



**BOYS & GIRLS CLUBS**  
OF SALINE COUNTY

## Foundation of Safety Policies

Boys & Girls Clubs were founded to keep kids safe. It's in our DNA. We work daily to keep kids safe and we'll be hard at work for as long as we're in existence.

We take incidents seriously. The safety and wellbeing of young people is our number one priority. Even one safety incident is too many. Our hearts go out to victims and their families.

3rd party safety partnerships. Boys & Girls Clubs of America works with leading experts in the areas of safety, security and technology to develop state-of-the-art solutions for our over 4,600 sites.

Mandatory requirements. Through our national Child & Club Safety Department, we implement layers of safety policies and guidelines to keep our kids safe, including the following mandatory safety requirements:

- **Criminal Background Checks:** Club staff, board members, and volunteers (including minors) who have direct, repetitive contact with children are required to undergo an annual criminal background check.
- **Immediate Reporting:** Club staff and volunteers are all mandated reporters. Our reporting and tracking systems were significantly strengthened in 2014. Since mid-2014, Clubs are required to immediately report an incident regardless of severity to authorities first and then to BGCA within 24 hours. This has allowed us to understand more deeply the resources/needs of Clubs to ensure the safest environment.
- **Annual Safety Assessments:** Clubs are required to complete a safety assessment each year. If any concerns arise, BGCA staff will act to make recommendations, require changes or provide support

- **Employee References:** Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the same community.
- **Board-led Safety Committees:** All local Clubs are required to maintain a board-led safety committee to ensure safety is addressed at the highest level of management.
- **State and Local Laws:** All local Boys & Girls Clubs are required to comply with federal, state and local safety laws, including those impacting facilities and vehicles.
- **Safety Policies:** All Clubs are required to have safety policies in place that protect youth, including supervision, transportation, communication and prohibition of private one-on-one contact and must train on those policies annually.

Continuous improvement. The dangers posed to children today are constantly changing, and we will continue to face this threat head on. We continually update and innovate safety policies, programs and training for local Club staff and volunteers that are designed to protect young people from threats present in our society.

## **Background Check Policy**

The Boys & Girls Club Saline County is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis,

Boys & Girls Clubs of Saline County will conduct background checks in accordance with the following policy.

Boys & Girls Clubs of Saline County will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum,

- a) verify the person's identity and legal aliases through verification of a social security number,
- b) provide a national Sex Offender Registry search,
- c) provide a comprehensive criminal search which includes a national search,
- d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at [www.bgca.net/childsafety](http://www.bgca.net/childsafety)), and
- e) include here any additional background check criteria required by your organizational policies, funding, or licensing agencies or required in your 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 (12) months. All background check reports and or criminal findings for the CEO of the organization will be reviewed by the Board Chair and or appropriate Board committee. All background check findings will be considered when making employment or volunteer decisions.

It is the policy of Boys & Girls Clubs of Saline County that an employee or volunteer will be automatically ineligible for employment or volunteer service, 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. a crime against children, including child pornography,
  4. domestic violence,
  5. abduction or human trafficking,
  6. a crime involving rape or sexual assault,
  7. arson,
  8. weapons, or
  9. physical assault or battery,
  10. Drug possession, use or distribution in the last five years

- e) Has been convicted of any misdemeanor or felony against children, including child pornography.

Boys & Girls Club of Saline County will conduct reference checks on any candidate for employment. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Saline County prior to extending an offer for employment or volunteer service.

## **Restroom Policy & Guidance**

The Boys & Girls Clubs of Saline County is committed to providing a safe environment and enforcing the following restroom policy for members, staff, volunteers, and other adults.

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections, set by Club leadership.

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.
- Abide by all staff codes of conduct.
- 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.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

# **Supervision Policy & Guidance**

Boys & Girls Clubs of Saline County is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times.

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 Organization's one-on-one contact policy.
- Abide by the Organization'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.
- 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.

# Transportation Policy & Guidance

The Boys & Girls Clubs of Saline County is committed to providing a safe environment and enforcing the following transportation policy for members, staff, volunteers, and other adults.

We only provide 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 not:

- Transport Club members in personal vehicles.
- Transport one member at a time, unless two or more adults are present.
- 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:

- Only transport members in official Club vehicles.
- 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:

- Keep a log of all youth who are picked-up and dropped off.
- 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.



# Sexual Abuse Policy & Guidance

The Boys & Girls Clubs of Saline County is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to, inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Boys & Girls Clubs of Saline County Code of Conduct or Employee Handbook.

Adult staff and volunteers shall not:

- Initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the supervisor within 24 hours; or
- Engage in off-site activities with members. Such interactions may include, but are not limited to, fieldtrips, meetings, and communications via phone, text, and/or social media.

