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**BOYS & GIRLS CLUB
OF WESTERN LANE COUNTY**

CHILD SAFETY

ONE-TO-ONE POLICY

CATEGORY: Child Safety	APPROVED: December 18, 2024
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 13, 2024
CONTACT: BGCWLC CEO	NEXT REVIEW: November 7, 2024

One-to-One Policy

The Boys & Girls Club of Western Lane County (Club) is committed to providing a safe environment. The Club prohibits all one-to-one interactions between Club members and staff, volunteers, or board members. One-to-one interaction is defined as any private contact or communication (including electronic communication) between a Club member and an adult, including staff, volunteers, or board members.

- Private contact/communication is any communication or meeting, in person or virtual, that is between one Club member and one staff, volunteer, or board member that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others.
- Public contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one Club member, one staff and two Club members or variations of these combinations. Public contact can include but is not limited to meeting in plain sight of others, transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members in Club vehicles or electronic communications (text, video, social media, etc.) between multiple club members and adults (e.g., group chats).

All staff, volunteers, and board members must abide by the following:

- Ensure all meetings and communications are never private.
- Ensure in-person meetings take place in areas that are in view of others.
- Never initiate private or isolated one-to-one contact with a Club member.
- Never have a private or isolated interaction with a member. This includes in-person or virtual communications such as texting, video chat, and social media.
- Never transport one Club member at a time.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.

Impact On Mentoring Programs

Mentorship is a key component of Club programming and has tremendous positive impact on members. Prohibition of one-to-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
- 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.
- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-to-one interaction.

Impact for Travel

When travelling, the one-to-one policy shall continue to be followed. Travel arrangements should be made to ensure at least three people (two staff and one member) are together when traveling. If needed, utilize a volunteer and/or board member to maintain ratio.

- As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
- 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-to-one interaction.
- Similar practices should be in place when coordinating field trips.

Exceptions to Policy

Exceptions to this policy could include, but may not be limited to:

- Medical or counseling services delivered by a licensed, trained professional.
- If a Club member is a child or sibling of a staff member or volunteer.
- When the emotional or physical safety of a Club member is at risk and a private, one-to-one interaction is deemed necessary.
- If there are no additional staff available.
- 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 procedures in place to monitor interactions, including but not limited to:

- Disclosing the situation to another staff member before engaging in one-on-one interaction 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).
- Staff will physically distance themselves from the Club member (and stay within line of sight of a camera-Teen Center).
- Documenting the interaction.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Site Director, CEO, or Board President as soon as practicable.