



Policies for the Protection of Our Youth

Effective as of 10/22.

This comprehensive document includes all Board-approved Club policies that govern staff, volunteers, parents, guardians and our youth. They exist so that we might provide the safest environment possible in which all our youth can reach their full potential as productive, caring and responsible citizens. Please note that throughout these documents, any reference to “staff member” specifically includes both staff members and approved volunteers.

Contents

Child Abuse Prevention Policy	2
Staff and Volunteer Code of Conduct	8
Facilities Policy	10
Incident Management Policy	12
Acceptable Technology Policy	14
Drug-Free Workplace Policy	17
Transportation Policy	21
Staff / Volunteer Acknowledgement and Consent	24



Child Abuse Prevention Policy

At the Boys & Girls Club of Cooke County safety is our number one priority. The Boys & Girls Club of Cooke County has enacted the following to manage our programs and minimize the potential for an abuse incident to occur.

1) Hiring Practices and Screening

a. Applications

All prospective staff and volunteers will complete an application to work or volunteer that includes questions in the following areas: criminal conviction, past work history and education. The Boys & Girls Club of Cooke County has a zero-tolerance standard for abuse and inappropriate behavior by staff members. All applications will be maintained in their personnel file.

b. Interviews

Prospective staff and volunteers will be interviewed by at least one staff member. All interviews will be documented on an approved interview form that ensures consistency of questions asked. During all interviews, the prospective staff member will be asked to read the Boys & Girls Club of Cooke County statement on abuse prevention and verify that they are in agreement with its purpose and that they will abide by its standards if hired.

i. Statement on Abuse Prevention to be shared with candidate

1. "The Boys & Girls Club of Cooke County is aware that there may be people who want to work or volunteer here for the wrong reasons. To prevent access to the youth we serve, we check every applicant's criminal history and speak with applicants about their character as well as job skills. We structure out programs so that no staff member or volunteer is ever left alone with a youth. We take all allegations, including those from youth, very seriously. We refer all allegations to the authorities for investigation, and we cooperate fully with any investigation. This thorough process not only protects the people in our care, but it also minimizes the potential for false allegations against staff members and volunteers."

c. Criminal Record Checks

The Boys & Girls Club of Cooke County will conduct a search for criminal activity by any prospective staff member, board member or volunteer. This search may be through law enforcement agencies or through entities that provide such service and may include: examining local, county, state records throughout the entire country; and searching various registered sex offender lists. Applicants who are returning staff will receive a new check if they have been away from Boys & Girls Club of Cooke County for more than 90 days. All staff members, board members and volunteers will have criminal background checks performed annually.



The Boys & Girls Club of Cooke County is strongly committed to protecting its members and the children in their care from all harm. However, a conviction does not automatically generate a rejection of the application—all cases are individually evaluated. The Boys & Girls Club of Cooke County will not employ potential staff or engage potential volunteers if such individual:

- i. Refuses to consent to a criminal background check.
- ii. Makes a false statement in connection with such criminal background check.
- iii. Is registered, or is required to be registered, on a state or national sex offender registry.
- iv. Has been convicted of a felony consisting of:
 - a. Murder
 - b. Child abuse
 - c. Domestic violence
 - d. Abduction or human trafficking
 - e. A crime involving rape or sexual assault
 - f. Arson
 - g. Weapons
 - h. Physical assault or battery
 - i. Drug distribution in the last five years
- v. Has been convicted of any misdemeanor or felony against children, including child pornography.

d. Reference Checks

The Boys & Girls Club of Cooke County will contact at least three references for all prospective staff and volunteers. At least one reference must be a *close family member* to the applicant. The reference's responses will be documented on a Boys & Girls Club of Cooke County approved form that specifies questions for uniformity of evaluation. Past employers will be asked if the person is eligible for rehire. Written and electronic references will be accepted.

e. File Documentation

All applications, reference checks, Criminal Record Checks and interview notes will be kept in the individual's personnel file that is maintained by the Boys & Girls Club of Cooke County Director of Operations.

2) Training and Education

a. Code of Conduct

Staff and volunteers will sign and date a copy of these Policies prior to performing any work duties. That acknowledgement will be maintained in the personnel file. All new staff will have these Policies reviewed with them at the time of signing.

All departments will review these Policies each year.



b. Child Abuse Prevention Training

All staff members and volunteers will participate in the child abuse prevention training that includes training on sexual abusers, grooming prevention and mandatory reporting before working with children in any capacity. Any staff member who does not complete all training as required will be suspended or terminated. All staff members will undergo a review of the training on an annual basis.

