhea
- Visible sickness including pink eye, ringworm, chicken pox, etc.
- If the child is not well enough to participate in the regular activities and programs that are being offered

If a member becomes sick after arriving at the Boys & Girls Club, parents will be notified and the member must be picked up by an authorized adult.

CONTAGIOUS DISEASE AND CONDITION

A Club member or employee with any of the following conditions shall be sent home for proper treatment and recovery. The parents/guardians of the member shall be contacted to pick up the member. The member or employee may return only with proof of the prescribed treatment and recovery.

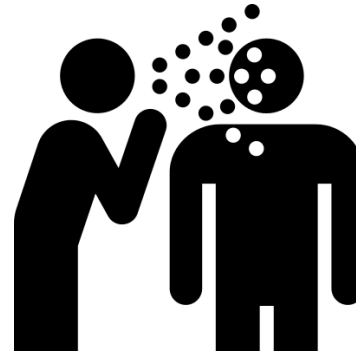
- Open sores or lesions — treatment for infectious conditions have been followed.
- Temperature greater than 100.4 - must be free from fever for 24 hours.
- Illness prior to coming to the Club - must be reasonably recovered.
- Vomiting and/or diarrhea - symptoms have subsided or disappeared.
- Head lice - treatment with recommended product and removal of nits.

Parents/guardians of Club members shall be requested to notify the Club if a member has exposed other members and/or employees to communicable diseases such as Measles, Rubella, Chickenpox, Meningitis, or Hepatitis A. The same shall hold true for any member or employee who exhibits signs of tuberculosis and/or has a positive PPD (tuberculin **skin test**)

INFECTION CONTROL

All staff shall wash their hands thoroughly with liquid soap and warm running water at the following times:

- Before handling or preparing food;
- Before eating meals and snacks or feeding members;
- After using the toilet;
- After coming into contact with body fluids;
- After playing with or handling animals;
- After cleaning or taking out garbage.



thoroughly

The staff members shall ensure that members wash their hands with liquid soap and warm running water at the following times:

- Before eating meals and snacks;
- After using the toilet;
- After coming into contact with body fluids;
- After playing with animals.

Only single use towels from a covered dispenser or an electric hand-drying device may be used to dry hands.

The provider shall post hand-washing procedures at the hand washing station, and they shall be followed. Staff members shall teach members proper hand washing techniques and shall oversee hand washing whenever possible.

Personal hygiene items such as toothbrushes, or combs and hair accessories that are not sanitized between each use, shall not be shared by members or used by staff on more than one child, and shall be stored so that they do not touch each other.

The provider shall clean and sanitize all washable toys and materials weekly, or more often if necessary. Stuffed animals, cloth dolls, and dress-up clothes must be machine washable. The staff shall wash stuffed animals, cloth dolls, dress-up clothes, and pillows or covers weekly.

MISSING CLUB MEMBER

Policy Statement

A Club member shall be considered missing if he/she misses taking the program van/bus to the Club; leaves the Club without parent permission; does not return to the group at the end of a field trip or outing; leaves a Club without program staff permission or does not reach his/her destination within an expected time period after leaving the Club.

Preventive Action

It shall be the responsibility of parents/guardians to instruct Club members to stay at the Club until they are picked up or are scheduled to go home. Program staff shall notify parents/guardians of this responsibility.

Club members shall be informed of Club procedures through New Member Orientation and regularly scheduled assemblies.

Club program staff shall be trained in group supervision techniques. In addition, the following precautions shall be taken.



On walking trips:

- If there are two Club staff, they shall place themselves in front and in back of the group.
- If there is one Club staff, he/she shall place him/herself at the back of the group, instructing the group to stop at each intersection.
- Club staff shall take attendance before departing and before returning on field trips.