All persons are prohibited from the access, display, production, possession or distribution of Pornography on Club premises or equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. The incident will also be reported to the appropriate authorities and BGCA. The Chief Executive Officer shall provide directives to maintain the confidentiality of incident reports.

## **Bully Prevention Policy**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. 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 perpetrator's behavior, up to, and including terminating membership.

# One on One Contact Policy

All Boys & Girls Clubs must prohibit one on one interaction between youth and staff and volunteers, including board members.

The Boys & Girls Clubs of Saline County is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff, volunteers, and 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.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

The following guidance should be considered when drafting and implementing related policies and procedures.

- I. What exactly is one-on-one contact?
  - a. One-on-one contact is defined as any **private** contact or communication (including electronic communication) between a member under the age of 18 and an adult, including staff, volunteers, board members, and others that may come in contact with members during regular programming and activities.

i. What is **private** contact/communication? Private contact is any communication, in person or virtual, that is between one youth member and one adult that takes place in a secluded area, is not in plain sight, and/or is done without knowledge of others. Private places can include, but are not limited to, vehicles, rooms without visibility to others, private homes, hotel rooms, etc. Examples of private contact include, but are not limited to:

1. Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
2. One staff member transporting one member in a vehicle.
3. Electronic communications (text, video, social media, etc.) between one member and one adult.

ii. What is **public** contact/communication? Public contact 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 2 members, and variations of this combination.

Examples of public contact include, but are not limited to:

1. Meeting in plain sight of others (i.e. in a quiet corner of an active gameroom)
2. Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
3. Electronic communications (text, video, social media, etc.) between multiple members and adults (i.e. group chats).
4. Public places can include, but are not limited to, buses, airports, shopping malls, restaurants, schools, etc.

II. How will this policy affect mentoring programs?

a. Mentorship is a key component of Boys & Girls Club programming and has tremendous impact on members. Prohibition of one-on-one contact does not have to negatively impact mentor programs and/or relationship building.

Mentors are encouraged to adjust their practices to include:

- i. 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.
- ii. Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- iii. Scheduling meetings during Club hours and at the Club site.
- iv. Documenting interactions between mentors and youth.

- III. How does this affect traveling to external and/or off-site events and activities?
  - a. 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.
  - b. 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 3 people (2 staff and one member or one staff and 2 members) are together when traveling. As an alternative, public transportation may be used (i.e. taxi, Uber, bus, train, air, etc.). If this arrangement presents staffing or budget challenges, consider the following:

    - i. Inviting parents or guardians to attend and/or chaperone their child.
    - ii. Including additional youth (i.e. Junior Youth of the Year) and/or staff in travel plans.
    - iii. Coordinating with other Clubhouses or nearby Organizations to travel together.
    - iv. Travelling with additional staff or members.
  - c. Parents and guardians should also provide written consent in each instance a member travels to any off-site event.
  - d. Similar practices should be in place when coordinating field trips for multiple staff and members.
- IV. What if I partner with a local mentoring organization in my community?
  - a. If you partner with a local mentoring organization, such as Big Brothers Big Sisters, all efforts should be made to ensure mentors abide by Club policies, including background check requirements.
  - b. External mentors should agree to and abide by all Club safety policies and procedures.
  - c. A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member and is clearly communicated to parents or guardians.
  - d. Documentation should be maintained on each mentoring interaction.
- V. How does this policy affect transportation to and from my Clubhouse?

- a. When transporting members to and/or from a Club sponsored event or activity, single members should not be transported alone with one staff person.
  - b. Consider the following to accommodate single children:
    - i. Modify bus or van routes so single children aren't picked up first or dropped off last.
    - ii. Use a bus aide if available.
    - iii. Pick up and drop off children in groups.
    - iv. Modify staff schedules to ensure multiple staff are present.
- VI. Are there exceptions to this policy?
- a. Exceptions can be made when delivering medical or counseling services by a licensed, trained therapist or similar professional (i.e., counselors, social workers).
  - b. Exceptions can be made when the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership. All instances of exceptions should be communicated with Club leadership and documented. If medical care is given, Clubs should reference [HIPAA](#) for state-specific guidance.
  - c. In emergency situations, which could create a safety risk, exceptions can be made, i.e., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk.
  - d. Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including, but not limited to:
    - i. Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
    - ii. Placing time limits on conversations.
    - iii. Meeting in rooms with clear sight lines, i.e. rooms with windows and/or glass doors.
    - iv. Documenting the interaction.
    - v. Disclosing the emergency situation to another staff member.

# Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at the 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 Saline County follows all applicable mandated reporting statutes and regulations, and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include, but is 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 children from the premises.