3) Staff Expectations

a. Reporting of Red-Flag and Inappropriate Behavior and/or Violations of the Code of Conduct

Boys & Girls Club of Cooke County is mandated to report any suspicion of child abuse to the Texas Department of Family and Protective Services. Boys & Girls Club of Cooke County staff and volunteers will report to their supervisor any indication of or warning signs concerning abuse involving a child and any instances of staff violating the Code of Conduct. Boys & Girls Club of Cooke County staff who identify suspicious behavior or a violation of policy by a fellow staff person should report the event to their supervisor immediately. Abuse hotline is available 24 hours a day, 7 days a week.

Texas Department of Family and Protective Services
Texas Abuse Hotline Phone Number - #1-800-252-5400
Texas Abuse Hotline Online - www.txabusehotline.org

b. Being Alone with Children

At no time should Boys & Girls Club of Cooke County staff or volunteers be in a situation where they are alone with a child and cannot be observed by others or are out of view of Club security cameras. The Boys & Girls Club of Cooke County will make every attempt to design and structure its programs to eliminate the potential for a staff member to be in a one-on-one situation. Boys & Girls Club of Cooke County staff or volunteers are not to have children enter closets or storage areas to retrieve equipment.

c. Hugging and Touching of Children

Appropriate physical contact is important in the emotional development of all youth in our care. Examples of appropriate physical touch include high five, fist bumps and side hugs. Boys & Girls Club of Cooke County staff members should not perform frontal hugs of children—hugs should be from the side. Staff and volunteers should get down to the child's physical level when possible. Staff members should not pick-up school-aged children (to reduce potential for both abuse allegations and physical injury) and should not allow children to sit on their laps. Staff and volunteers should also not wrestle with or tickle youth or hold hands.

d. Supervision Standards

All youth who are registered into programs will be always supervised by Boys & Girls Club of Cooke County staff. At no time should one staff member have direct care of a single child. If a



staff member becomes alone with a child, he/she should promptly move to a location where he/she can be observed by other Boys & Girls Club of Cooke County staff member.

4) Program Operation

a. **Ratio Expectations**

The Boys & Girls Club of Cooke County has enacted the a 20 youth : 1 staff ratio for programs. The Boys & Girls Club of Cooke County has established this ratio as a minimum, not a goal to achieve.

b. **Field Trips**

The risks to youth change when they are off-site. In order to protect them from predators who may be at field trip locations, the following standards will be enacted:

- The ratio of students to staff will be reduced when programs go off-site. The appropriate ratio will be determined based on age of the youth and the field trip activity and location.
- Staff will check all bathrooms immediately prior to use by the children and will be in the restroom (if not single stall) when being used by a child.

c. **Special Needs Participants**

Special needs program participants are, indeed, more at risk than others and need to be more closely supervised to prevent peer-to-peer abuse and the staff supervising them needs to be more closely supervised to prevent a predator from taking advantage of their impairment to abuse them. All youth with special needs will be evaluated against our organization's eligibility requirement to determine if a youth and family can be safely served at Boys & Girls Club of Cooke County.

d. **Adult Member Expectations Around Children**

Adult Members are expected to use decent language and act in a positive manner. Members who talk in a sexual manner, perform sexual gestures, sexual acts, or attempt inappropriate contact with a child will have their membership suspended or terminated depending on the degree of the offense. The police may be contacted if warranted.

e. **Safety Committee**

Boys & Girls Club of Cooke County has established a safety committee that is responsible for a wide range of topics including child abuse prevention. This committee consists of staff as well as board volunteers and members of the community.

f. **Departing Program**

Youth will only be released to guardians listed on the approved pick-up list. Any pick-up person who is not known to staff will be asked to provide a photo ID.

5) Guardian Education



a. **Organization Child Protection Policy**

At the start of every program, the Boys & Girls Club of Cooke County will provide its child protection policy to guardians. The child protection policy provides guardians with the babysitting policy, outside contact policy, electronic communication policy and information on child abuse. Staff contact information will be on the document in case a guardian has questions, concerns or observes a violation.

b. **Contact Information for Violation of Policies**

The Boys & Girls Club of Cooke County will provide both male and female staff contacts that guardians can call in case of concern. Staff will receive training on responding to an allegation, child abuse warning signs, and Boys & Girls Club of Cooke County policies so they can effectively respond to concerns and questions. Staff will provide guardians with important questions to ask children on a regular basis in order to detect abuse concerns.