On bus trips:

- Club staff shall take attendance after Club members enter the bus, before departing, and before returning.
- If Club members are allowed to leave the adult supervisor, they shall be given explicit instructions on when and where to meet.
- One staff will sit at the front of the bus while another staff member will be positioned at the back of the bus. In instances with more than two staff, staff members will not sit together but rather sit throughout the bus for optimum supervision.

Response to Emergency

If a Club member is missing, Club employees shall use these guidelines:

- While providing adequate supervision for other Club members, search for the Club member.
- On a field trip or outing, if the Club member is not found within one half-hour after the designated time of departure, the Club administrative staff and parent shall be notified.
- Parental assistance shall be requested.
- Assist the parent in filing a missing person report.
- Ask the parent to call the Club when the Club member is found.

Incident Response:

The Chief Executive Officer or designee has the authority and responsibility on Club property, to restrict movement, remove from the Club grounds or direct all members, students, parents, media, or others. The police department will assist the Chief Executive Officer in controlling on removing people. The police department has control of a crime scene on Club property. The police will work with the Club in an effort to minimize the inconvenience caused by any investigation.

The police department will identify an incident commander for the police response during any major event. The Chief Executive Officer will be responsible for the Club's response.

Media interest may require that the Club and Police Department have a media officer available during any major event. The media officers will work together and provide information jointly to the media and community. A media area will be established and all media people will be directed to the designated area.

Requirements to Report

Any suspicions of weapons or serious assault incidents must be reported immediately to the Chief Operating Officer or designee. The Chief Executive Officer or designee will immediately share this information with the police department. If a Club employee believes such suspicion presents a dangerous situation the employee shall notify the police immediately. This section does not place a restriction on which Club employee can notify the police department. The intent is to get the police officers onto the scene as soon as possible.

All Club employees are obligated to report immediately to the Chief Operating Officer or designee any and all incidents of violence, assaults or battery, possession or use of weapons involving any member, person or staff on Club property or during a club event. The Chief Executive Officer or designee will notify police of such reports. Common sense should apply on this notification process based upon severity of each incident.

RESPONSE TO TRAUMATIC EVENTS



The Club's main priority shall be the safety of Club members and employees. In addition, the Club's goal is to provide psychological services to support members and employees who experience traumatic events.

A "traumatic" event is any occurrence that results in serious physical and/or psychological harm to a Club member or employee.

Traumatic events would include murder, assault, serious threat with a weapon (such as an armed hold—up, abduction or attempted abduction), and a fatality or serious injury resulting from an accident or natural disaster while at the Club or in connection with Club activities. This does not exclude a situation in which an employee may experience an armed confrontation with a member or a guest.

The designated staff-in-charge at the trauma scene shall contact the Chief Executive Officer to assess the incident and to determine the Club's response. The Chief Executive Officer shall determine if law enforcement officials shall be called. In an emergency, any Club employee may make the decision to contact law enforcement officials. Otherwise, initial communication with law enforcement officials shall be the responsibility of the Chief Executive Officer or designated staff-in-charge.

The use of force as a response to violent behavior shall be the last choice of action for Club employees. It shall not be done except to protect oneself or others where serious bodily harm could occur without physical intervention, or to prevent harm—such as individuals who are fighting. Employees who are physically assaulted are advised to protect themselves as appropriate. Getting free of the conflict shall be the primary goal.

External communication shall be the responsibility of the Chief Executive Officer. This includes communication with the media, the community, the Board, Club employees, and the Boys & Girls Clubs of America. If communication to families and Club employees who were not involved in the traumatic event is necessary, it shall be the responsibility of the Chief Executive Officer or designee.

The designated staff-in-charge shall be responsible for completing any necessary incident reports and any follow-up written log/record of the incident. All reports shall be submitted to the Chief Operating Officer and the Chief Executive Officer. The Social Worker will be notified for post-traumatic follow-up care.

Transportation

The Club provides transportation from select schools as well as provides transportation home to some children. The Club only transports youth in Club vehicles or through a bus rental service including the local school district busses.

