

Boys & Girls Club of McGehee Incident Reporting Policy

The Boys & Girls Club of McGehee is committed to ensuring the safety of its members, staff and volunteers.

As a mandated reporter, any employee or volunteer of BGC McGehee who becomes aware of an incident, as defined in this policy, shall *immediately* report it to Club leadership. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA, and executing the organization's Crisis Communication Plan. Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple 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
- Allegations of abuse
- Criminal activity, including theft and robbery

Boys & Girls Club of McGehee One on One Contact Policy

The Boys & Girls Club of McGehee 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 and/or volunteers, including board members.

Staff/Volunteers/Board Members 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, etc.
- Transport one member at a time. This includes personal and private vehicles.

Staff/Volunteers/Board Members shall:

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

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

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.

Guidance:

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

1. 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.

- 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, glass doors).
 - iv. Documenting the interaction.
 - v. Disclosing the emergency situation to another staff member.

Boys & Girls Club of McGehee Restroom Policy

The Boys & Girls Club of McGehee is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

The facilities located at the Boys & Girls Club of McGehee include designated restrooms for members, and a separate restroom designated for adults. Adults, *including staff, volunteers, and any other adult in the Club, shall not utilize the member restrooms*. The member restroom facilities are for youth only.

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

Restrooms located in the game room and hallway have been designated for Club member use only.

Staff/volunteers/Board Members shall:

- Only use designated adult restrooms—located behind the front desk
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized.
- Ensure that restrooms are clear of any children before entering a restroom.

Staff/volunteers/Board Members 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

Boys & Girls Club of McGehee
Bullying Prevention Policy

The Boys & Girls Club of McGehee 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.

All staff, volunteers, and members shall read and abide by the Boys & Girls Club of McGehee Code of Conduct.

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.

Boys & Girls Club of McGehee Disability Inclusion Policy

The Boys & Girls Club of McGehee welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

a. Inclusive Environment

The Boys & Girls Club of McGehee staff members will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly achievable.

b. Staff Training and Development

Training and support is provided to ensure that staff members are competent to be aware of and to meet the developmental needs of Club members for which an accommodation is being provided. Club staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate.

c. Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling, and previously enrolled children and their families. All staff and volunteers are trained on the need for confidentiality. Written records are stored in a secure location with limited access. No information subject to confidentiality is released without first receiving the written permission of the parent/guardian. This excludes the responsibility of mandated reports of suspected child abuse and neglect as outlined by applicable state law.

Policy Guidance

Note that the term ‘reasonable accommodations’ in the Americans with Disabilities Act indicates that reasonable steps must be taken to provide services, and should be accomplished by performing an individualized assessment of the child’s needs and the Club’s ability to effectively meet the demonstrated accommodation. A checklist can be found here:

https://www.bgca.net/Programs/ProgramDocuments/Inclusion_Case_by_Case_Checklist.pdf.

Additional Factors to be considered include:

- Needs of person with disability
- Accommodation requested
- Supervision requirements

- Resources available to Club/program
- Impact on Club policies (i.e. prohibition of 1:1 contact)

Practical Considerations

- Approach conversations about accommodations with a spirit of cooperative problem solving. Communication with caregivers is critical to assessing whether the Club can effectively meet an individual's needs. Use the information gathered to determine what additional support could be put in place for youth.
- Update membership forms to allow families to disclose any special needs or accommodations the youth may need.
- Inform all families that they are welcome by placing including an inclusion statement in membership materials, such as: The Boys & Girls Club of McGehee strives to meet the needs of all participants. Please contact our Club Director at 870-222-3702 to discuss accommodations or support.
- Establish a member code of conduct and/or Clubhouse rules and share with all families prior to joining.

Boys & Girls Club of McGehee Drug Free Workplace Policy

The Boys & Girls Club of McGehee 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, which is criminalized as a Schedule I narcotic at the federal level, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Club of McGehee has a duty to comply with the requirement 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 using illegal or unauthorized drugs.
- 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 are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
- Employees taking a legal drug which potentially affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

The Boys & Girls Club of McGehee further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol-free workplace policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol-free workplace policy.

Boys & Girls Club of McGehee Supervision Policy

Boys & Girls Club of McGehee 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/volunteers/Board Members shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.
- Leave any classroom or program area unattended when children are present.
- Allow children into a classroom or program area where there is not a staff member present.

