



BOYS & GIRLS CLUB

OF HENDERSON COUNTY

MEMBER SAFETY POLICIES & PROCEDURES

BARRIER CRIME POLICY AND BACKGROUND CHECKS

BGCHC (Boys & Girls Club of Henderson County) shall secure criminal background checks on all staff (including minors), board members and any individual serving on a board standing committee. In addition, all volunteers and third-party professionals who have direct, repetitive interaction with young people must have background checks. Such background checks shall be secured prior to employment, volunteer engagement or other affiliation and at least once every 12 months thereafter.

Name-or fingerprint-based record searches may be used in any combination but shall, 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 that includes a national search; and
- d. Provide a comprehensive local criminal search that includes a statewide or county-level criminal search, depending on jurisdiction.

This membership requirement must also be shared with each Member Organization's background check provider.

All background check findings shall be considered when making employment or volunteer decisions. BGC is prohibited from hiring or engaging potential staff, board members or volunteers – or continuing to employ or engage current staff, board members or volunteers – who have direct, repetitive interaction with youth 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, but not limited to:
 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, drug use or distribution of drugs in the last five years;

e. has been convicted of any misdemeanor or felony against children, including child pornography

Other crimes that may require further investigation of the applicant or employee before any action is determined include but are not limited to:

- incomplete disposition of any Barrier Crime
- any misdemeanor convictions within the past 5 years that are not Barrier Crimes
- expunction, restoration of rights or pardon of any Barrier Crimes
- a charge involving a child, but resulting in a favorable disposition to the applicant
- a charge not readily apparent if drugs or alcohol is involved
- any DUI conviction within the past 5 years

REFERENCE CHECKS

BGCHC shall conduct reference checks on any candidate for employment or volunteer with direct, repetitive interaction with young people. BGCHC must inquire with any potential candidate for employment or a potential volunteer as to previous Boys & Girls Club experience.

Should candidates for employment or volunteer service in a role that has direct, repetitive interaction with young people 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 the candidate worked at prior to extending an offer for employment or volunteer service.

Additionally, BGCHC shall provide an accurate assessment of a potential candidate's eligibility for rehire/volunteering when asked by other Member Organizations.

CONTACT POLICY

All personnel and volunteers interacting with Club members are prohibited from the following:

- Physical displays of affection or other actions that could be interpreted as a sexual prelude to continued actions, commonly known as "grooming."
- Any after-hours or off-site relations with Club members (family assistance, mentoring program, etc.) without prior approval by the organization.
- Placing themselves in situations where they are alone with a single member.

ONE-ON-ONE POLICY

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

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.

Staff and Volunteers shall:

- Ensure that meetings and communications (in-person and virtual) involving members 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. Also, any employee/volunteer maybe placed on temporary leave pending the outcome of an investigation.

SUPERVISION POLICY

Staff shall:

- Abide by the Club's one-on-one contact policy.
- Ensure at least three individuals are present when supervising members.
- Abide by the Club's disciplinary policies and procedures.
- 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.
- Maintain proper ratios at all times.

Recommended Ratios:

	<u>Adults</u>	<u>Youth</u>
Drop-in	1	25
Instructional	1	20
Group Clubs	1	15
Teams	1	15
Day Trips	1	10
Overnight	1 (with minimum of 2 adults present)	6
Swimming	1 Lifeguard	25 Swimmers
Swimming	1 Spotter	10 Swimmers

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.

CHILD ABUSE

The Boys & Girls Clubs of Henderson County supports and maintains an environment that is free from child abuse and neglect. The Child Abuse Prevention and Treatment Act defines child abuse and neglect as “the physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of 18 by a person who is responsible for the child’s welfare.” Child abuse and neglect are unlawful acts. It is against the Club’s policy for any employed staff or volunteer to abuse any member. Whenever possible, at least two adults (including at least one staff member) will be present when meeting with individual members of the Club. In accordance with this policy, the Boys & Girls Club of Henderson County will neither condone nor tolerate:

- Infliction of physically abusive behavior or bodily injury upon members;
- Physical neglect of members, including failure to provide adequate safety measures, care and supervision in relation to Club activities;
- Emotional maltreatment of members, including verbal abuse and/or verbal attacks.