No Club employee shall give a ride to any Club member in personal vehicles, nor shall any employee send a member on any errand outside of the Club during operating/working hours.

Members shall only be transported in Club vehicles. Members transported in employee's car for BGC related functions must require previous written permission from the Chief Executive Officer.

Club transportation drivers will keep an updated list of all members who are supposed to ride the van/bus. If a member fails to meet the Club's van or bus after school, the school will be required to call the parent for direct pick up at the school.

If there is ever a delay or problem with a member's transportation from school, the Chief Operating Officer will immediately notify parents via phone. In addition, a written report of the incident will be given to the parent at the time of pickup.

Transportation home from BGC will be offered on a limited basis when funding allows.

TRANSPORTATION PROTOCOL

GENERAL POLICY

- Insurance shall be kept on all Club vehicles at all times
- Drivers must be put on the insurance and receive appropriate training prior to driving a Club vehicle.
- Van drivers must be at least 21 years old, possess a chauffer's or CDL license
- Van/Bus drivers must pass a DOT Medical
- Van/Bus drivers must pass a random annual drug test.

GENERAL PROCEDURES

Before Entering the Van/Bus:

- Staff should not sleep, listen to iPods, play electronics or read while going to or from the destination. Focus on the members and their safety and health
- Before leaving the facility, give a brief synopsis to members of behavior expectations and consequences of misbehavior for the locality and the order of events. Then end with something to the effect of, "and HAVE FUN".
- Drivers and staff should carry a list of members at all times
- Drivers and staff should have a copy of emergency contacts for all members
- First Aid Kit on board at all times
- Members under 12 years of age may not sit in the front seat
- All members must have their seat belts fastened before the van/bus may depart if applicable
- Walk around the van (are tires low? Any dents or leaks?) and check the interior of the van (are there holes in seats? Do seat belts work? Is there trash?) before loading members. Report any issues to your supervisor.



- Establish a pick-up area for each stop

Before Entering and At Each Stop:

- Put the van/bus in park, turn off the van, and take the key out of the ignition. Lock the doors
- Unlock and open the passenger door for members
- Assist members in entering the van/bus if necessary
- Check that seat belts are fastened (if applicable)
- Walk around the back of the van/bus before departing to make sure that there are no obstructions or pedestrians that you might hit.
- Maintain a written roll of attendees. The roll sheet should be turned in to the appropriate supervisor at least weekly.
- Record mileage if applicable

While Driving:

- Follow all traffic rules
- Plan route in such a way that traffic risks are limited
- Eating or drinking on the bus is not allowed
- Loud music is not permitted
- If Club member begins to engage in unsafe activities, stop the van/bus and correct the problem before proceeding

When You Arrive At Your Location:

- Put the van in park, turn off the van, and take the key out of the ignition.
- Unlock and open the passenger door for members
- Assist members in exiting the van if necessary

WHAT IS DEFENSIVE DRIVING?

Every time you get behind the wheel, you should be on guard. Always assume that the other driver is going to pull some crazy maneuver when you least expect it. And follow these tips to help you be in the right mindset.

TOP DEFENSIVE DRIVING TECHNIQUES

- During the first minutes of rain, be extra careful. This is when the roads the most slippery and people are still speeding.
- Slow down when conditions, like rain, fog, sleet, snow, and wind warrants. In fact, *going* the speed limit during unsafe conditions can get you a ticket.
- Ride the brakes in parking lots, around playgrounds, and near anywhere people are likely to run out, distracted.
- Use extra caution around parked cars, in case someone flings a door open.
- Stay out of other drivers' blind spots.
- Keep a safe following distance of at least three seconds.
- Be extra aware around construction zones and accident sites; all the lookie-loos are likely to get into an accident of their own.
- When going over a hill, try to move over to the right. People have a tendency to drift toward the center of rises, and you can't see over the horizon.