6) Responding to an Allegation

a. **Reporting Suspicious Behavior to a Supervisor**

All staff members have received specific training concerning the requirement to report violations of Boys & Girls Club of Cooke County policies immediately to their supervisor. If the supervisor does not effectively respond, the staff members have been trained to notify the next level supervisor. Boys & Girls Club of Cooke County staff are expected to observe other staff members' behaviors, including that of supervisors, and to report any suspicions to that a supervisor.

b. **Mandated Reporter**

All Boys & Girls Club of Cooke County staff members and volunteers are mandated reporters with regard to child abuse. Any evidence of potential child abuse or observation of inappropriate contact by a staff member, volunteer or other child will be reported to leadership staff immediately, who will in turn report the matter to Texas Department of Family and Protective Services as appropriate.

c. **Suspension of Staff or Youthful Offender**

Any Boys & Girls Club of Cooke County staff member who is alleged to have abused a child will be suspended pending the outcome of an investigation by the Boys & Girls Club of Cooke County and appropriate authorities. If the allegation is substantiated, the staff member will be terminated. If the allegation is against a program participant, he/she will be suspended pending the outcome of the investigation. Depending on the severity of the incident, the participant may be terminated from the program.

d. **Incident Investigation**

Boys & Girls Club of Cooke County will perform an investigation following any allegation of child



abuse by a staff member, participant, or member. The Boys & Girls Club of Cooke County may utilize its insurance company or other agencies to interview staff, witnesses and/or children.

e. **Insurance Company Contact**

Immediately after an allegation of abuse the Boys & Girls Club of Cooke County will notify its insurance company. The following individuals are approved to contact our insurance company: Chief Executive Officer and Director of Operations. Only in the absence of all of the above identified staff members should initial contact be made by any other Boys & Girls Club of Cooke County staff member.

The phone number our current insurer (Redwoods) is 800-463-8546. Their after-hours crisis hotline number is 877-590-4678.

f. **Record Retention**

Following an allegation against a staff member, their personnel file will be sealed and locked in HR file cabinet. The file will have no items removed or added. It will only be moved from the locked location at the direction of the CEO.



Staff and Volunteer Code of Conduct

1. In order to protect staff, volunteers, and program participants – at no time during an organizational program may a staff member or volunteer be alone with a single youth where they cannot be observed by others. As staff supervise youth, they should space themselves in a way that ensures they are clearly visible to other staff. Volunteers should never be responsible for supervising youth without a staff member present.
 - a. The Rule of Three or More should always be observed.
 - i. One staff and two youth or more.
 - ii. One staff, one volunteer, and a youth or more.
 - iii. Two staff and one youth or more.
2. Staff and volunteers shall never leave a youth unsupervised.
3. Staff and volunteers should conduct or supervise private activities in pairs – checking bathrooms, diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are clearly visible to others.
4. Staff and volunteers shall not abuse youth. Any type of abuse will not be tolerated and may be cause for immediate dismissal, the filing of criminal charges, or other disciplinary action. Abuse includes but is not limited to:
 - a. physical abuse – striking, spanking, shaking, slapping;
 - b. verbal abuse – humiliating, degrading, threatening;
 - c. sexual abuse – inappropriate touching or inappropriate verbal exchanges;
 - d. mental abuse – shaming, withholding love, cruelty;
 - e. neglect – withholding food, water, basic care, etc.
 - f. All of the above is in accordance with our Child Abuse Prevention Policy.
5. Staff and volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
 - a. Physical restraint is used only to as necessary to protect the youth or other youth from harm.
6. Staff will take note of any youth that has a fever or any bumps, bruises, burns, etc. Questions or comments will be addressed to the guardian or youth in a non-threatening way. Any questionable marks or responses will be documented.
7. Staff and volunteers are considerate, respond to youth with respect and treat all youth equally regardless of sex, race, religion, culture, or gender.
8. Staff and volunteers will refrain from intimate displays of affection towards each other at the Boys & Girls Club of Cooke County for any reason.
9. Staff will refer to youth by their names or family nickname. Pet names are not permitted.
10. Staff and volunteers must appear clean, neat, and professional.
11. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. This is in accordance with our Drug Free Workplace Policy.
12. Use of tobacco at Boys & Girls Club of Cooke County is prohibited. Smoking of any kind is also prohibited.



13. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of youth or parents is prohibited.
14. Staff and volunteers must serve as positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff and volunteers may not be alone with youth they meet in the organization's programs outside of the organization. This includes babysitting, sleepovers and inviting youth to your home. Any exceptions require a written explanation before the fact and are subject to CEO approval. All pre-existing relationships with youth at the Club must be disclosed prior to hiring or as soon as possible (within 24 hours) if it occurs after hiring.
16. Staff and volunteers are not to transport youth in their own vehicles except in cases of emergency or with express written approval from the Club CEO.
17. Staff and volunteers may not date program participants.
18. Under no circumstance should staff or volunteers release youth to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. When in doubt staff will ask to see ID when picking up youth.
19. Staff and volunteers are required to complete training, and to read and sign all policies related to identifying, documenting, and reporting youth abuse and attend trainings on the subject, as instructed by a supervisor.



