



**BOYS & GIRLS CLUB**  
OF LAWRENCE

# **Safety Policies**

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## Child Abuse Prevention Policy (Page 1 of 2)

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

Boys & Girls Clubs of Lawrence 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 Lawrence, unless under urgent or impracticable circumstances, 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.

Examples of appropriate exceptions include, when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

**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 REPORTING

Every staff member or volunteer of Boys & Girls Clubs of Lawrence who becomes aware of or has suspicion of child abuse, grooming, or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

### REQUIRED TRAINING

Boys & Girls Clubs of Lawrence conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

**Before providing services to young people, and annually thereafter:**

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

## Child Abuse Prevention Policy (Page 2 of 2)

### Annually:

- All the policies, including all safety policies, for Boys & Girls Clubs of Lawrence

### PHYSICAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs of Lawrence 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 Lawrence is prohibited from engaging in inappropriate 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

### ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs of Lawrence 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.

# Private One-on-One Interaction Policy (Page 1 of 3)

Boys & Girls Clubs of Lawrence is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization, unless under urgent or impracticable circumstances, prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are not 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.
- Don't initiate private or isolated one-on-one contact with a member.
- Don't 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 between only a staff member or volunteer and a single member.

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

If an emergency arises, or facts that make adhering to the policy highly impracticable, that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and if possible before engaging in one-on-one interaction.

## 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).
  - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
  - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).

# Private One-on-One Interaction Policy (Page 2 of 3)

- Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

## Impact on mentoring programs

Mentorship is a key component of Boys & Girls Club programming and has 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 travelling to off-site events and activities

- When travelling 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. 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.
  - Coordinating with other Clubhouses or nearby organizations to travel together.
  - Travelling with additional staff or members.
- 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 or van 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.

## Private One-on-One Interaction Policy (Page 3 of 3)

- Modify staff schedules to ensure multiple staff are present.
- All members should be brought back to club after trips, where parents can then pick them up.
- In extreme circumstances, when there is one member in van, and this can't be avoided, driver should Facetime a supervisor and stay on showing member in seats behind him until they are delivered.

### Exceptions to policy

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

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club Program Director, Director of Operations or Executive Director.

In the event of an exception Club leadership will adopt situation-specific safety measures, including the listed examples.

- 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 Facilities Policy (Page 1 of 2)

## SUPERVISION

Boys and Girls Clubs of Lawrence 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 staff. To ensure appropriate supervision, staff, and volunteers:

- Must abide by the one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one staff is present when supervising members.
- Must always maintain proper supervision ratios.(20 youth to 1 staff member or trained volunteer in facility)
- Must be trained on appropriate supervision tactics and behavior patterns.
- 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.
- Use of electronic devices such as cell phones, PDAs or other communication devices while supervising members only for Club purposes, as defined in the Acceptable Technology Use Policy.

## RESTROOM / LOCKER ROOM POLICY

Boys & Girls Clubs of Lawrence is committed to providing a safe, clean environment and enforces the following restroom/Locker Room policy for members, staff, volunteers, and other adults.

- There are designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time. Adults may not use locker rooms.
- Club has single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside. These are located in the main lobby.
- Rules are clearly displayed in and outside of locker room and bathrooms.
- Restroom & locker rooms will be clean and in proper working order.
- When using restrooms at public facilities during field trips, a minimum of two youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

## RESTROOM / LOCKER ROOM MONITORING

Restrooms/Locker Rooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- The number of children using restrooms/locker rooms will be limited as much as possible.
- Positioning staff near restroom entries to maintain auditory supervision of space when staffing is available.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom/locker room 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 paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

Emergency stairway doors shall have an audible alarm to discourage unauthorized use to exit or enter the area.

Only designated adult staff (18 or over) 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.