## **INCIDENT INVESTIGATION**

Boys & Girls Clubs of Saline County 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 external 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 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 any 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 child care licensing agencies or organizations.
- g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- g. Any misappropriation of organizational funds in the amount of \$10,000 or greater; or any amount of federal funds.
- h. 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.
- i. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Club brand.
- j. 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.



# Technology Acceptable Use Policy

Boys & Girls Clubs of Saline County 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.

## **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 Acceptable Use policy and return it to the Club. Under the 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 reserves the right to monitor, inspect, copy and review any personally owned device that is brought to the Club. Parents/guardians will be notified if such an inspection takes place. 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 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 reserves the right to monitor, inspect, copy and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs reserves the right to inspect 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 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 Boys & Girls Clubs Internet 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 their families. Because of this, it is not considered practical for Boys & Girls Clubs of Saline County 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 Internet 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 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 that violates the Boys & Girls Clubs 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 can use Club technology equipment or a personal device, he/she shall read and sign the Acceptable Use policy and return it to the Club. Under the 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** 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 aren't sure of the permissibility of a particular use of technology prior to engaging in the 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 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 is not responsible for the security and condition of 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.

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, 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 wellbeing 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 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:** 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 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.

**Password and access:** To prevent unauthorized access, devices must lock itself and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

# Youth Worker Policies

Boys & Girls Clubs of Saline County is committed to providing a safe environment for youth workers. As part of that commitment, the organization implements policies, procedures and training for the protection of youth workers.

## **Minor Employees:**

Boys & Girls Clubs of Saline County may hire minor employees who are no less than 16 to 17 years of age. Minor employees will be utilized in the implementation of youth programming under the supervision of adult staff. Programming staff will be identified by wearing a Club staff shirt.

## **Work-based Learning Participants:**

Boys & Girls Clubs of Saline County will not implement a work-based learning program for members.

## **Non-Club Member Teen Volunteers:**

Non-member teen volunteers can volunteer at the Club to support one-time or infrequent (e.g., annual) events at which Club members are present without having to complete training requirements and must always be under the supervision of paid adult staff.

## Child Labor

Boys & Girls Clubs of Saline County is committed to providing a safe environment for members, staff and volunteers. To further ensure youth worker safety, the organization follows and adheres to all child labor laws when working with all youth workers.

The federal child labor provisions authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities. When it comes to the legal aspects of managing youth workers, Boys & Girls Clubs of Saline County always follows the stricter law or regulation if more than one applies (e.g., state, federal, Tribal, local or international).

## **Actions and Implementation:**

To make sure we enforce this policy, Boys & Girls Clubs of Saline County is committed to:

- Educating our staff on youth work laws and showing them how to report child labor violations if they see or suspect any.
- Requiring hiring managers and HR to avoid hiring minors under the legal age for working. We also expect them to know and follow this policy and laws on wages and hours for older children.
- Keeping and validating documentation verifying our employees' ages after they're hired. If we discover that we've hired a minor, we'll review applicable laws and adjust working hours accordingly.

**Background Checks on Minors:**

Boys & Girls Clubs of Saline County 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 members per the Background Check policy. This applies to all minor employees as well as non-Club member teen volunteers. Participants of work-based learning programs are not staff, but rather Club or Youth Center members participating in a Club-sanctioned program; therefore, they do not need to complete background checks before beginning their work-based learning experience. Because the minor does not have legal authority to enter into an agreement or give consent in his or her own capacity, it is necessary to acquire parent or legal guardian consent to authorize the background check.

**Training for Supervisors and Coordinators:**

Boys & Girls Clubs of Saline County ensures that all supervisors and coordinators of youth workers understand their rights and responsibilities. All Club staff who supervise or coordinate the youth worker program, or work directly in the same space as youth workers – which includes minor employees, work-based learning participants and non-member teen volunteers – shall complete Boys & Girls Clubs of America-developed training annually, after which they will:

- Understand and communicate the roles and responsibilities of minor employees, volunteers and work-based learning participants.
- Provide leadership, supervision, training and coaching to staff as relates to organizational role, responsibilities, policies and procedures for youth workers.
- Maintain current knowledge about, communicate and follow child labor laws.
- Assess the individual and collective strengths of youth workers against the knowledge, skills and information needed to fulfill their roles safely.
- Identify and implement training for youth workers to ensure they understand and can implement their role.
- Prepare and supervise youth workers for their roles in the Club. Now include this standard language for the following sections: August 7, 2022 10 Sample Youth Worker Policies and Procedures Worksheet
- Ensure systems, practices and procedures for the documentation and notification of suspected child abuse, neglect and physical, verbal and sexual harassment in accordance with state laws and organizational policies when youth workers report incidents are in place.

