

Section 2

Policies for the Protection of Youth

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POLICIES FOR THE PROTECTION OF YOUTH

OVERVIEW

The Boys & Girls Clubs of Huntington Valley expects all staff members to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the Boys & Girls Clubs of Huntington Valley.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of Clubs and its mission, not as a comprehensive list of potential concerns.

Pledge of Personal and Professional Conduct:

Children & Youth First - I recognize the Club exists for the exclusive purpose of serving youth aged 6 weeks to 18 years of age and will always act in their best interests.

Excellence - I will strive to meet the highest standards of performance, quality, service, and achievement.

Honesty - I will communicate directly – promoting a working environment that embraces the similarities and differences all people bring to the organization.

Respect - I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.

Responsibility - I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.

Compliance - I will comply with the Club's Code of Ethics, employee handbook, policies, procedures and all laws and regulations affecting the Boys & Girls Clubs of Huntington Valley.

CHILD ABUSE PREVENTION POLICY

Boys & Girls Clubs of Huntington Valley places a primary focus on child safety and is committed to ensuring the safe futures of our Club members. As an employee of Boys & Girls Clubs of Huntington Valley, you are considered a “mandated reporter” for purposes of California’s Child Abuse and Neglect Reporting Act. All Club employees are required by law to report all suspected cases of child abuse. Child abuse is any act of omission or commission that endangers or impairs a child’s physical or emotional health and development.

Public law 93-247 defines child abuse and neglect as the physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child under the age of 18 by a person who is responsible for the child’s welfare, under circumstances which indicate that the child’s health or welfare is harmed or threatened. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention.

In addition to the requirements set forth in the Act, you should immediately report any instances of suspected child abuse or neglect to your supervisor.

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 a child. Specific acts may include inappropriate physical contact, viewing pornography, exposing oneself to another person, and enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the organizations Code of Conduct or Employee Handbook.

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

Boys & Girls Clubs of Huntington Valley 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-One Contact Prohibition: Boys & Girls Clubs of Huntington Valley 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.

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 REPORTER

Boys & Girls Clubs of Huntington Valley focuses on Child Safety and is committed to ensuring the safe futures of our Club Members. As an employee of Boys & Girls Clubs of Huntington Valley or Volunteer, you are considered a "mandated reporter" for purposes of California's Child Abuse and Neglect Reporting Act. The Child Abuse and Neglect Reporting Act requires mandated reporters to report any incidents of obvious or suspected child abuse or neglect, in addition to the requirements set forth in the Act, you should immediately report any instances of suspected child abuse or neglect to your supervisor.

Once abuse/neglect is suspected staff shall inform their supervisor. After informing their supervisor, staff shall have no further discussions with the child without supervisor's approval.

- Supervisor shall ask open-ended questions only to the extent necessary to confirm the suspicion.

Communications guidelines include the following

- Begin with comfortable information (where the child lives, any brothers or sisters, etc.).
- Be "up front". Explain why you wish to talk to him or her. Share with the child your concern about any visible marks, the child's health, safety, etc.

- Ask only questions which relate to your concerns and the child's condition. Use open-ended questions... "Could you tell me more?"
- Use empathetic expressions... "Gee, that must have been painful."
- Use clarifying statements... "I'm a little confused about that."
- Don't go beyond assessment. Don't judge, investigate, treat, or counsel. Keep the interview strictly confidential.
- Notify the C.E.O. of your intended plan of action.
- Call Law Enforcement or C.P.S. immediately to report the incident.
- If police or C.P.S. arrive at your facility to interview the child, check their identification, and then assist them in any way possible
- A written report must be completed. See Accident or Unusual Incident Report policy.
- If the suspected perpetrator is not a legal guardian, the supervisor shall call the parent to inform them that Law Enforcement or C.P.S. has been called.

REQUIRED TRAINING

All staff and volunteers shall have child abuse, neglect, grooming, discipline, mandated reporter, and supervision of members.

All staff and volunteers shall receive training regarding

- Abuse prevention.
- Mandated reporting.
- Grooming prevention.
- All staff shall receive training regarding appropriate discipline and supervision of members.