## Supervision and Facilities Policy (Page 2 of 2)

### 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.

### FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

### Scheduled Inspection List

<u>Task</u>	<u>Who</u>	<u>When</u>	<u>Due</u>
Fire Alarm Inspection	Amore	Yearly	
Fire Building Inspection	LFD	Quarterly	
Fire Extinguisher Inspection	Keane Fire & Safety	Yearly	
Kitchen Fire Suppressant System	Impact Fire	Yearly	
Stove Hood Cleaning	CS Ventilation	6 Months	
Sprinkler System Test	Impact Fire	Yearly	
Elevator Inspection	State	Yearly	
Building Inspection	City of Lawrence	Yearly	
Food Permit Renewal	City of Lawrence	Yearly	
Safe Serve, Chocking & Allergy Certification	Kitchen Staff	Yearly	
Vehicle Inspections	Staff	Yearly	
White Chevy Van		Yearly	
Red Van		Yearly	
Ford Van		Yearly	
New White Chevy Van		Yearly	
Pool Inspection	City of Lawrence	Yearly	
Boiler Inspection	Hartford Insurance	Yearly	
Back Flow Inspections	City of Lawrence	Quarterly	

# Screening and Onboarding Policy (Page 1 of 2)

Boys & Girls Clubs of Lawrence 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 CHECKS

Boys & Girls Clubs of Lawrence conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

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, depending on jurisdiction (*a current list of jurisdictions can be found at [www.bgca.net/childsafety](http://www.bgca.net/childsafety)*).
- 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 will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs of Lawrence will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
  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 child pornography.

## INTERVIEWING

Boys & Girls Clubs of Lawrence will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

# Screening and Onboarding Policy (Page 2 of 2)

## REFERENCE CHECKS

Boys & Girls Clubs of Lawrence conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of Lawrence provides reference materials when asked by other Member Organizations.

## 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 policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- 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.; and
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.

# Drug- and Alcohol-Free Workplace Policy (Page 1 of 2)

## DRUG AND ALCOHOL POLICY

Boys & Girls Clubs of Lawrence 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 Lawrence 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 / VAPING POLICY

Boys & Girls Clubs of Lawrence 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 and vaping in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

Smoking / vaping is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

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.

# **Drug- and Alcohol-Free Workplace Policy (Page 2 of 2)**

## **INSPECTION AND TESTING**

Boys & Girls Clubs of Lawrence 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.

# Incident Management Policy (Page 1 of 2)

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.

## 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 Lawrence 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.

# Incident Management Policy (Page 2 of 2)

## INCIDENT INVESTIGATION

Boys & Girls Clubs of Lawrence 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.

## BGCA 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.

Boys & Girls Clubs (local name) 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.

# Technology Acceptable Use Policy (Page 1 of 4)

## 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 locker rooms, 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 Lawrence 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

## Technology Acceptable Use Policy (Page 2 of 4)

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 Lawrence reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Lawrence 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 must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Lawrence 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 Lawrence 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 Lawrence 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 Lawrence 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

## Technology Acceptable Use Policy (Page 3 of 4)

that violates the Boys & Girls Clubs of Lawrence 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 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 Lawrence 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 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.

## Technology Acceptable Use Policy (Page 4 of 4)

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.

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 Lawrence 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 Lawrence 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 keeping devices with them at all times. 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.

## **Movie & Video Game Policy**

The Boys & Girls Club of Lawrence is committed to providing all members with a positive and safe experience while at the club and viewing movies or playing video games. The following are criteria when choosing movies or games.

- Games or movies that show extreme violence will not be permitted.
- Club will not show rated R movies.
- Video games that have an R rating will not be permitted to be shown.
- Members may not bring in their own movies or video games and show on club devices or their own devices while attending the club or on trips with the club.

# Transportation Policy (Page 1 of 2)

Boys & Girls Clubs of Lawrence is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of Lawrence 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 DMV background check and be cleared to transport youth.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club- related activities.
- 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 are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must not transport Club members in personal vehicles unless they are family members or receiving permission from parents.
- Must never use cell phones, PDAs or other communication devices while transporting 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 DMV 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 provide a seat belt for every passenger and 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 or flares) 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 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

## Transportation Policy (Page 2 of 2)

ineffective.

- 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.

### ACCIDENT OR EMERGENCY PROTOCOL

- Driver 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 case, the organization will take appropriate disciplinary action, up to and including termination.

### Exceptions To The Policy

- 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).
- Staff receive permission from parents

Should exceptions need to be made, the staff will notify a supervisor and document the incident.

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 recovery from an emergency.

### Vehicle Breakdown Policy

- Pull over.
- Turn on Emergency Flashers.
- Find your location.
- Make sure all passengers are safe and accounted for.
- Set up Safety equipment if necessary (triangle/flares)
- If necessary, remove passengers from vehicle to a safe location away from the roadway.
- Dial 911 for immediate vehicle issues (vehicle fire etc.)
- If safe to do so, access the vehicle for issue.
- Call AAA once vehicle issue is determined. (AAA information is included in packet).
- Call Club or Supervisor to inform them of the situation.