- When you cross an intersection, look around and slow down, even if you have the right of way. There's always someone trying to run a red light.
- Try not to be behind drivers with a lot of snow on their roofs. When it falls off, you'll be blinded.
- Likewise, try not to be behind construction trucks or trucks carrying debris or loads. Things have a tendency to fall off onto your windshield.

TRANSPORTATION ACCIDENT

Policy Statement

The purpose of the transportation program is to provide safe transportation for Club members with Club vehicles. The Club adheres to all Missouri regulations regarding vehicles, drivers and safety procedures. No Club employee shall give a ride to any Club member in a personal vehicle.

Preventive Action

Drivers of Club vehicles shall follow these guidelines:

- Check vehicle(s) carefully before each trip.
- Report any problems to the Director of Administration immediately.
- Strictly obey all safety rules.
- Enforce bus rules, stopping if necessary to ensure orderliness of passengers.
- Drive defensively at all times.
- Never hurry, even if late.
- Practice evacuation procedures in local parking lots at least twice a year.
- Drive in the slow lane on the highway or freeway.
- Always keep in mind that large vehicles such as busses are slow moving and require more response time and greater space in dealing with emergency situations.
- Participate in defensive driving and safety courses through the DMV

RESPONSE TO EMERGENCY

Minor Accident – In case of a minor accident, these guidelines shall apply:

- Pull over to the side of the road and stop.
- Check for any injuries and begin emergency first aid treatment as needed.
- Set out flares/cones as necessary.
- Calm Club members, program staff, and/or volunteers by acting in calm manner.
- Evacuate vehicle as necessary.
- Notify the Club administrative staff, highway patrol, and/or law enforcement officials.
- Get information from other driver if another vehicle is involved.
- Drive back to the Club at the completion of the law enforcement officials' investigation (if vehicle is operable). If necessary, call the designated staff in charge to arrange for a vehicle to pick up passengers.

Major Accident – In case of a major accident, these guidelines shall apply:

- Pull onto the shoulder of the road or highway if possible and stop.
- Call 911 immediately, if possible.

- Calm Club members, program staff and/or volunteers by acting in a calm manner.
- Determine extent of injuries, prioritize need for treatment, and begin emergency first aid as needed.
- Keep everyone in seats until injured can be removed, then evacuate vehicle safely.
- Seek assistance in contacting authorities and the Chief Executive Officer or administrative designee, setting out flares/cones, treating the injured and evacuating passengers safely off the road or highway.
- Assist in arrangements for transporting uninjured passengers back to the Club.
- Assist in the investigation of the accident, providing all relevant information.

Child Abuse/Neglect

POLICY STATEMENT

Missouri laws requires medical personnel, school personnel, and day-care personnel who has reason to believe a child has been subjected to abuse or neglect to immediately notify the nearest Division of Child and Family Services or law enforcement agency. Also, any person who observes a child being subjected to conditions that would result in abuse or neglect to immediately notify the nearest Division of Child and Family Services of law enforcement agency.

Failure to obey this law constitutes a class “B” misdemeanor and is punishable by up to six-months in jail and/or a \$1,000 fine.



Child abuse and neglect is defined as the physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child under circumstances, which indicate the child’s health or welfare is harmed or threatened. Child abuse is any act of omission or commission that endangers or impairs a child’s physical or emotional health and development. The act of inflicting injury or allowing injury to result rather than the degree of injury is the determinant for intervention.

PREVENTATIVE ACTION

Club program staff shall receive training regarding child abuse/neglect indicators. In addition, they shall receive training regarding appropriate discipline and supervision of Club members.