PHYSICAL INTERACTIONS

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

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

VERBAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs of Huntington Valley is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

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

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.

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.

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. See Accident or Unusual Incident Report policy.

ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs of Huntington Valley 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.

BGCA Child Abuse Hotline: (866) 607-7233

or email safeclub@praesidiuminc.com

Orange County Social Services: (714)-940-1000

(Refer to Appendices # 1 and # 4)

ONE-ON-ONE INTERACTION POLICY

Boys & Girls Clubs of Huntington Valley 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).

Unless authorized in advance by the CEO, 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, or any off-site Club activity 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. In the event only one member is picked up at a school, the driver must notify (radio) Club leadership when leaving the location and notify (radio) upon arrival to the Club.
- Never initiate conversations with members about sexual matters.

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).
- 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.

IMPACTS OF MENTORING PROGRAM

Mentorship is a key component of Boys & Girls Clubs programming and has a 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 ORGANIZATION

- 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 TRAVELING TO OFF-SITE EVENTS AND ACTIVITIES

- When traveling 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.
- 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.
- 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 routes so single children are not 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.
 - In the event only one member is picked up at a school, the driver must notify (radio) Club leadership when leaving the location and notify (radio) upon arrival to the Club.

EXCEPTIONS TO THE POLICY

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

- 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.

SUPERVISION AND FACILITY POLICY

SUPERVISION

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

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

Club activities should be under continuous supervision by an appropriate ratio of adult staff/instructor/volunteer to member. Staff members shall communicate to the Unit Director when the need for additional support is required in the rare event that the following guidelines are exceeded:

- Drop-In: 1 to 20
- Field Trips: 1 to 10
- Group Clubs: 1 to 15
- Teams: 1 to 15
- Instructional: 1 to 20
- Overnight: 1 to 6 with a minimum of 2 adults present
- Swimming: Lifeguards must be provided by the swimming facility.

Staff members should be actively engaged with Club members in each program area and should have a command presence of the space they are supervising. No staff /instructor/ volunteer should be isolated with a single Club member.

Staff members shall serve as supervisors and not as participants during all excursions and/or activities, including aquatic-related activities.

Refer to Appendix # 5 for a copy of the Club's Child Safety Checklist.

Refer to Appendix # 6 for a copy of the Club's Seven (7) Layers of Security guidelines.

RESTROOM USAGE

Boys & Girls Clubs of Huntington Valley 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 Club staff and leadership.

Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Limit the number of children using restrooms at the same time.
- Discourage younger children and teens from sharing a restroom.

Staff observing unacceptable restroom conditions or incidents shall:

- Stop inappropriate behavior immediately and bring children to leadership.
- 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.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by staff during all hours of operation.

Only designated staff shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION

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

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

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

See the following Appendix for more information

Appendix 5: Child Safety Checklist

Appendix 6: Seven Layers of Security

Appendix 12: Quality Assurance Guidelines

FOOD SERVICE POLICY

The Club will utilize employees or volunteers having sufficient training, expertise, or experience in evaluating, handling, preparation, and distribution of food items in order to do so in a safe and proper manner. At a minimum, staff members shall wash their hands and wear gloves in handling unwrapped foods for consumption.

The Club will distribute food that is “apparently wholesome”, which is hereinafter defined as food that meets the quality standards of local, county, state, and federal agricultural and health laws and rules. Canned goods that are leaking, swollen, or dented on the seam or no longer airtight shall be discarded. If in doubt – throw it out.

SCREENING AND ONBOARDING POLICY

Boys and Girls Clubs of Huntington Valley is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECK

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search.
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks are only conducted after a conditional offer employment

Background check findings shall be reviewed in a fair, impartial and confidential manner. Because Boys & Girls Clubs of Huntington Valley's priority is the safety of the members, staff, volunteers, and guests, certain actions and convictions for certain crimes serve to automatically disqualify applicants for employment or volunteer service at Boys & Girls Clubs of Huntington Valley in any position that involves working with children. An individual may be ineligible for employment or volunteer if that person:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with a criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. The following may make you ineligible as an employee or volunteer:
 1. Murder
 2. Child abuse
 3. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault
 6. Arson
 7. Weapons

8. Physical assault or battery
9. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including:
 1. Physical assault or battery
 2. Drugs or controlled substance
 3. Cruelty to animals
 4. Child abuse or child endangerment
 5. Child Pornography
 6. Solicitation of prostitution

A criminal conviction does not result in an automatic disqualification for employment and is considered only as it relates to the position or assignment in question. Where applicable, Boys & Girls Clubs of Huntington Valley shall alert the applicant to the possibility of his or her exclusion due to past criminal conduct and provide the applicant an opportunity to submit an explanation. All personal data and background check data shall be treated as confidential and maintained in a secure location.