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### Vehicle Accident Policy

(In an attempt to minimize the results of an accident, the driver must prevent further damage or injuries and obtain all pertinent information and report it accurately.)

- Call 911 immediately for medical attention if necessary.
- Call 911 for police. All accidents, regardless of severity, must be reported to the police.

Record names and addresses of other driver, witnesses and occupants of other vehicle. (Take photos of other driver license, registration and damage to vehicle if possible.)

# Emergency Operations Plan Policy (Page 1 of 1)

## EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs has and maintains an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
  - Fire
  - Weather (tornado, flooding, hurricane, etc.)
  - Lockdown (for interior or exterior threat)
  - Bomb threat
- Training/drill schedule and reporting procedures for staff, volunteers, and members. Fire & evacuation drill should be performed semiannually at a minimum.
- Developed and shared with local first responders, such as fire department and law enforcement agencies.

## EOP ANNUAL REVIEW

Boys & Girls Club of Lawrence leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

## FIRST AID AND CPR TRAINING

Boys & Girls Clubs of Lawrence always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served.

## KEY DEFINITIONS

**Emergency:** An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

**Mitigation:** Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.

**Preparedness:** Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.



## Boys & Girls Club of Lawrence Emergency Code Plans



**Code Red = Club Emergency Outside Building**  
**Code Yellow = Proceed With Caution (Listen For Instructions)**  
**Code Green = Building Evacuation**

### **Code Red = Club Lockdown (red = stop, assess situation & direct youth)**

1. This code indicates that there is a potential threat to safety outside the building.
2. Staff should evaluate the situation and direct youth to stay or evacuate building.
3. Keep all members away from door if locking down.
4. Keep windows closed, locked and shades down, if there are any.
5. Wait for further instruction.
6. Do not call the front counter unless there is a medical emergency.
7. If the fire alarm sounds, do not evacuate. If a true evacuation is necessary, a code green will be announced.

### **Code Yellow = Perimeter Lockdown (yellow = proceed with caution)**

1. This code indicates that there is a potential threat to safety inside the building.
2. All members should listen to the nearest staff for direction.
3. Keep windows closed, locked and shades down, if there are any.
4. If necessary, the front doors of the facility will be locked.
5. Staff will assess the situation and base their response accordingly. Possibilities are Run, Hide or Fight.
6. If the fire alarm sounds, do not evacuate. If a true evacuation is necessary, a code green will be announced.

### **Code Green = Building Evacuation (green = go)**

1. This code is designed to evacuate building Immediately
2. This code may also be used any time if the fire alarm malfunctions and does not sound.
3. All members and staff should evacuate building at nearest exit, meet in field in front of building near Water St. and wait for further instructions from Emergency Management Team members.

### **Code Blue = Medical Emergency**

1. The code is designed to alert staff of a medical emergency.
2. Staff will announce where emergency is so other staff may assist, if needed and keep youth and others away from area designated.

## ***Boys & Girls Club of Lawrence Emergency Procedure Policy***

### **In Case Of Fire Or Fire Alarms Ringing**

1. Immediately get kids outside using the closest exit.
2. All Members should then gather in field in front of building.
3. Lead staff should sweep the building for kids and locate where the alarm is set off. 4 Upstairs Full Timers sweep upstairs and 3 Managers, (Billy, Manny & Amanda) sweep 1<sup>st</sup> floor.
4. Staff should meet the Fire Dept. outside and explain to them what they have observed.

### **In Case Of Serious Injury To Member**

1. Immediately get kids away from area.
2. Call 911
3. Be sure qualified 1<sup>st</sup> aid staff is present.
4. Have someone meet ambulance outside to direct them to appropriate area.
5. Notify other staff so they are not surprised.
6. Notify parents.
7. Fill out an "Accident Report."
8. Be sure to let Director of Operations or Exc. Director ASAP.

