



BOYS & GIRLS CLUB
OF EDEN-LAKE SHORE

Comprehensive Safety Plan

Board Approved 1/11/2023

Replaces 10/12/2022

INTRODUCTION

According to The Joint Commission, a nonprofit organization that accredits U.S.-based health care organizations and programs, “[a] safety culture is the product of individual and group beliefs, values, attitudes, perceptions, competencies and patterns of behavior that determine the organization’s commitment to quality and safety.” In other words, a culture of safety is one in which safety is embedded in every layer of the organization.

In such an organization:

- o The high-stakes nature of the work is acknowledged and there is a commitment to achieving safe operations by eliminating risk and protecting well-being.
- o Leadership ensures the implementation and monitoring of a continuous quality improvement process in which policies, regulations, structure, processes and practices are assessed and improved upon at all levels of the organization.
- o Leadership has knowledge of and a commitment to the impact that trauma has on stakeholders.
- o Every individual in the organization feels ownership for the safety of themselves and others, empowered to speak up and committed to an environment of trust and transparency.
- o Collaboration happens across departments and with partners outside of the organization. The organization’s commitment to safety is regularly communicated to internal and external stakeholders.
- o Resources are allocated to implement and maintain safety and well-being.

All Member Organizations must provide a safe environment for children, teens, staff, volunteers and any visitors in accordance with the requirements, as adopted and approved by the National Council. Each Member Organization shall comply with applicable mandated reporting statutes and regulations and all applicable tribal, federal, state and local laws (including those pertaining to licensing, for licensed organizations) for the protection and safety of youth.

GENERAL CONSIDERATIONS

The Safety and Well Being of Young People is Our Number One Priority

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

Culture of Safety: Boys & Girls Club of Eden-Lake Shore continually updates robust safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe including:

- The addition of our COVID-19 Safety Plan
- Mandatory staff training.
- Addition of Boys & Girls Club staff persons roaming the Club and checking every room during our hours of operation.

Safety Policies: The Boys & Girls Club of Eden-Lake Shore has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact.

24-Hour Toll-free Child Safety Hotline: We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with [Praesidium](https://website.praesidiuminc.com/wp/) (website: <https://website.praesidiuminc.com/wp/>), one of the nation's leading safety experts, Boys & Girls Club of Eden-Lake Shore members and staff have access to a confidential 24-hour toll free Child Safety Hotline, [866-607-SAFE \(7233\)](tel:866-607-SAFE), or email SafeClub@Praesidiuminc.com.

Mandatory Background Checks: Mandatory criminal background checks are required every year for all staff and board members at the Boys & Girls Club of Eden-Lake Shore. In addition, criminal background checks are required for any volunteer who has direct contact with children. All potential employees and volunteers are also run through the National Sex Offender Registry, National Criminal Database and Alias Search and County Criminal Record Search through VeriScreen.

Required Immediate Reporting: All Boys & Girls Club of Eden-Lake Shore staff and volunteers are mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

Mandatory Annual Safety Assessments: We complete a safety assessment each year to ensure we continually make improvements to safety at our Club.

Safety Trainings: Ongoing training and supervision of staff is critical. We provide a wide variety of child safety training by participating in seminars, conferences, and webinars. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

Safety Committee: The Boys & Girls Club of Eden-Lake Shore has a dedicated Safety Committee to provide input and guidance on local policies and safety strategies. The governing body of the Organization must establish and maintain a Safety Committee that is chaired by an active board member and leads the organization's Safety agenda.

The Committee shall:

- Meet at least three times each year
- Implement solutions to ensure the safety of all members, staff, volunteers and visitors
- Verify the organization's submission of an annual online safety assessment
- Review the results of all safety assessments to identify areas for improvement
- Review the organization's safety policies
- Submit Committee chair name and contact information annually to BGCA

Mandatory Employee Reference: Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the same community.

State and Local Laws: The Boys & Girls Club of Eden-Lake Shore complies with federal, state and local safety laws, including those impacting facilities and vehicles.