To ensure that employees of the Company continue to be qualified and continue to have a strong potential to be productive and successful, to further ensure that the Company maintains a safe and productive work environment free of any form of violence, harassment, or misconduct, and to determine eligibility for promotion, re-assignment or retention, the Company reserves the right to conduct background screening on all its employees. Should you have any questions regarding the Company's background screening policy, please contact the Human Resource Manager.

Background checks shall be conducted prior to employment or volunteer service and renewed each twelve months for volunteers. The Department of Justice alerts the Club of any subsequent arrests of staff members for the duration of their employment.

If a subsequent arrest notification is triggered—the Club shall contact the appropriate law enforcement agency to confirm the arrest and then proceed to contact the Club's labor attorney to seek appropriate guidance.

STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date Employee Training Manual that articulates current:

- Conditions of employment
- Benefits
- Rights and responsibilities of employees
- Club safety policies
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures and schedule.
- Job descriptions and performance standards for their position.
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics.
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time.
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA

Every Club professional and volunteer is charged with keeping Club members safe. Providing training helps staff and volunteers develop the skills they need to carry out the organization's mission. Training also develops the leadership skills needed to prepare them for future roles in the organization.

Training is not a one-time event, but an ongoing program to ensure the organization's policies and procedures continue to be consistently applied.

Here are some general areas in which staff and volunteers should be trained:

- Appropriate interactions
 - Understanding the organization's policies regarding sexual misconduct, physical discipline or injuries inflicted on Club members
 - Appropriate interactions between adults and Club members
 - Appropriate use of communications technology between adults and Club members
 - Displays of affection that could be interpreted as "sexual grooming"
 - Avoiding situations where they are alone with a member
 - Prohibiting after-hours or off-site contact with members

- Supervision of activities
 - Understanding the intended outcomes of working with youth
 - How to run a program and keep it under control
 - Spotting and responding to behavioral problems
 - Handling Club members with special conditions
- Reporting accidents and incidents
 - Completing written accident or incident reports
 - Awareness of their legal duty to recognize the signs of abusive behavior and report actual or suspected child abuse to their supervisor
- Emergency response procedures
 - Know your organization's procedures for emergency scenarios
 - Natural disasters, fire, severe injuries, and drowning
 - Vehicular accidents
 - Detected weapons, violence, and intruders
 - Missing or abducted children
 - Critical Incident drill participation and knowing your role during an emergency
 - First aid and CPR training

INTERVIEWING

Boys & Girls Clubs of Huntington Valley will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

REFERENCE CHECKS

Boys & Girls Clubs of Huntington Valley conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Boys & Girls Clubs of Huntington Valley will inquire with any potential candidate for employment or a potential volunteer as to previous Boys & Girls Club experience. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering will be requested from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service.

Reference checks verify employment, addresses, skills, experience, and character. They should include references provided by the candidate, as well as those requested by the organization based on the demands of the position. When possible, reference checks should include past supervisors, direct reports, and board members.

DRUG AND ALCOHOL POLICY

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

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

Boys & Girls Clubs of Huntington Valley 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 policy.

SMOKING POLICY

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

Smoking is not permitted within any facility building, parking lot or ground owned or operated by the company. This policy specifically extends to electronic cigarettes (“e-cigarettes”) or any other personal vaporizing devices. Smoking is also prohibited in all Company vehicles. Smoking must be confined to designated outdoor areas. Of course, smoking is prohibited in all areas where paint and flammable materials are present. Employees who smoke in non-smoking areas may be subject to disciplinary action up to and including termination

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

REASONABLE SUSPICION

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

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

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

- Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:
 - Repeatedly calling in sick.
 - Being absent directly before or after holidays and weekends.
 - Repeatedly damaging inventory or failing to meet reasonable work schedules; and
 - Being involved in frequent accidents that can be related to the use of drugs or other substances.