### **In Case Of Parent Confrontation**

1. Immediately invite the parent to the office in order to diffuse the problem & keep the number of people involved to a minimum.
2. Never bring in the member who has been accused of something until after the parent has left the building.
3. Reassure the parent that we will get to the bottom of the problem and be in contact with them when the problem is figured out and dealt with.
4. Reassure the parent that we take all of these matters seriously and will deal with them in our own way.
5. Never give out addresses or phone numbers of other members or staff.
6. Fill out a "Disciplinary Action" form.

# Crisis Communications Plan

## **Crisis Team**

Executive Director  
Associate Director  
Director of Operations  
Director of Program Services  
Director of Development  
Board President  
Club Legal Counsel

## **Plan for the unexpected**

A crisis can hit any organization at any time. An accident may cause injuries, a staff member or volunteer may be accused of sexual abuse, or the Club may be sued for alleged discrimination. The moment word gets out; the media will be calling or appearing at our door seeking comment.

## **BGCL crisis guidelines and procedures**

1. Assess life/safety issues and provide immediate emergency medical care.
2. Call 911 and notify police/rescue.
3. Secure all areas. Implement evacuation and other procedures to protect members and staff from harm.
4. The Crisis Team will meet in Executive Directors office (or at alternative location, if BGCL is unsafe) to assess the situation, evaluate available and needed resources, and activate the crisis communication procedures.
5. Alert staff to the situation and remind them not to speak to the media, but to refer them to the Executive Director who will screen and log all interview requests.
6. Alert board and committee members and remind them not to speak to the media, but to refer them to Markus Fischer.
7. Notify parents of the situation.
8. Alert the BGCA regional office.
9. Contact appropriate community agencies, if necessary.
10. Return to business as usual as quickly as possible.

## **Dealing with the media**

1. The designated BGCL spokesperson is Executive Director. The back-up is Director of Operations. Designating a single spokesperson is the best way to ensure continuity and control our message.
2. As media coverage comes in, it should be shared with the Crisis Team.
3. We never respond “no comment” to a media question, because it infers that we’re hiding something and encourages reporters to seek information from possibly damaging sources. Similarly, we never share information “off the record” due to risk of being quoted out of context, or misquoted altogether. Instead, the executive Director will work with the designated spokesperson to prepare a response, either via a written statement or on-camera interview (depending on the severity of the situation), containing prompt and accurate information.
4. We are not expected to immediately know the details of what went wrong and why. As the situation unfolds, variations on these statements are acceptable:

- a. Your questions will be answered in full. We also want to know what went wrong, and we will keep in contact as we learn more. Right now, our first concern is getting the children and injured to safety. [Describe what we are doing to make that happen.]
  - b. This situation is still under investigation. We are fully cooperating with the authorities and will wait until all facts are gathered and verified before releasing more information.
  - c. I don't have an answer for you at the moment, but I will look into it and get back to you.
  - d. I would like to give you that answer, but we have not been able to confirm facts in that area. We are aware of the severity of the situation, and we are working deliberately at this point to make sure that all of the information released is accurate. We will issue a full report of the details as soon as we have them.
  - e. That is a very important question. We are doing everything we can to determine the answer, which we will provide when we have all the information.
5. Reassure Club members, their families, and the community.
  6. Do not repeat negative questions or misleading words, as these may end up in print as part of your quote.
  7. Do not argue with a reporter, even if provoked, because any statements may end up in print.
  8. Deflect controversial questions by focusing on the Club's policies, procedures, and award-winning kids and programs.

## **Prescription Medication Policy**

The Boys & Girls Club of Lawrence will not administer medication to children who are on specific medicines.

- The Boys & Girls Club of Lawrence will hold only epi-pens and inhalers in cabinet at front counter to those parents who choose to have club hold.
- Inhalers and epi-pens must be accompanied by a doctor's note.
- Children must be able to administer and are trained to use either inhalers or epi-pens.
- Staff will not administer inhalers and epi-pens, but have them accessible for use.
- If the medicine is expired the staff will return it to the child's parents.
- All medicines will be given back to parents or discarded after the program year ends at the end of August.

## **Policy Prohibiting Extreme Favoritism**

The Boys & Girls of Lawrence prohibits staff and volunteers from showing extreme favoritism.

It is important that club staff and volunteers give attention to all members. Even though there are children who come every day and staff get to know them better than those who attend infrequently, attention needs to be given to all members.

Staff should make every effort to get to know all kids and not give EXTREME attention to a few.