INDICATORS OF CHILD ABUSE

If a member talks about being abused, take him or her seriously. Some possible indicators of abuse may include:

Physical Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• unexplained bruises	<ul style="list-style-type: none">• easily frightened
<ul style="list-style-type: none">• unexplained burns	<ul style="list-style-type: none">• wary of physical contact
<ul style="list-style-type: none">• confinement	<ul style="list-style-type: none">• afraid to go home
<ul style="list-style-type: none">• unexplained welts	<ul style="list-style-type: none">• destructive to others or self

Sexual Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• bed-wetting	<ul style="list-style-type: none">• withdrawal or depression
<ul style="list-style-type: none">• soiling	<ul style="list-style-type: none">• passive behavior
<ul style="list-style-type: none">• chronic constipation	<ul style="list-style-type: none">• aggressive behavior
	<ul style="list-style-type: none">• poor self esteem
	<ul style="list-style-type: none">• lack of eye contact with adults
	<ul style="list-style-type: none">• knowledge of sexual acts beyond their years

Emotional Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• delayed physically	<ul style="list-style-type: none">• poor self esteem
<ul style="list-style-type: none">• ulcers	<ul style="list-style-type: none">• difficulty expressing feelings
<ul style="list-style-type: none">• developmental lags	<ul style="list-style-type: none">• problems with relationships
<ul style="list-style-type: none">• habit disorders	

Neglect

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• abandonment	<ul style="list-style-type: none">• steals, begs
<ul style="list-style-type: none">• thin, starvation	<ul style="list-style-type: none">• self-destructive
<ul style="list-style-type: none">• lack of supervision	<ul style="list-style-type: none">• failure to thrive
<ul style="list-style-type: none">• lack of medical care	
<ul style="list-style-type: none">• frequent absent or tardy	
<ul style="list-style-type: none">• poor hygiene	

RESPONSE TO SUSPECTED ABUSE/NEGLECT

If abuse/neglect is suspected, Club employees shall:

1. Inform the site/area director immediately. The site/area director shall inform the Chief Executive Officer immediately
2. Call the Child Abuse Intake Hotline: **1-866-607-7233** or local law enforcement
3. Fill out an incident report before the end of the day.
4. Give a copy of the incident report to the Chief Operating Officer and the Chief Executive Officer by the end of the day.

Remember, you only need to have reason to believe abuse has occurred. To report, call your local DFS or law enforcement agency.

RESPONSE TO EMERGENCY — MOLESTED CLUB MEMBER

In the case of a Club member being molested at a Club facility or during a Club activity, law enforcement officials shall be contacted immediately. If the suspected perpetrator remains on the premises, he/she shall be isolated from contact with Club members.

WEAPONS AND VIOLENT BEHAVIOR



Policy Statement

Club members or guests possessing a dangerous weapon shall not be permitted in any Club facility or at any Club activity. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object, which by the manner it is used or intended to be used is capable of inflicting bodily harm.

In cases which clearly involve a gun or which involve any other weapon used in a threatening manner, law enforcement officials shall be called and the individual shall be subject to immediate disciplinary procedure including expulsion from the Club.

Club members or guests who are involved in violent behavior shall be subject to immediate disciplinary action, and law enforcement officials shall be called. Examples of such behavior include, but are not limited to, assault, battery, theft or extortion, arson, vandalism, and sexual assault. In all cases involving a weapon or violent behavior, the Club member's parent/guardian shall be notified. The Chief Executive Officer shall be notified.

Preventive Action

All new Club employees and members shall receive orientation regarding Club rules and procedures. Club members shall be encouraged to manage their anger, solve problems through smart choices, and be sensitive to other people's feelings.

Positive Club program staff/member relationships and good communications help program staff to be informed of potential problems and help to resolve difficult situations.

Club program staff shall be alert to conflicts between individuals and groups of individuals. All Club employees should be able to identify threatening actions or behavior and be aware of individuals who have a history of disruptive behavior. Adequate security shall be provided to properly supervise Club programs and activities.

Response to Emergency

Club employees shall not attempt to physically disarm an armed individual. Circumstances such as the employee's knowledge of the individual involved, the nature of the weapon, or the need to act in self-defense will have a bearing on whether or not an employee intervenes. Program staff is expected to remove others and themselves from range of the weapon.