Facilities Policy

YOUTH SUPERVISION

Boys and Girls Clubs of Cooke County is committed to providing a safe environment. All Club activities and programs shall always be under continuous supervision by sight or sound (for restroom supervision) by Club staff. 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 have completed staff/volunteer training and all other required onboarding items.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must **never** use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RESTROOM USAGE AND MONITORING

The majority of youth-to-youth abuse in Club settings occurs in bathrooms. Bathrooms should never be a place to gather or hangout. To improve the safety of our bathrooms, the following supervision guidelines are in place:

Default Supervision Method: Monitoring Bathrooms

In our Club setting, group bathroom breaks are not always feasible. In these circumstances, youth should ask permission and get a bathroom pass before using the bathrooms, so that staff and volunteers know who is going to the restroom and when. In the Club, a physical pass will be used for each bathroom to ensure that only one child is using the bathroom at a time. Children waiting to use the bathroom should wait at the staff counter, where the bathroom passes will be stored. Staff should enforce a "5 minute rule" for any individual bathroom visit.

Alternate Supervision Method: Group Bathroom Breaks

Whenever possible, Club staff should take groups of two or more youth to the bathrooms for "group bathroom breaks." One adult should never escort one youth; always use the "rule of three" or more. Junior staff, staff in training, and volunteers should not escort youth to the bathrooms.

If the bathroom has only one stall, only one youth should enter the restroom at a time while the other youth wait outside with staff and volunteers. If there are multiple stalls, staff and volunteers should only send in as many youth as there are stalls. Staff should then stand outside of the bathroom in order to hear what is going on inside the bathroom.



Other Considerations

- Where possible remove or prop open doors to restrooms.
- Club staff should randomly and periodically monitor bathrooms to ensure that youth are not lingering there. It is important that staff periodically check restrooms so that youth know that an adult could walk in at any time.
- Incidents involving two or more unsupervised youth in bathrooms, or a single staff and youth in a bathroom, must be immediately reported to a supervisor.
- In public spaces, such as on a field trip, have staff do a sweep of the restroom. Ask other patrons to wait while your club youth are using the restroom.
- If youth need to change in a locker room, there should be two staff positioned to allow them to have a clear view of each other and all youth at all times.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be (1) controlled and monitored by Club staff during all hours of operation and/or (2) locked from the outside. The Club will maintain a member tracking system to check in and out all members, staff and volunteers during Club programming hours.

Only designated leadership staff shall possess keys to open the Club facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

Doors to program spaces will generally be locked if that program space is not in use that day. Exception applies where the room serves as a fire or safety egress path.

SECURITY CAMERAS

The Club has a system of security cameras covering all program spaces and entrance/exits. Only leadership (Manager, Coordinator, Director or Executive titles) may access security camera footage in support of child safety and Club policies. Other staff may view camera footage only at the direction and under the supervision of Club leadership.

No staff or other individual may delete **any** camera footage or file. Deletion of camera footage will result in an internal investigation and potential referral to law enforcement depending on the underlying circumstances.

Parents/guardians and law enforcement may only view security camera footage at the CEO's discretion. Parents/guardians may not record camera footage using any means. Depending on the nature of the investigation, camera footage may be provided to law enforcement.

Only the CEO may authorize the downloading/storage of security camera footage. Video of serious incidents will be so downloaded and stored (on USB or private network).



Incident Management Policy

Staff and volunteers must immediately report to Club leadership all incidents that might negatively affect staff, volunteers, members, and visitors. Any incident involving unsafe behavior, violence or hate speech must be immediately reported to the CEO. Below describes different types of incidents that must be so reported:

SAFETY INCIDENTS

Safety incidents may occur during Club programs, on Club premises, and/or at an off-site program or field-trip. Any reference to “youth” includes youth members and youth staff under the age of 18.

- Inappropriate activity between adults;
- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between youth;
- Allegations of abuse;
- Any form of hate speech (racism, sexism, homophobia, etc);
- Inappropriate communications between adults (18 or over) and youth (electronic or in person);
- Minor and major medical emergencies, including any incident that may have injured a staff, volunteer or member;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults, including any sort of hitting, kicking, slapping, etc;
- Possessing actual or simulated weapons in the Club (eg. Guns, knives, etc.)
- Missing children;
- Criminal activity; and
- Other incidents as deemed appropriate by Club leadership.

