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

**CHILD SAFETY**

**ONE-TO-ONE POLICY**

<b>CATEGORY:</b> Child Safety	<b>APPROVED:</b> November 22, 2022
<b>APPROVING AUTHORITY:</b> BGCWLC Board of Directors	<b>LAST UPDATE:</b> November 1, 2022
<b>CONTACT:</b> BGCWLC CEO	<b>NEXT REVIEW:</b> November 1, 2023

## **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.

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

- 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.

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

- 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).

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.

### **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.