INSPECTION AND TESTING

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

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

PRESCRIPTION MEDICATION AND LEGAL DRUGS

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

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

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

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

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

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

ACCIDENT OR UNUSUAL INCIDENT REPORT POLICY

Within the first 24 hours of any accident or unusual incident, the employee in charge shall notify by phone, fax and/or email description of the incident to the CEO, HR Manager, and the Director of Operations. In all emergency situations, no public statements are to be made by staff. All questions should be referred to the CEO. Unusual incidents would be any unanticipated event that would disrupt the delivery of services to members such as child abuse, neglect, earthquake, fire, missing, injury, weapons, and violent behavior.

Refer to Appendix # 7-Club's Accident and Incident Forms

INTERNAL INCIDENT REPORTING

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

The following information shall be included on an Incident Report:

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

EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of Huntington Valley follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

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

Within the first 24 hours of any accident or unusual incident, the employee in charge shall notify by phone, fax and/or e-mail, a description of the incident to the Director of Operations and the Chief Executive Officer. In all emergency situations, no public statements are to be made by staff. All questions should be referred to the CEO. Unusual incidents would be any unanticipated event that would disrupt the delivery of services to members such as child abuse, neglect, earthquake, fire, missing child, injury, weapons, and violent behavior.

Refer to Appendix # 7 for a copy of the Club's Accident and Incident Report forms.

INCIDENT INVESTIGATION

Boys & Girls Clubs of Huntington Valley takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

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

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

BGCHV CRITICAL INCIDENT REPORTING

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

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

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

TECHNOLOGY ACCEPTABLE USE POLICY

Boys & Girls Clubs of Huntington Valley 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 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 Huntington Valley 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 Huntington Valley reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Huntington Valley 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 and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Huntington Valley 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 Huntington Valley 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 Huntington Valley 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 Huntington Valley 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 Huntington Valley 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: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

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

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to 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.

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.

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 well-being of the Club, Club staff, Club members or community is subject to disciplinary action.

Examples of cyberbullying include but are not limited to:

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

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

Monitoring and inspection: Boys & Girls Clubs of Huntington Valley 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: Boys & Girls Clubs of Huntington Valley 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 always keeping devices with them. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device.

Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

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

Disallowed apps and/or websites: This organization does not allow staff to access sites that:

- Contain nudity, sex, violence, or hate speech
- Are clearly inappropriate within Boys & Girls Clubs of Huntington Valley environment

Refer to Appendix #20 for a copy of the Club's Technology Acceptable Use Agreement.

TRANSPORTATION POLICY

Boys & Girls Clubs of Huntington Valley is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of Huntington Valley 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.

DRIVERS

- Must allow for CHP background check and be cleared to transport youth per the barrier crime policy of the organization.
- 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 Club vehicles.
- Must ensure that at least three individuals (including driver) are present when transporting members.
 - In the event only one member is picked up at a school, the driver must notify (radio) Club leadership when leaving the location and notify (radio) upon arrival to the Club.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other personal devices while driving 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 CHP 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 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) 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 FIELD TRIPS

- 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.

ACCIDENT OR EMERGENCY PROTOCOL

- Drivers 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 cases, the organization will take appropriate disciplinary action, up to and including termination.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recover from an emergency.