If a weapon is confiscated, it shall be turned over to law enforcement officials. If possible, the Club employee shall ask a disruptive individual to accompany him/her to an area away from other Club members. The employee shall not persist if the individual is not cooperative.

Club program staff shall clear all Club members from the area if a disruptive individual is unwilling to accompany staff to another area.

If a Club employee determines it is necessary to forcibly remove an individual because that person refuses to leave voluntarily, these guidelines are recommended:

- a) Seek back up immediately, including the designated staff-in-charge.
- b) Clear the area to isolate the individual.
- c) Notify law enforcement officials.

The designated staff-in-charge shall direct Club program staff to ensure the safety of all Club members and employees until law enforcement officials arrive. Law enforcement officials, not Club employees, shall remove a severely disruptive person who refuses to cooperate.

Staff Training

STAFF TRAINING

Staff will receive a minimum of 20 hours of annual training, with at least 10 hours being face-to-face training. Staff is required to receive the following annual trainings:

1. The Club's current written policies and procedures
2. The Club's written emergency and disaster plan
3. Child abuse and neglect signs and symptoms, and legal reporting requirements
4. Classroom Management
5. BGCA Online Trainings including:
 - a. Club Safety 101
 - b. Abuse Risk Prevention
 - c. Duty to Report
6. DHSS Licensing Rules & Regulations (MO DHSS) (even if not working at a licensed site, ALL sites follow these safety, security and program quality expectations)
7. CCDF Health & Safety Training (MO DHSS)

New hires must complete the trainings listed above PLUS are required to receive the following trainings BEFORE interactions with youth:

1. BGCA Online Trainings including:
 - a. Core: An Orientation to the Boys & Girls Club Movement
 - b. Boys & Girls Club Basics
 - c. Staff to Youth Interactions
2. Making a Difference: Protecting Health & Keeping Children Safe (MO DHSS)

In addition to the required trainings, staff may receive additional training at the discretion of the administrative staff.

Background Checks & Barrier Crime Policy

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

Boys & Girls Club of Jefferson City 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 Club of Jefferson City 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.

Boys & Girls Club of Jefferson City 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 Club of Jefferson City prior to extending an offer for employment or volunteer service.

Child Abuse Prevention Policy

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

Boys & Girls Club of Jefferson City 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 Club of Jefferson City 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 Club of Jefferson City 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:

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 Club of Jefferson City is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none">• Side hugs• Handshakes• High-fives and hand slapping• Holding hands (with young children in escorting situations)	<ul style="list-style-type: none">• 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 Club of Jefferson City is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Positive reinforcement • Child-appropriate jokes (no adult content) • Encouragement • Praise 	<ul style="list-style-type: none"> • 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 Club of Jefferson City 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.

Prohibition of Private One-on-One Interaction Policy

Boys & Girls Club of Jefferson City 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, minor 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).
- 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 but not heard.
- 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. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - Coordinating with other Clubhouses or nearby organizations to travel together.
 - Travelling with additional staff or members.

- 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.
- Consider the following to accommodate single children:
 - Modify bus or van routes so single children aren't picked up first or dropped off last.
 - Use a bus aide if available.
 - Pick up and drop off children in groups.
 - Modify staff schedules to ensure multiple staff are present.

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).
- 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.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including but not limited to:

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

Technology Acceptable Use Policy

Boys & Girls Clubs of Jefferson City 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 Jefferson City 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 Jefferson City reserves the right to monitor, inspect, copy and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs (local name) 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 Jefferson City 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: Boys & Girls Clubs of Jefferson City 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 ((local name) 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 (local name) 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 (local name) 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.

Video Surveillance Policy

The Boys & Girls Club of Jefferson City 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 Club 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 and Club Directors. The actual recording equipment will be maintained in an area or room that is secure to only 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, COO, and Club Directors. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. 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.

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. 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 Club of Jefferson City 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 60 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 secured 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.