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

INTERNAL INCIDENT REPORTING

Any Club staff or volunteer who becomes aware of an incident, as defined in this policy, shall provide the following information to Club leadership:

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

EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of Cooke County 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 youth;
- Allegations or reasonable suspicions of child abuse;
- Any form of child pornography;
- Criminal activity, including assault;
- Children missing from the premises.

INCIDENT INVESTIGATION

Boys & Girls Clubs of Cooke County takes all incidents seriously and is committed to supporting external investigations of all reported incidents. Federal, state, and local criminal and or mandated child abuse reporting laws will be complied with.

In the event that an incident involves an allegation against a staff, volunteer, Club member or visitor, the Club shall suspend that individual immediately from Club programs and the Club facility, and maintain that suspension at a minimum throughout the course of the investigation.



Acceptable Technology Policy

CLUB MEMBER USAGE

Personally Owned Devices: Members **may not** use personally owned devices while at the Club. Such devices include cell phones, tablets, smart watches, and any other existing or emerging technology that permits the user to take photographs, upload/download content and/or media, transmit or receive messages, calls or images and/or access a digital network (wifi network, cell service network, etc). Any personally owned device must be left with staff at the front desk at check-in, and may be picked up on check-out.

Loss and damage: Club Staff are not responsible for the security and condition of any 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.

Club Devices: The Club has multiple computers, tablets and other electronic devices which members may, at Club discretion, use from time to time in connection with Club programming (including but not limited to academic programming, entertainment programming, esports programming, communication with experts and/or program partners/participants, testing, homework, and other Club activities). Members are responsible for following Club rules and staff direction regarding the use of Club devices. Club devices may only be used during approved Club times, for Club purposes, and in approved locations only. There is no expectation of privacy when using any Club device, all use may be monitored and reviewed by Club staff and leadership.

Appropriate use: Members must be aware of the appropriateness of communications when using devices at the Club, or to communicate electronically with other Club members at any time. 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;
- Any request for or delivery of explicit images involving nudity or other sexual content;
- 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.

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, as appropriate, referral to local law enforcement or child protective services (“CPS”).

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 Cooke County reserves the right to monitor, inspect, copy, and review files stored on or accessed through Club-owned devices or networks. In addition, Boys & Girls Clubs of Cooke County reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Internet access: Boys & Girls Clubs of Cooke County has 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 may not access the Club’s network with personally owned devices.

Parental notification and responsibility: While the Boys & Girls Clubs of Cooke County Acceptable Technology Policy restricts the access of inappropriate material, supervision of internet usage is not always possible. Due to the wide range of material available on the internet and evolving techniques to access that material, it is not feasible for the Club to constantly monitor all member access of the internet. It is ultimately the responsibility of the members to comply with this Acceptable Technology Policy and they, not the Club, are responsible for their internet usage.

STAFF AND VOLUNTEER USAGE

Authorized use: While in the Club facility, staff may only use personally owned devices on break, and in the staff room. Only leadership staff may have a cell phone with them while in other Club areas (leadership includes all staff with Manager, Coordinator, Director, or Executive titles). The rules above regarding appropriate use and cyberbullying apply with equal vigor to staff.

In addition, only leadership staff may take and retain pictures/video of members, and only for the purpose of supporting the Club (marketing, publicity, etc). Leadership staff may not take pictures or video of members for



personal use.

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

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

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

Communication with Club members: Staff may **never** use personal devices to communicate directly with Club members. Leadership may communicate electronically with youth staff who may also be members, but those communications should only concern Club topics and should include at least 3 staff/members.

Password and access: To prevent unauthorized access, devices must lock themselves and require a password for device access. Members should never be provided passwords, they should be known to staff only.



Drug-Free Workplace Policy

I – Purpose

The Boys & Girls Club of Cooke County (the “Club”) exists to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. To accomplish this, our Club is committed to a drug-free workplace. A drug-free Club will help create a safe environment for all who enter our doors, by modeling appropriate behavior to children and families, by helping to reduce accidents, and by increasing the quality of life of our staff.

II – Policy

1. The use, manufacture, distribution, dispensation, sale, purchase, transfer, possession, or being under the influence of an illegal drug is prohibited for all employees.
2. The use, manufacture, distribution, dispensation, sale, purchase, transfer, possession, or being under the influence of a legal drug for illegal purposes is prohibited for all employees.
3. The presence of any illegal drug in or on an employee while on the Club’s owned or controlled premises is prohibited.
4. Employees are prohibited from being under the influence of legal controlled substances or legal drugs on the job, if such influence impairs the employee’s ability to safely and effectively perform the essential functions of his or her job. It is the responsibility of the employee to read the labels of and/or consult a pharmacist regarding medications being taken to understand potential side effects and their possible impact on the employee’s duties in the workplace
5. Employees are prohibited from being under the influence of illegal drugs on the job or on Club owned or controlled premises regardless of the effect of such drugs on performance.