## **Bullying Prevention Policy**

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

Bullying is unwanted, aggressive behavior that involves a real or perceived power balance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to club leadership and document the incident in writing.

Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. 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 perpetrators behavior, up to, and including terminating membership.

## **Boys & Girls Club of Lawrence Intake Policy**

The Boys & Girls Club of Lawrence intends to provide an environment in which kids of all backgrounds can develop and grow and at the same time have fun by participating in a wide variety of activities and programs. The safety of our members is our top priority. In order to accomplish this, members need to meet the following criteria:

- Able to function in a 1:20 staff /member ratio.
- Refrain from any violent behaviors towards others or self.
- Refrain from any behaviors leading to property destruction.
- Refrain from any sexually inappropriate behaviors at the Club.
- Able to participate in at least some programs, activities offered by the Club.

For potential new members who have behavioral needs the Club requires a formal intake meeting including the appropriate care givers (e.g. parents, guardians, foster parents, clinicians etc.) who can provide an accurate assessment of the child's needs. Based on the findings from the intake meeting the Club reserves the right to turn down membership or to limit the number of hours or activities to ensure a successful positive experience for all parties involved. Such decisions will be solely based on the Club's ability to provide the resources necessary to accommodate the child's needs appropriately.

# Whistleblower Protection Policy

Boys & Girls Clubs of Lawrence  
136 Water Street  
Lawrence, MA, 01841

The Whistleblower Protection Policy is being implemented at the Boys & Girls Club of Lawrence to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the Boys & Girls Club of Lawrence, any staff member or volunteer who reports waste, fraud, or abuse, the individual making the report will not be fired or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

There are several ways to make a report of suspected waste, fraud, or abuse:

- Send an email to the Board President
- Submit a report in writing to the Board President

Here is what we will do to investigate the report:

The Board President will form an adhoc committee to investigate the reported charges of waste, fraud or abuse within 3 business days of the report. The members of the committee will investigate all charges and report back within a reasonable amount of time. The Board President will than follow up as outlined below.

Here is how we will follow up to report on our findings:

- Provide the person filing a report with a summary of our findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to deal with any criminal activities.



## Boys & Girls Club of Lawrence Parent Handbook



Welcome to the Boys & Girls Club of Lawrence  
"Great Futures Start Here."

Below you will find the rules and regulations of the club. If you have any questions at any time feel free to speak to a staff member.

### Hours of Operation

Monday-Friday - 3:00pm-8:00pm (All members 10 & up must be picked up by 8:00pm (the latest))

Saturday - Closed - Special programs only

Snow days - Call First

Vacations - Check with the club

Summer - 8:30am-3:45pm (the latest)

Members 7-9 must leave the club by 6:15pm Monday- Friday (the latest)

Below are penalties for violation of this policy.

**1<sup>st</sup> Time**- Written Warning

**2<sup>nd</sup> Time** - 1 Day Suspension

**3<sup>rd</sup> Time** - 2 Day Suspension

Suspensions double any time thereafter.

Memberships are **\$40.00 per child**, cash or check. **NO REFUNDS**. It is valid until the 3<sup>rd</sup> week of August. Memberships will then need to be renewed in September. If the child is allergic to any foods, we cannot accept the application without a letter from the child's doctor stating what they're allergic to and birth certificate of children ages 7-9 is also needed. All new members will need to attend a swimming orientation. See swimming schedule for days and times.

**Memberships may be taken away for a number of reasons.**

**Below are some of these:**

- Damage of club property
- Theft
- Physical or violent behavior towards other members or staff
- Sexual harassment or inappropriate touching
- Bullying other members
- Repeat violation of rules

New members will be given a tour of the Club, including an explanation of the rules and regulations of each area.

The club has an "**Open Door Policy**." This means members may exit the building whenever they please and the club is not responsible for them once they do leave. You need to tell your child to stay in the building. **NO STORE TRIPS**

- We supply tons of sports equipment; the kids are not allowed to bring their own.

- Skateboards/longboards and/or skates/rollerblades are not allowed in the building; we will not store the above items.
- We serve supper at 5pm Monday-Friday. We do not serve food on Saturdays. **All members must bring their membership card every day and show it at the front counter.** This card is needed for games and numerous other programs. There will be a \$1.00 charge for anyone who needs to purchase a replacement plastic card. Failure to bring card or money may be cause for suspension.
- **Parents or visitors must check in at the front counter.**
- **Members must attend school in order to attend the club. No school - No Club - No Excuses!**
- Club does not allow **PDA (Public Display of Affection)** - Violators may be suspended.