The purpose of the transportation program is to provide safe transportation of Club members. The Club adheres to all C.H.P. regulations regarding vehicles, driver certification and safety. At a minimum, the Transportation Director shall ensure that the following best practices are implemented and sustained within their department:

- Vehicle Proficiency Testing
- Random Drug & Alcohol Testing
- DMV Pull Notice communications
- Daily pre and post trip inspections
- Documenting trips and routes

- 45 Day vehicle safety inspection by independent mechanic
- Monthly Safety Trainings should include safety components such as:
 - Loading and unloading passengers
 - Bus evacuation
 - Bus safety zones--backing up as a last resort
 - Globally Harmonized Hazards identification and communication system
- Annual California Highway Patrol reporting shall include:
 - Total fleet mileage report
 - Fleet maintenance report
 - Terminal inspection
- Prevention Action
 - Check the vehicle carefully before each trip.
 - Report any problems to the Transportation Director immediately.
 - Strictly obey all safety laws.
 - Enforce bus rules, stopping if necessary to ensure orderliness of riders.
 - Drive defensively at all times.
 - Do not hurry - even if running late.
 - Practice evacuation procedures at least twice a year in local parking lots.
 - Drive in the slow lane on the freeway.

Always keep in mind that large vehicles such as buses are slow moving and require more response time and greater space in dealing with emergency situations.

RESPONSE TO TRANSPORTATION INCIDENTS

- Minor Accident
 - Pull over.
 - Check for any bumps or injuries. Begin emergency first aid treatment as needed.
 - Put out flares if it is necessary and safe to do so.
 - Calm children by acting in a calm manner yourself.
 - Evacuate vehicle if necessary.
 - Notify the Transportation Director or the person in charge which will then call CHP and/or police.
 - Get information from the other driver if another vehicle is involved.
 - Drive back to Club after police investigation is complete if vehicle is operable or call Club to arrange for another vehicle to pick up passengers.
- Major Accident
 - Determine extent of injuries/prioritize need for treatment and begin emergency first aid as needed.
 - Put an older child or other adult in charge of uninjured if you need to perform

- CPR or other emergency medical treatment. Calm children
- Evacuate the bus safely. Keep children in a safe place. Seek assistance from passersby if needed.
- Seek assistance in calling proper authorities and Club, in putting out emergency flares and dealing with injured.
- Arrange for all uninjured children to be transported back to Club. Encourage parents to use their own judgment and seek medical attention if they see fit
- On Freeway
 - Try to pull over to the shoulder so the vehicle can be safely evacuated.
 - Check for injuries and begin emergency treatment. (If any passenger is not breathing, begin CPR immediately. Apply pressure to slow bleeding from major trauma.)
 - Keep everyone in seats until injured can be removed, then evacuate the vehicle when safe to do so.
 - Keep calm and keep feelings and voice under control. Assist in investigation of accidents.
 - Assist in arrangements for transporting uninjured back to Club.
 - Seek assistance in contacting authorities, putting out flares, treating the injured and safely evacuating passengers to the shoulder of the freeway.
 - Drivers and riders meet with professional counselors for help in dealing with psychological effects of major accidents.

Refer to Appendix # 4 for a copy of the Club's Transportation Safety brochure.

Refer to Boys & Girls Clubs of Huntington Valley Employee Handbook: Company Vehicles & Safe Driving

RISK MANAGEMENT & MEMBER SAFETY

BULLYING POLICY

The Boys & Girls Clubs of Huntington Valley is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, or physical act that willfully harms another. Aggravated bullying shall mean willful harm motivated race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, and appearance or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor for assistance.

The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim.

CUSTODY POLICY

The Club recognizes that in most situations both parents have a legal right to be a part of their child's life. The Club complies with all the laws of the court and shall deny a non-custodial parent access to their child or child's records only if there is a certified copy with the original signature and certified seal of the current court order which states the rights or restraints ordered. The appropriate authority shall be called to intervene and resolve any parental custody disputes.

For pre-school age participants, the Club shall adhere to the State's Title 22 guidelines. ***Refer to the preschool parent handbook for full details.***

All school-age recreation program members must check in at the front desk and shall comply with their parents' instructions to stay at the Club.