Staff/volunteers/Board Members 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.
- Maintain proper lines of sight in program areas.
- 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.

Boys & Girls Club of McGehee Transportation Policy

The Boys & Girls Club of McGehee is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

Staff/volunteers/Board Members shall not:

- Transport Club members in personal vehicles.
- Transport one member at a time.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

Staff/volunteers/Board Members shall:

- Only transport members in official Club vehicles or vehicles approved by Club leadership.
- 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.

Boys & Girls Club of McGehee
Sexual Abuse Prevention Policy

The Boys & Girls Club of McGehee 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 Club of McGehee Code of Conduct or Employee Handbook.

Unless authorized in advance by the Chief Executive Officer, 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 field trips, 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. When applicable, the incident will be reported to the appropriate authorities. The Chief Executive Officer shall provide written directives to maintain the confidentiality of incident reports.

Boys & Girls Club of McGehee
BGCA Event Travel Policy

Boys & Girls Clubs of America sponsored youth events are events that require youth from local Boys & Girls Clubs and their chaperones to travel together, including overnight stays to events planned and/or hosted by BGCA. Examples of these events include, but are not limited to, National Keystone Conference, Youth of the Year events, and national program events.

All local organizations must follow this policy when attending any Boys & Girls Clubs of America sponsored youth event.

- No minor Club member should travel to a BGCA-sponsored event alone.
- Staff and chaperones shall abide by the local Organization's policy regarding the prohibition of one-on-one contact at all times.
- One adult chaperone and one youth shall not travel alone together.
- Members should be accompanied by at least one adult chaperone who is at least 23 years old and a current employee of a Boys & Girls Club. If a local organization's policy allows board members, part-time staff or staff who are between the ages of 21-22 to chaperone events, written consent must be given by the youth's parents or guardians.
- Adult chaperones must successfully pass a criminal background check that is no more than twelve (12) months old, and have been employed or affiliated with a Boys & Girls Club for at least one (1) year.
- During overnight travel, if youth share sleeping rooms with other youth, reasonable efforts should be made to ensure roommates are of the same gender and of similar age. Reasonable single accommodations should be made for youth should they request it.
- Adult chaperones shall stay in separate rooms from members. Regardless of a local organization's policy, an adult chaperone shall not share a hotel room or other sleeping arrangements with a youth alone. Adult chaperones should make reasonable efforts to reserve rooms on the same floor and/or in close proximity for supervision purposes.
- All youth and chaperones must review and sign appropriate codes of conduct. Youth codes should be reviewed and signed by the parent or legal guardian as well.

Boys & Girls Club of McGehee
Outside Contact Policy

The Boys & Girls Club of McGehee is committed to providing a safe environment and enforces the following outside contact policy for staff and Club members.

Staff shall refrain from socializing with Club members outside of normal Club operations. This includes, but is not limited to:

- Visiting Club members homes without prior approval of the Chief Executive Officer
- Having Club members visit your home
- Babysitting or caretaking of Club members
- Initiating and/or maintaining electronic contact with Club members
- Requesting and/or accepting friend or follow requests from Club members on social media

As part of this policy, staff shall also abide by all aspects of the Club's transportation and one-on-one contact policies.

Boys & Girls Club of McGehee
Cell Phone Policy

The Boys & Girls Club of McGehee is committed to providing a safe environment and enforces the following policy regarding cell phone use during work hours.

Personal cell phones should not be used in the workplace. Cell phone usage distracts you and keeps you from being alert and aware of what is happening around you. Text messaging, social media, emails, or other cell-phone usage is detrimental to the positive, supportive environment that the Club strives to provide for its members. Should an employee need to make or receive an emergency call during working hours, he/she should notify a supervisor.

Violation of this policy will result in disciplinary action being taken, up to and including termination of employment.

Boys & Girls Club of McGehee Social Media Policy

The Boys & Girls Club of McGehee is committed to providing a safe environment and enforces the following social media policy for all employees.

As a Boys & Girls Club of McGehee employee, your social media presence is an extension of your personal self. As such, you have a responsibility to use these services wisely. This policy lays out certain guidelines for using social media accounts, including but not limited to Facebook, Twitter, Snapchat, Instagram, YouTube, Tumblr, TikTok, blogging sites, Wikis, podcasts, and others.