III – Testing

1. The Club reserves the right to perform drug testing as follows:
 - a. Applicants: All applicants may be tested for illegal drugs as part of post-offer conditions.
 - b. Random Testing: All current employees are subject to random testing with selections made by an independent third party using a scientifically valid random selection process.
 - c. Reasonable Cause: Current employees may be asked to submit to testing if reasonable cause exists to indicate that an employee is using drugs in violation of this Policy. Factors which could establish cause include but are not limited to:
 - Odor of a controlled substance about the employee;
 - Direct observation of employee in drug related activity;
 - Disorientation or irrational or erratic behavior;
 - Unexplained or excessive negligence or carelessness;
 - Discovery or presence of illegal or controlled drugs in employee’s possession, workplace, or belongings;
 - Sudden decline in work performance or unexplained increased or excessive absenteeism;
 - Repeated, unexplained failure to follow instructions;
 - Arrest or conviction for a drug-related crime or drug-related crimes;
 - When an employee reasonably appears to be under the influence in violation of this Policy.



d. Post Event: Employees may be tested after the following events:

- any incident – i.e., an occurrence that results in injury or could have resulted in an injury and did not
- any accident – i.e., an occurrence that results in injury
- any recordable accident – i.e., an accident requiring medical attention beyond first aid
- any power tool or machinery accident – i.e., an accident involving any form of power tool or machinery that requires energy produced from a source beyond that physically applied by the individual
- any motor vehicle or moving equipment accident – e.g., truck, bus, car, motorcycle, tractor, riding lawnmower, etc.
- any motor vehicle accident – i.e., only cars, trucks, buses, motorcycles, etc.
- any at-fault motor vehicle accident – i.e., only motor vehicle accidents where the driver was the cause of the altercation

e. Return to Duty: Employees who have agreed to participate in drug rehabilitation as a condition to continued employment may be tested as a condition to return to duty and on a follow-up basis at the Club's discretion for up to three years following return to duty.

2. Methodology: Testing shall be by any legal means as designated by the Club; this may be oral sample, urine sample, or hair-follicle sample.
3. Test Results: The Club will consider the presence of any drug in question at a level to cause a positive drug test as a violation of this Policy, unless there is a medical explanation for the presence of the substance that is acceptable.
4. Test Refusal: Any employee selected for or asked to submit a specimen for a drug test must do so as a condition of continued employment. Refusal to provide a sample lawfully requested will be considered grounds for discipline up to and including termination. Refusal to test includes providing a specimen reported by the testing laboratory as substituted or adulterated.
5. Positive Result: Following a confirmed positive drug test or a report of a tampered specimen, the individual will have the opportunity to discuss the test result confidentially with a licensed physician employed by the third party administrator, called a Medical Review Officer, and to offer alternative explanations for the test result. Any such consultation is at the individual's expense – the Club is not responsible for any costs associated with this consultation.
6. Disclosure: The Club will disclose the results of the drug testing, records of any qualifying disabilities under the Americans with Disabilities Act, and accommodation of such disabilities only on a need-to-know basis as permitted under applicable state and federal law. This includes providing information to the regulatory decision-maker in an action initiated by or on behalf of an employee such as, but not limited to, an unemployment or worker's compensation hearing.

IV – Remedial Action

1. Any employee in violation of the policy will be subject to disciplinary action up to and including termination and possible criminal prosecution. Non-employees will be asked to leave the premises – the authorities will be contacted if departure is not immediate. A criminal complaint may be filed with the authorities whether or not the individual(s) leave immediately.



2. Those employees who use, manufacture, distribute, dispense, sell, purchase, transfer, possess or who are under the influence of an illegal drug (or those employees charged with using legal drugs in an illegal manner) will be subject to disciplinary action up to and including termination and possible criminal prosecution.
3. The Club has the right to take any reasonable action to protect the health, safety, and security of the affected individual and any children or families of the Club's community. Therefore, an employee who is found to be under the influence of alcohol or an illegal drug may, as a condition to further employment, be referred to outside counseling and the Club reserves the right to determine whether, when and under what conditions an employee may be suspended, terminated or returned to employment after an instance of alcohol abuse or improper drug use.