**Training and Onboarding for Youth Workers:**

Boys & Girls Clubs of Saline County is committed to ensuring that youth workers understand the safety implications of working in the Club. All youth workers, including minor employees and work-based learning participants, will participate in the required number of hours of safety training each year before they work with any Club members. These trainings meet the requirements for child sexual abuse prevention, grooming prevention, and mandated reported trainings for youth workers. These trainings will be incorporated into the onboarding of youth workers. After participating in these trainings, youth workers at a minimum will:

- Know their rights and responsibilities as a youth worker at the Club.
- Understand their role as a youth worker and expectations around safety.



- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement organization-wide rules and policies that pertain to safety.
- Understand their role in supervising other youth. Prohibition of Private One-on-One

**Interaction:**

Boys & Girls Clubs of Saline County is committed to providing a safe environment for members, staff and volunteers, including youth workers. Boys & Girls Clubs of Saline County has put systems in place to prevent one-on-one interactions between youth members and all Club staff and volunteers. All youth workers (including minor employees, work-based learning participants and non-member teen volunteers) shall abide by the organization’s policy to prohibit one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means. All staff and volunteers, including minor employees and non-Club member volunteers, are strictly prohibited from meeting Club participants outside of any Club-sponsored activities, unless the Club participant is the child or sibling of a staff member or volunteer a pre-existing relationship has been disclosed to the supervisor and/or coordinator before work begins.

**Adult-to-Youth Interactions**

All staff, whether they supervise youth workers or not, will understand and adhere to the organization’s policy governing one-on-one interactions. Staff will remember to treat youth workers as youth in and outside the Club environment. This includes making sure that adult staff will not:

- Carpool with youth workers for any reason.
- Invite youth workers to after-work non-Club-sponsored events. Next consider how you will address the prohibition of private one-on-one interaction with youth workers as it applies to adult-to-youth interactions, supervision and peer-to-peer interactions: August 7, 2022 11 Sample Youth Worker Policies and Procedures Worksheet
- Text, use social media or participate in online gaming with teens.
- Interact with youth workers one-on-one or outside of the Club or Youth Center.

**Supervision of Youth Workers:**

Supervisors and coordinators should remain cognizant of the fact that youth workers, despite being under the age of 18, must not violate the prohibition of one-on-one contact with Club members.

All meetings and communications will utilize either a team or group supervision approach. Team supervision involves two or more adults working together as a team to supervise and communicate with youth workers and is also utilized for digital communication with youth workers. This is specifically advised when a direct supervisor needs to talk confidentially with a youth worker. Group supervision is led by a facilitator in a group setting so youth workers can reflect on their work.

Supervisors must ensure that assigned tasks adhere to this policy and do not inadvertently create a situation where minors are alone with another staff member.

**Peer-to-Peer Interactions:**

Boys & Girls Clubs of Saline County is committed to providing a safe environment for members, staff and volunteers, including youth workers. Youth who are working and/or volunteering in the Club may already have relationships and interactions with other youth in the program. Accordingly, the organization realizes the importance of making clear distinctions whenever peer-to-peer interactions are involved. Youth workers will be identified by wearing a Club staff shirt while on duty.

Youth who work in the Club as employees or volunteers may have pre-existing relationships with Club members. Youth are expected to disclose those relationships with the human resources manager or volunteer coordinator at the beginning of their service. Minor employees and non-Club member teen volunteers should not interact with youth outside of their Club peer group outside of the Club environment, unless the youth in question are siblings or a pre-existing relationship has been disclosed to the supervisor and/or coordinator before work begins.

**Mandated Reporting:**

Boys & Girls Clubs of Saline County is committed to providing a safe environment for members, staff and volunteers, including youth workers. Every staff member, volunteer and youth worker who becomes aware of or has suspicion of child abuse or neglect shall immediately report to organization leadership. In such cases, youth workers may report the incident to their supervisor or another designated Club employee, who will then report to the appropriate authorities. All adult staff and volunteers will be educated on the protocols and procedures for reporting before youth workers become involved. The organization will provide support mechanisms for youth workers to access once their report has been submitted, to help limit any traumatic effects. Youth workers will receive such support on a timely basis.

**Internal Reporting Policies and Procedures for Youth Workers:**

Boys & Girls Club of Saline County is committed to providing a safe environment for members, staff and volunteers, including youth workers. As part of this commitment, any minor employee, work-based learning participant or non-Club member teen volunteer who becomes aware of an incident, as defined in this policy, shall immediately report and submit the incident to Club leadership. Club leadership will assist youth workers in completing an incident report. 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 (including youth and staff, if applicable)
- All notifications made (first responders, parents, leadership, etc.)