Personal Responsibility:

- Boys & Girls Club of McGehee employees are personally responsible for the content they post online. Be mindful that what you publish will be public for a long time—regardless of your privacy settings.
- Remember that your online presence and what you post is a representation of yourself, your coworkers, Club members, the Boys & Girls Club organization, and the community.
- Do not post photos or videos of fellow employees without their consent.
- Do not post photos or videos of Club members on your personal accounts.
- Cyberbullying is not to be tolerated. Any incidents of cyberbullying will be taken seriously, and will result in immediately disciplinary action.
- Your comments, Tweets, status updates, photos, Stories, and other online content should always meet the highest standards of professional discretion. You should always operate with the assumption that all of your postings are in the public domain.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism. If you wouldn't print the picture and post it on the bulletin board at the Club, then you shouldn't post it online.
- Posts portraying illegal or immoral activity will result in immediate disciplinary action, up to and including termination of employment.
- Employees are not permitted to solicit or accept "friend" requests or follow requests from Club members on any personal social media accounts.
- Employees are not permitted to text message, direct message, or private message any Club member. If a Club member sends a text message, private message, or direct message to an employee, the employee shall not respond to the message. Screen capturing the message and reporting it to a supervisor is advised.

Boys & Girls Club of McGehee
Cyberbullying Policy

The Boys & Girls Club of McGehee is committed to providing all members with a safe environment, and will not tolerate any form of cyberbullying.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through text messaging, social media, other apps, or online in forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Staff and/or volunteers who observe or become aware of an act of cyberbullying shall take immediate, appropriate steps to intervene. The staff member and/or volunteer shall report the matter 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 cyberbullying. 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 and/or employment.

Boys & Girls Club of McGehee Technology Policy

The Boys & Girls Club of McGehee has made a substantial investment to provide the appropriate technological resources for its employees to complete their work. These resources may include computers, printers, walkie-talkies, internet infrastructure, network hardware, computer software, storage solutions, televisions, and other various pieces of technology. Boys & Girls Club of McGehee employees have certain responsibilities when it comes to the use of Club technology.

While at work, each employee will be assigned an official Boys & Girls Club of McGehee email address. This email address and accompanying Cloud storage solutions are to be used for official Club business and communication. Boys & Girls Club email accounts, Cloud storage, and any data associated with these accounts remains the property of Boys & Girls Club of McGehee.

Club employees may access the internet for official Club business, such as research and communicating with other business associates. The Club does not object to your sending or receiving an occasional personal email from your work station, but keep it brief. Excessive personal use of the internet is a violation of Club policy and may result in disciplinary action.

Use of inappropriate web sites affects individual job performance and might be offensive to others. Any employee who visits such websites on Boys & Girls Club equipment or during work hours on personal devices will receive disciplinary action up to and including termination of employment.

Instant messaging, direct messaging, or private messaging should only be used when conducting Club business communication. "Chain" e-mails, jokes, sports talk, heart-warming stories, spam and the like are prohibited and should be deleted if received. Remember that even when you delete an e-mail message, it can remain in the computer's memory system forever and can be retrieved at a later date.

Due to the nature of e-mail communication, it is very important to compose messages that are professional, business-like, and in good taste. E-mail is less private than many users anticipate. Therefore, your e-mail messages must not contain material that is offensive, nor should they contain racial, ethnic, religious, or sexual slurs, or any other language that is inappropriate. You should compose e-mail messages with the same care as hard copy correspondence.

Employees are not allowed to upload or download copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Employees may not use a code, access a file, or retrieve any stored information unless specifically authorized. In addition, you may not access another employee's e-mail without that employee's permission and management authorization.

The Club reserves the right to monitor, retrieve, and read all e-mail messages and will take disciplinary action if policy is not followed.

Employees should apply the spirit of this policy to any other new programs or technologies that arise via expanding technology.

Boys & Girls Club of McGehee Field Trip Policy

The Boys & Girls Club of McGehee is committed to maintaining the safety of all Club members, staff, and volunteers, and has laid out the following policy to ensure that all parties are kept safe during off-site field trips.

- All off-site field trips will require a signed parental release form in addition to a current membership for any child attending
- All off-site field trips are subject to proper supervision policy ratios
- For off-site field trips that require transportation, transportation will be provided by the Boys & Girls Club or contracted with a reputable organization of the Club's choosing.
- All drivers and chaperones will be subject to the Club's background check policy
- The Club's one-on-one contact policy and transportation policy must also be followed for all field trips