**Club is not responsible for LOST or STOLEN items.** Money, phones & jewelry must be checked in at the front counter in order for it to be safe. Locks must be removed from lockers nightly or they will be cut.

- No game systems, tablets, iPods will be allowed at club
- Not hats may be worn in club
- If sandals are worn, sneakers must also be brought to club
- Food **MUST** be kept in designated areas only!

#### Club Phone Procedures

A club phone will be available for calling home for pick up and emergencies only! Please arrange your pick up time with your child before they get to the club.

#### Program Highlights

The club offers numerous programs in the following core areas:

Character & Leadership  
 Education & Career Development  
 The Arts  
 Sports & Fitness  
 Health & Life Skills

Please see program guide for more details.

Kids get to choose the programs they are interested in. They are not mandatory!

**Homework Help** - Is available but not mandatory unless your child is part of the Academic-Basketball Program

**The club has a lot to offer. It is a privilege to have a membership here!**

## Lawrence Boys & Girls Club Facility Rental Policy

1. The Club assumes no responsibility for any property or equipment used by the applicant, members, guests or other parties. The Club also reserves the right to approve any equipment used at its premises. Should there be any property loss or damage, the applicant will be notified of replacement or repairs to be made and the applicant will be responsible for reimbursing the Club for all costs within thirty (30) days of receipt.
2. The applicant agrees to indemnify and hold harmless the Club against all claims, damages and expenses including reasonable attorney's fees, court costs arising out of the applicant's acts or omission of any of the applicant's members, guests, or invites. The indemnification shall survive the termination of this license agreement.
3. The representative of the applicant executing this agreement certifies that he or she has been duly authorized to enter into this agreement on behalf of the applicant and the execution and delivery of the agreement or the performance of the terms and conditions hereof or result in any breach of obligation to which the applicant is a party.
4. A deposit of one-half the rental fee is due upon signing of the Rental Agreement. No rental will be officially scheduled until payment in full is received.
5. A 16 hour cancellation notice is required. Otherwise, the user will forfeit the rental and all associated charges.
6. The Club, in its sole discretion, will decide whether custodial help is required.
7. Custodians shall not be responsible for the supervision or conduct of the participants in the user's program. Custodians shall be paid for a minimum of four (4) hours.
8. Users must provide appropriate supervision of activities and individuals. In the event of use by minor children, user must provide one supervisor per 15 children.
9. Rental groups are restricted to the specific facility of the Club designated in the application.
10. The use of open flames is strictly prohibited.
11. The Club may require the user to hire a City of Lawrence Police detail as a condition of the rental. Payment for such is the responsibility of the user.
12. No food or beverages are to be allowed into the classrooms, the gymnasiums or swimming pool area unless express permission is granted in advance.
13. Use of swimming pool requires a minimum of two currently certified lifeguards. Certificates, as a minimum will include Lifeguarding, First Aid and CPR for the Professional Rescuer.
14. The Club is a smoke free environment and prohibits smoking in all facilities. The applicant agrees to have its members, guests and invites strictly observe this policy. A violation of this policy will result in the immediate termination of the applicant's license.
15. **Smoking/Vaping and use of alcoholic beverages is absolutely prohibited.**
16. The applicant is responsible to comply with all local and state rules and regulations and must obtain any and all approvals with the prior consent of the Club.
17. Parking Regulations are to be adhered to strictly. Vehicles must not block fire lanes or part in unauthorized areas. The user's vehicles will be ticketed and/or towed for violation of this provision.
18. The applicant is responsible for leaving the facilities clean and restored to its usual order so that business may resume the next day.
19. If emergency conditions necessitate the closing of Club facilities, all use and rental of facilities will be automatically cancelled or postponed.