V – Other Provisions

1. The Club reserves the right to seize all illegal drugs, alcohol, drug paraphernalia, or other contraband found on its owned or controlled premises. The Club may also turn such evidence over to the appropriate authorities.
2. Compliance with this Policy is mandatory, but compliance does not alter the "at will" status of the employer and, therefore, is not a guarantee of continued employment with the Club.

VI – Definitions

Controlled Substances and Drugs include, but are not limited to, any substance that is listed under the federal Controlled Substances Act of 1970. Many prescribed medications that alter physical and mental control are categorized under these laws.

Illegal Controlled Substances and Illegal Drugs mean any narcotic, drug, or drug-like substance that is (a) not legally obtainable or (b) legally obtainable but which has not been legally obtained. The term includes but is not limited to (i) prescription medication that is not prescribed for the employee or for the employee's current use by a health care provider licensed to prescribe controlled substances, and (ii) other medications and substances that are not used for their prescribed purposes or are otherwise abused and impair job performance.

Legal Controlled Substances and Legal Drugs means prescription drugs prescribed for the employee's current use by a health care provider licensed to prescribe controlled substances and that are being used for the purpose for which they were prescribed and over-the-counter drugs which have been legally obtained by the employee and are being used by the employee for their intended purpose and according to manufacturer specifications. Alcohol is a legal controlled substance whose use is herein considered to impair an employee's ability to safely perform essential job functions.

On the job means wherever an employee is performing a task for the Club, whether it is at owned or controlled premises, at an unrelated location, or traveling between any locations.

Owned or controlled premises means any site where the Club has offices or does programming, whether owned, leased, rented, or borrowed.

Reasonable cause means just that – it does not require certainty, but a mere hunch is insufficient to meet this standard. Some of the triggers for "reasonable" include:

- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
- Information provided either by reliable and credible sources or independently corroborated;
- Newly discovered evidence that the employee has tampered with a previous drug test;
- More specifics are found in section V – Testing, Reasonable Cause

Testing-designated position means a position where the employee does any of the following: drives an automobile or piece of mobile equipment; works directly with children; guards a pool or waterfront; works with power tools,



BOYS & GIRLS CLUB
OF COOKE COUNTY

equipment, or machinery; works with caustic chemicals; or does any function where significant injury could result from employee error

Under the influence means the employee is affected or impaired by a drug in any detectable manner, or has a detectable level of a drug in his or her system as determined by a positive drug test.



Transportation Policy

The Boys & Girls Clubs of Cooke County takes the safety of our youth and staff seriously. The following guidelines are in place to protect you, the youth we serve and our community.

Driver Requirements – To transport youth or drive Boys & Girls Clubs of Cooke County vehicles off the site, drivers must be:

- 21 years of age and hold valid vehicle operator’s license for the size and type of Club vehicle,
- Have at least three years of driving experience,
- Have no moving violations for previous 18 months, verified by a background check through DMV, and
- Have completed (when required) and passed random drug and alcohol testing.

Emergency Equipment/Forms– Every vehicle used to transport youth and staff should be equipped with a first aid kit. A rental agreement or vehicle registration, vehicle mileage sheet, insurance information, vehicle safety maintenance checklist, and this Transportation Safety policy should be in the vehicle at all times.

Vehicle Type/Capacity– Youth and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (i.e. fire evacuation.) Vehicles should carry only the number of passengers specified by the vehicle manufacturer. There should be a seatbelt for each passenger. A staff member (adult) must be present in each vehicle. If traveling by bus, this is in addition to the driver. Extra staff and/or aides must be present for youth with disabilities, based on ratios established for persons requiring additional assistance or supervision.

Vehicle Safety Checks – Prior to transporting youth, the following must be checked and recorded in the vehicle log book:

- lights tires horn
- brakes mirrors windshield and wiper condition

Passengers – Passengers should be instructed in the following safety procedures prior to transporting:

1. All youth should be accounted for on a face-to-name count sheet.
2. The prohibition on one-to-one contact remains with respect to transportation. Under no circumstances should a single youth be in a Club vehicle with a single staff. Rule of 3 or more.
3. Passengers should remain seated at all times with hands and arms inside vehicle.
4. Seatbelts should be fastened – one person per seatbelt.
5. Youth should be seated by gender, age and any behavior considerations should be considered.
6. Staff should be sitting throughout the vehicle so that proper line of sight supervision can be maintained. Where possible the staff should have their own designated seat.
7. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.
8. Youth behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal



corrections are not successful, he/she should pull off the road in a safe area. Follow established Club discipline procedures (see staff manual).