ILLNESS POLICY

Children who become ill may not remain at the facility. The Club does not have facilities for sick children. Parents will be called to pick up the child within the hour. At the Director's discretion, a doctor's note may be required for re-admission. In such cases, the parent is responsible for scheduling the doctor's visit and cost associated with the doctor's visit. Children absent with an illness will be readmitted based on state and county guidelines

MEDICATION POLICY

All prescription medicines will be given for well-child maintenance following an illness, providing the following conditions are met

- A “Medication Administration Form” must be completed before medication will be disbursed
- Prescription medication must be administered in accordance with the physician’s current orders. It must be prescribed for the child who is to receive the medication. Medication must be in its original container. Exact time and dosage must be written, and parent must “log in” the number of doses to be dispensed for the week/month.
- Non-Prescription medication will not be administered without written instruction from a physician. Medication must be in its original container
- For safety reasons, medicine **MUST** be kept in the front office. Parents may not leave any medication in child’s care.
- It is the child’s responsibility to request and administer their own medication as needed
- For Preschool Age members, Club staff shall administer the medication as outlined by the medication form on file

Refer to Appendix # 11-Club Medication Form

INFECTIOUS CONTROL POLICY

Controlling communicable diseases at the Club is of utmost importance. Providing a safe, comfortable, and healthy environment encourages social development and facilitates the educational process. Hand washing is the single most important way to prevent the spread of communicable diseases. Wash your hands frequently and teach children to wash hands too.

State and local health departments are required by law to control certain communicable diseases. Early recognition, reporting and intervention will reduce the spread of infection in the Club. Club staff should notify their supervisor of any observed outbreaks. Supervisors shall contact the local health department as soon as an outbreak is suspected. The Orange County Public Health Official’s emergency number is: (714) 628-7008.

When a communicable disease of public health importance or an outbreak of illness in the Club is reported to the local or state health department, the health department will investigate the situation. Specific prevention and control measures will be recommended to reduce the spread to others. These measures require the cooperation of the parents/guardians, Club staff, healthcare providers, childcare health consultants and environmental health inspectors. In these situations, recommendations will be made by the health department regarding:

- Notification to parents/guardians, childcare providers, school health staff, and healthcare providers of the problem
- Appropriate preventive measures

- Exclusion of infected children and/or staff
- Interviews of parents/guardians and staff regarding onset date and type of symptoms
- Collection of specimens if necessary
- Administration of antibiotics, vaccine, or immune globulin
- Review of cleaning, sanitizing, disinfecting, and hand-washing procedures
- Review of food preparation or storage procedures

Club staff should be aware that these situations can be very stressful for everyone concerned. Cooperation and good communication help relieve some of this stress.

For more information about communicable diseases, please go to: ochealthinfo.com

EMPLOYEE ILLNESS/INJURIES

Avoiding employee injuries is our priority. If there is a life-threatening situation, call 911.

The Boys and Girls Clubs of Huntington Valley recognizes that the safety and health of its employees and youth are of primary importance. The organization's objective is to maintain a safety and health program that will keep a number of work-related injuries and illnesses to an absolute minimum. To help guide, inform and train employees, please consult the following prevention program guidelines:

Refer to Section #3 Injury & Illness Prevention Program & COVID-19 Prevention Program

Refer to Appendix # 9: Steps to take to addressing Employee Injuries

RECORDS RETENTION & DESTRUCTION POLICY

The Boys & Girls Clubs of Huntington Valley (“Club”) takes seriously its obligations to preserve information relating to confidentiality, litigation, audits, and investigations.

CONFIDENTIAL RECORDS POLICY

Employees will not, except as required in the conduct of the Company’s business or as authorized in writing by the Company, disclose or use during their term of employment or subsequent thereto any Trade Secrets/Confidential Information. Furthermore, all records, files, plans, documents, and the like relating to the business of the Company which employees prepare, use, or come in contact with shall be and shall remain the sole property of the Company and shall not be copied without written permission of the Company and shall be returned to the Company on termination or cessation of employment, or at the Company’s request at any time.

Refer to Appendix # 8 Employee Handbook for details on the full policy

Documents and records, in whatever form, shall be retained by the Club in accordance with the following plan. Documents or records may be retained for longer periods of time upon approval of the Chief Executive Officer or as required by court order. Nothing herein shall be construed to prevent retention of documents or records for longer periods of time for historical purposes. The information listed in the retention schedule below is intended as a guideline and may need to be updated periodically. Questions regarding the retention of documents not listed in this chart should be directed to the CEO.