**Lawrence Boys and Girls Club, Inc., its Officers, Directors, Governors,  
Administrators, Staff and Employees.**

Lawrence Boys and Girls Club, Inc.,  
136 Water Street  
Lawrence, MA 01841  
(978) 683-2747 ext. 111 Fax (978) 725-5989

Markus Fischer  
Executive Director

[mfischer@lawrencebgc.com](mailto:mfischer@lawrencebgc.com)

### Facility Use Application / Permit

Date of Application \_\_\_\_\_  
Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Responsible Party \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Facility Requested:**            Check all that apply

Two Main Gyms (2 volleyball courts)

Purpose of Use \_\_\_\_\_

Expected Attendance \_\_\_\_\_

\* It is understood by the above named organization that the use of the Club is provided at user's risk. User shall assume responsibility for all damages to the real and personal property of the Club.  
\* The above named organization must adhere to the Club Policy on Rental of Club Facilities which is hereby incorporated into said agreement.  
\* Upon termination of the above named organization's rental of the Club Facilities, the user's right shall immediately cease and terminate and the user shall place the facilities in the same condition as they were prior to said use. No tenancy of any kind is created by this Agreement.  
\* In consideration for this application/permit being accepted the above named group/organization does hereby agree to indemnify, hold harmless and release Lawrence Boys and Girls Club, Inc., its Officers, Directors, Governors, Administrators, Staff and Staff and Employees from any loss, damage, expense, claim or liabilities of any kind as a result of the rental of the designated facility.

Return top two copies with appropriate fee to: Markus Fischer, Lawrence Boys and Girls Club, Inc.,  
136 Water Street, Lawrence, MA 01841. **All checks payable to: Lawrence Boys and Girls Club, Inc.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Events Coordinator: Markus Fischer \_\_\_\_\_ Date: 10/9/2013 \_\_\_\_\_

\$ 8,820	Use Fee		Date Received
	Custodial Fee		Date Received
	Lawrence Police		Date Received
	Certificate of Insurance		Date Received

# **POOL EMERGENCY ACTION PLAN**

- **Recognize Emergency**
  
- **Activate Emergency Action Plan**
  - Pool – One lone whistle blast
  - Land – Notify staff via PA system
  
- **Follow General Rescue Procedure**
  1. Survey the scene
  2. Safely enter water
  3. Activate rescue
  4. Move victim to safety
  5. Remove victim from water
  6. Second LG clears the pool
  
- **Perform Primary Survey**
  1. Second LG calls 911 from pool and notifies front desk
  2. If alone LG calls 911 and leaves line open
  3. If alone LG can send bystander to front desk
  
- **Follow up**
  1. Notify chain of command
  2. Interview witnesses
  3. Complete appropriate reports
  4. Check rescue equipment
  5. Discuss with responding staff and management

## Boys & Girls Club of Lawrence Field Trip Policy

1. Keep an accurate list and count of members that are on the trip with you.
2. Count & take attendance when in the bus or van when leaving club.
3. Talk to kids about acting the right way while on the trip. Remind them they represent themselves, the group they are with and the Boys & Girls Club. How they act will determine if they will be allowed to go on any more trips.
4. Talk to kids about food and trash left in the van.
5. Group should always sit together unless seats are in separate areas.
6. Be sure to have a chaperone in each of these areas.
7. Keep track of kids at all times while at the event.
8. Staff are not allowed to drink alcohol while on the trip.
10. At end of the event, gather all kids, be sure you have everyone and walk to vehicle together.
11. Take attendance when everyone is in the van or bus.
12. When back at the club be sure everyone gets picked up before you leave.
13. If van has below  $\frac{1}{2}$  tank of gas, fill it up.
14. If trip is overnight, staff may never stay in the same room as member.
15. If field trip consists of both male & female members then there must be both male & female staff present.

## CLUB SAFETY POLICIES

I have this day received a copy of The Boys & Girls Club of Lawrence (the "Club") Employee Handbook, Safety Policies & Emergency Operation Plan, and I understand that I am responsible for reading the policies and practices described within them.

I understand that the policies, procedures and benefits contained in this handbook may be modified by the club at any time.

I understand that any violation of a club policy or procedure will subject me to disciplinary action up to and including separation.

I understand that my employment with the club is at-will and that I may be discharged at any time for any reason whatsoever, with or without cause and with or without notice.

Nothing in this handbook or the clubs' policies, practices or procedures is intended to create a contract for employment, express or implied, nor a guarantee of continued employment for a specific duration.

If I have questions concerning the contents of this Handbook & policies attached, I will contact my supervisor.

NAME: \_\_\_\_\_

DATE \_\_\_\_\_

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Signature