Safety Partnerships: Nationally, Boys & Girls Clubs of America works with leading experts in the areas of safety, security and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, comprised of local Club leaders charged with providing input on the safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

Locally, the Boys & Girls Club of Eden-Lake Shore partners with local law enforcement and the Eden and Evans-Brant School Districts.

Nationally, Boys & Girls Clubs of America has advocated the passage of the [U.S. PROTECT Act](#), which improved background screening systems and access. The national organization has also partnered with the [FBI](#), the [National Center for Missing & Exploited Children](#) and the Centers [for Disease Control](#) to contribute to the development of safety practices that benefit ALL youth-serving organizations.

America's young people deserve nothing less than our constant focus on their safety and our firm commitment to protect every child who is entrusted to our care at the Boys & Girls Club of Eden-Lake Shore.

RISK REDUCTION/PREVENTION AND INTERVENTION

1. CPR and first-aid training Each Member Organization shall have at least one staff member or volunteer present at each site during all operating hours when youth are being served – or during any Club-sponsored offsite program activity/trip – who is either American Red Cross certified or fully trained through a qualifying comprehensive adult and infant/child CPR and first-aid training.
2. Safety training Every Member Organization shall conduct and report through a BGCA approved process the following training for all staff members and volunteers with direct, repetitive interaction with young people before providing services to young people, and annually thereafter:
 - BGCA-approved child abuse prevention
 - BGCA-approved mandated reporting
 - BGCA-approved grooming prevention
 - The Member Organization's policies, including all safety policies
3. Safety Committee annual assessment and review The Safety Committee of each Member Organization's governing body shall conduct annual facility assessments, review safety policies and review the results of all safety assessments to identify safety needs and areas of improvement.
4. External organizational and site safety assessment Each organization will undergo an annual organizational and site safety assessment, conducted by BGCA or its designee, with each Club site being assessed every 24 months against a defined set of child and Club safety standards.
5. Performance of criminal background checks Each Member Organization shall secure criminal background checks on all staff (including minors), board members and any individual serving on a board standing committee. In addition, all volunteers and third-party professionals who have direct, repetitive interaction with young people must have background checks. Such background checks shall be secured prior to employment, volunteer engagement or other affiliation and at least once every 12 months thereafter. Name- or fingerprint-based record searches may be used in any combination but shall, at a minimum: Verify the person's identity and legal aliases through verification of a social security number; Provide a national Sex Offender Registry search; Provide a comprehensive criminal search that includes a national search and provide a comprehensive local criminal search that includes a statewide or county-level criminal search, depending on jurisdiction.
6. Drills and Exercises The best way to train members and staff on emergency response procedures so that they are prepared for multi-hazards is through annual drills and exercises in each site location. Based on the determination of the Safety Team, the following methods may be used and, if so, will be documented on the Report of Mandated Drills form, which is part of the Safety Plan. Live drill including sheltering, evacuation, lockout, lock-down, Live drill for specific responses (i.e. hostage taking, bomb-threat, etc.), Emergency Response Team exercises - These drills test whether team members are clear on their role during an emergency

without staging a live drill of the entire building. Annual training is also given at each site location on its Emergency Response Plan, including: how to summon assistance in the event of an emergency; special procedures for bomb threats, hostage-taking, intrusions and kidnapping; post-incident procedures including medical follow-up and the availability of counseling and referral.

7. Security measures currently in place:

- Perimeter doors other than main entrances at all locations kept locked
- Employees are required to wear club attire and picture IDs, provided by the club
- Signs directing visitors to the reception desk in all locations
- Sign-in/sign-out station with procedures, including the distribution of and requirement for visitors to wear visitors' badges, in all program areas
- All employees are authorized and required to question persons without visitors' badges and send and/or accompany them to the reception desk
- Deep cleaning of surfaces and areas to prevent the spread of pandemic viruses
- Other methods as deemed necessary based on a constant review of current practices