Travel Procedures –

- Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy.
- Drivers should pre-establish rest stops to check in with each other.
- All drivers should have an outlined schedule with addresses and appropriate telephone numbers. A copy of the schedule and phone numbers should be left at the Club.
- One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops.
- After three continuous hours, the vehicle must stop to rotate drivers and rest the passengers.
- All traffic laws of the state are to be strictly obeyed when operating a Club vehicle. Your actions represent the Club in our community.
- Any communication via cell phone should be by the staff on board, never the driver. If there is not additional staff member present the driver will pull out of traffic to make/take/complete a call.

Behind-the-Wheel Training – If you are driving a vehicle that you normally do not drive, Sr. Club Leadership will evaluate and determine when additional behind-the-wheel training is required before transporting persons or equipment. (Includes training in vans, Club trucks, buses, and vehicles pulling trailers.)

Backing Up – Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to back, here are a few simple safety rules:

1. Look at your path.
2. Back slowly using your mirrors.
3. Back and turn toward the driver's side whenever possible.
4. Use a helper whenever possible.

Loading and Unloading Passengers – Load and unload in areas that are free from vehicular traffic unless in an emergency situation. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from a staff member. Youth should be directed to a designated assembly point after unloading and kept under supervision of an adult staff member or volunteer.

Fuel – Always refuel before getting down to a quarter of a tank. The engine must be turned off to refuel. If transporting youth, they are to remain in the vehicle. Do not allow unsupervised youth to leave the vehicle for any reason.

Dealing with Passenger Illness

1. Administer first aid as needed. Keep the youth comfortable.
2. If you need to stop, try to do so in an authorized or designated area.
3. Contact the Club about the youth and determine if the trip can proceed or if a guardian needs to pick



them up.

Accident Procedures

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to the nearest medical facility.
2. Place reflectors or emergency flashers as appropriate. If the vehicle has to be moved, mark the location of the accident (from back of tire) with chalk.
3. Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Youth must be supervised by an adult staff member or volunteer at all times.
4. Contact Sr. Club Leadership or designated emergency contacts.
5. Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

Dealing with Vehicular Breakdown

1. Move as far off the road as possible. It's better to drive on a flat tire than park in an unsafe place.
2. Place the transmission in low, reverse or park. Turn off ignition and remove key.
3. Set the emergency brake and four way turn (emergency) blinkers.
4. If vehicle must stop in non-designated parking area (i.e. the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:
 - a. On the traffic side of the vehicle, within 10 ft. of the front or rear corners.
 - b. About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
 - c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
5. If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure youth are supervised at all times by an adult staff member or volunteer. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
6. Contact Club with information about the nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must stay with the vehicle and youth at all times.



Staff / Volunteer Acknowledgement and Consent

I have read and understand the Club's Policies for the Protection of Our Youth and have had an opportunity to have any questions that I had regarding the Policies contained therein answered. I agree to comply with all of the terms and provisions of the Policies and understand that my failure to do so can result in my discipline, up to and including termination of my employment/volunteer status, and prohibition from Club facilities and/or programs.

The Boys & Girls Club of Cooke County is aware that there may be people who want to work or volunteer here for the wrong reasons. To prevent access to the youth we serve, we check every applicant's criminal history and speak with applicants about their character as well as job skills. We structure our programs so that no staff member or volunteer is ever left alone with a youth in an unsupervised environment. We take all allegations, including those from youth, very seriously. We refer all allegations of abuse to the authorities for investigation, and we cooperate fully with any investigation. This thorough process not only protects the people in our care, but it also minimizes the potential for false allegations against staff members and volunteers.

I understand and consent freely and voluntarily to the Club's request for oral and/or urine specimen sample testing permitted by law. I hereby release and hold harmless the Club, the laboratory, their employees, agents, and other program contractors from any liability arising from this request to furnish this or any other specimen or sample, the testing of the specimen or sample, and any decisions made concerning my application for employment or my continued employment, based upon the results of the tests. I consent to allow any designated physician, laboratory, hospital, or medical professional to perform appropriate chemical tests for the presence of drugs or other controlled substances in compliance with applicable law. I give my permission to any authorized designated physician, Club employee, laboratory, hospital, or medical professional to release the results of these tests to the Club, workers' compensation insurance carrier, Employee Assistance Program, or any other person who has a lawful right or need to be informed of such result, and I release any such designated institution or person from any liability whatsoever arising from the release of this information.

The undersigned further states that he or she has read the foregoing consent and release form and knows the contents thereof and has freely and voluntarily affixed his or her signature on this document.

Staff/Volunteer Name: _____

Staff/Volunteer Signature: _____

Date _____

Supervisor Signature: _____

Date _____