From time to time, the CEO may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the CEO.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent

	Board and committee meeting agendas and minutes	10 years
	Trademark Registrations, Patents & Copyrights	Permanently
Finance and Admin.	Accounts payable ledgers & schedules	6 years
	Auditor Reports, Work Sheets & Tax Returns	6 years
	Payroll records	6 years
	Expense analysis/expense distribution	6 years
	Bank statements & reconciliations	3 years
	Chart of accounts	6 years
	Investment performance reports	6 years
	Contracts & Bills of sale	5 years from last payment and after all obligations end
	Correspondence — Important	2 years
	Federal, State, County and City grant documentation including agreements, letters of understanding, reports, and underlying grants	6 years from end of grant period, unless additional time is stipulated by grantor
	Inventories of materials and supplies	3 years
Insurance Records	Policies	Permanent
	Accident/Incident reports	3 years

	Safety (OSHA) reports	5 years
	Claims (after settlement)	7 years
Real Estate	Mortgages, Deeds & Leases	5 years from last payment and after all obligations end
Tax	IRS exemption determination and related correspondence	6 years
Human Resources	Employee personnel files (terminated)	7 years
	Retirement Plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Employee orientation and training materials	7 years
	Employment applications	3 years
	Timecards	5 years
Membership Records	Membership Cards	5 years
	Contracts	5 years

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

EMERGENCY PLANNING

The Club's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Club operating in an emergency will be duplicated or backed up nightly.

DOCUMENT DESTRUCTION

The Director of Operations is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Documentation of all record destruction will be maintained with the Director of Finance and Director of Operations.

COMPLIANCE

Intentional neglect on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Club and its employees and possible disciplinary action against responsible individuals. The CEO and Board Chair will periodically review these procedures with Legal Counsel and the Club's Certified Public Accountant to ensure that they are in compliance with new or revised regulations.

MEDIA INQUIRIES

Under ALL circumstances, the CEO shall be the primary spokesperson for the Club. Others may be given the opportunity when the CEO determines them to be the most appropriate spokesman. They, too, should be notified well in advance.

Under normal circumstances, the CEO shall inform the Unit Director regarding media visits well in advance. The Unit Director then should inform program staff

MEDIA GUIDELINES

- There may be cases when due to a police report, accident, or some other issue/related news story, the media shall show up unannounced. The following procedures apply in these cases.
- Keep the media outside the door of the Club. Remain as polite and composed as possible. Do not under any circumstances open the doors.
- Report the media's presence to the Unit Director or staff person in charge.
- Call the CEO. They shall then personally handle the media situation or instruct you in how to proceed.
- If you are the person in charge, determine why they are there, the story they are covering, who they want to speak with. "Before I can cooperate with you, I need to know..."
- Do not, under any circumstances, make any comments or provide any staff or member information. There is no such thing as "off the record." Everything and anything you say to a reporter is fair game for news quotations.

- When the situation calls for an immediate response to accidents, police reports, or emergencies, never say anything that accepts responsibility or blame for the situation. A safe way to respond would be, “Our ultimate concern is for the welfare of our member(s), and we are investigating the incident. We have no further comments at this time.”
- If the incident involves the police, respond - “We will cooperate fully with the police investigation...”
- The person in charge should stay with the reporter at all times and take notes about who they talk to and what areas they visit. If you have a camera, take photos of the reporter in action. This will remind the reporter of his responsibility to be fair and provide the Club a means for recourse.
- Ask the reporter when the coverage will air or be published and on what channel or in what newspaper.
- Immediately after the incident, document the visit in as much detail as possible and deliver or fax it to the Administrative Office. Note the date and approximate time of the visit and the air date and time, or publication and date.
- Call/notify the parents of any members involved in the event.

SHARED FACILITY POLICY

Club facilities shall be used exclusively for its members - facility rental is strictly prohibited unless authorized by the Chief Executive Officer. Outside groups may be allowed to use the Club's facility only when:

- The facilities are not required for use in serving our clients
- The group agrees to pay for all costs associated with the use of the space, including set-up, staffing, repair, and clean-up costs
- Proper care is assured
- Staff supervision is available
- Behavior of the participants can be controlled by the group
- 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.
- The outside group shall name the Club as additional insured on their general liability coverage and provide a certificate of insurance with commercial coverage for no less than \$1 million.