



Youth Interaction

The Club prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Staff shall NOT:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Staff shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency situation arises.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented and provided to Club leadership.

Outdoor Activity/Injury Prevention

For more information on responding to/reporting on injuries, please refer to the Crisis Management Plan.

Staff shall NOT:

- Leave members unattended outdoors.

Staff Shall:

- Limit outdoor physical activities when temperatures reach 92 Degrees Fahrenheit.
- Restrict all outdoor physical activity when temperatures reach 95 Degrees Fahrenheit.
- Practice "Active Supervision" techniques.
- Immediately respond to all injuries and apply basic first aid, as needed.
- Write an accident report and have a parent/guardian sign the report.

Prescription Medication Policy

The Boys & Girls Club urges parents to schedule any necessary medication that needs to be taken outside of Club attendance. If the administration of any drug prescribed by a physician requires specific training, such as an injection (OTHER THAN EPI PEN), the Club will be unable to administer the medication. Such medication will need to be administered outside of Club hours.

If medication must be administered during Club hours, it must be done so in accordance with the following policy.

Authorization Requirements

- For a member whose medication must be administered at the Club, a medication distribution form for each medication must be in place before the administration of the medication.
- The medication and signed forms must be returned to the Club location before commencement in the program. The parent or guardian must personally deliver the medication.
- The first dose of medication should always be administered at home to ensure there are no allergic reactions to the medication.
- Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/licensed pharmacist and labeled.

Medication Exclusions

The below listed medications will not be administered at the Club:

1. Over the counter medications
2. Herbal supplements
3. Homeopathic remedies
4. Shot administered medication (OTHER THAN EPI PEN)
5. Controlled substances

Record Keeping and Medication Storage

A secure area shall be designated for the storage of medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by members. Each dosage of medication will be logged and stored at the Club location.

Self-Administered Medications

Self-administration of any medication is not permitted at the Club. Members are not permitted to keep medication on their person or in their belongings.

If any of the policies outlined here are not met, the Club will refuse to administer any medications until all documentation is correctly received.

Electronic Communications

Staff shall NOT:

- Contact members through their personal phones/email addresses.
- "Friend" members through their personal Facebook or other social networking site profiles.

Staff Shall:

- Send email correspondence to members through their work email address only.
- Send e-mails to groups of members, not individual members, as often as possible.
- Copy a designated Club staff member on an email to an individual so that it is not a one-to-one communication.
- Text members through a work phone or through work email only. When this is not possible, staff shall send the text to more than one recipient.

Transportation

The Club 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. Staff shall refer to the Crisis Management Plan for procedures following an accident/transportation related emergency.

Staff shall NOT:

- Transport Club members in personal vehicles, unless in case of extreme emergency or unless having obtained approval from the CEO.
- Transport one member at a time.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

Staff shall:

- Ensure at least three individuals are present when transporting members.
- Abide by the one-on-one policy when transporting members.
- Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities

Drivers shall:

- Abide by the driver MOU.
- Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times and locations.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

Supervision

Club activities shall be under continuous supervision by an appropriate adult at all times and should maintain reasonable ratios when supervising youth.

Ratios Adult:Youth – with minimum of 2 adults present:

- Drop-in 1:25
- Enrichment 1:15
- Summer Camp 1:20
- Trips 1:10
- Overnight 1:6
- Swimming 1:10 + lifeguards

Staff shall NOT:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.

Staff shall:

- Abide by the Club's one-on-one contact policy.
- Abide by the Club's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Maintain proper ratios at all times.
- Be trained on appropriate supervision tactics and behavior patterns and practice "Active Supervision".
- Ensure all youth volunteers are supervised by an adult staff member.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

Restrooms

Restrooms shall be regularly monitored by designated staff. Monitoring includes walk-throughs and inspections at Main Club, and designated restroom breaks will be taken place at each BGC Burbank locations.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Intervene and notify Club leadership should inappropriate conduct be observed.
- Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall:

- Immediately notify Club leadership.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Bullying

The Club will not tolerate any form of bullying at any Club activity on or off Club property. Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

Staff who observe an act of bullying shall:

- 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 and document the incident in writing.
- 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 and change the perpetrator's behavior.

Drugs

The Club has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988. Please see the Employee Handbook for more information on the drug and alcohol free workplace policy.

Staff shall NOT:

- Report to work or work while under the influence of drugs or alcohol.
- Report to work or work when using any drugs, except 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.
- Engage 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.

Staff shall:

- Notify their supervisor and/or Club leadership if taking a legal drug which affects job safety or performance.
- Notify their supervisor and/or Club leadership within 24 hours of any criminal drug statute violation.

The Club 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 drug and alcohol free workplace policy.

Out-of-Club Fraternization/Favoritism

Staff shall NOT:

- Show extreme favoritism toward any single member or group of members.
- Have any form (in-person or via technology) of unauthorized contact with members after hours.
- Conduct unauthorized visits to a member's home or allow a member to visit the staff member's home.

Staff shall:

- Complete the Babysitting Disclosure Statement form when entering into an agreement with a Club parent to babysit a member outside of Club operating **hours**.