It is the duty of each employee to report any known or suspected child abuse or neglect. Any employee or volunteer accused is subject to being placed on temporary leave pending an

investigation.

CHILD ABUSE & REPORTING

Once abuse and or neglect is suspected of a parent-guardian, Club staff should:

- Inform the ED, AED or OD's. Leadership should discuss and assess the situation with the staff person. The staff person should submit written documentation of suspicions/concerns.
- The ED, AED or OD may interview the child, only to the extent necessary to confirm the suspicion.
- The ED, AED or OD or designated staff person will call the Department of Social Services (DSS) immediately to report the incident. All reports to DSS need to be documented as to date, time, person spoken to at DSS, outcome of conversation.

Once abuse and or neglect is suspected of a staff person, Club staff should:

- Inform the ED, AED or OD. They should discuss and assessment the situation.
- The Board President and/or other Executive Committee member should be contacted.
- The ED, AED or OD may interview the child, only to the extent necessary to confirm the suspicion.
- The ED, AED or OD will call the Department of Social Services (DSS) immediately to report the incident. All reports to DSS need to be documented as to date, time, person spoken to at DSS, outcome of conversation.
- Staff member shall be suspended during investigation (with or without pay will be determined by the situation in question). Continued employment is based on findings of the official investigation.

MISSING CHILD

A member shall be considered missing if he or she:

- Does not return at the end of a field trip or outing.
- Has not been signed out by parent/guardian and parent arrives to take member home.
- If a child leaves the Club without permission, Club staff should make every attempt to get Club member to re-enter building. If staff cannot leave building to make the attempt, he/she should contact the parent 1st and then the Police Department 2nd.
- Reasonably suspects that child has disappeared (i.e. he or she must reasonably suspect that the parent/guardian or other person responsible for the child is and has not had contact with the child for 24 hours and reasonably suspects the child is in danger.

PREVENTIVE ACTIONS

- Notify parents during orientation and registration of their responsibility to inform their children to stay at the Club until appropriate persons pick them up.
- Inform members of Club procedures through Member Handbook.
- ED or OD or other designated staff shall train staff in group supervision techniques.
- Maintain a list of adults authorized to pick up a child.

On walking trips:

- If there are two staff, they should place themselves in front and back of the group.
- If there is one staff, he/she should place him/herself at the front of the group to stop at each intersection.

On fieldtrips:

- Staff should take attendance after members enter the vehicle before departing and before returning.
- If members are allowed to leave adult supervision, they shall be given explicit details on a group meeting place and time and what to do in case of an emergency.

RESPONSE TO MISSING CHILD

If a child is missing, staff should:

- Search for the child. Remember that members who are not missing must continue to be adequately supervised.
- On a field trip or outing, if the child is not found in less than 15 minutes, notify the club admin staff or ED, AED or OD. The ED, AED or OD will notify parents. If applicable, notify the police.
- Ask the parents to file a missing person report with law enforcement and to contact the Club when the child is found.

SEXUAL HARASSMENT/MISCONDUCT

Sexual harassment will not be tolerated. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and is incompatible with the values, traditions, and purposes of the Boys & Girls Club of Henderson County.

Sexual harassment may consist of “unwelcome” sexual advances, requests for sexual favors and other verbal or physical acts of a sexual nature. Sexual harassment also encompasses other actions that create a hostile, offensive or intimidating work environment. Such actions can include, for example, inappropriate or overly familiar touching, sexual innuendoes, obscene gestures, jokes and remarks of a sexual nature. In accordance with this policy, Boys & Girls Club of Henderson County will neither condone nor tolerate any overt display, demonstration or discussion of sexual activity between and/or among staff, volunteers, visitors and members. It is

the responsibility of each staff member to report to the Executive Director any inappropriate behavior.

In the event of suspected misconduct by the Executive Director, the Board President should be contacted. Upon investigation, any staff member found to have engaged in sexual harassment may be given up to one warning in writing, or the person may be immediately discharged and restricted from returning to the Club property. Further retaliation against anyone who has reported an allegation of harassment is expressly prohibited, and if it occurs, will be grounds for disciplinary action up to and including termination.

COVID-19 SICKNESS POLICY

Any Club staff member, volunteer or youth member who is sick (any fever, respiratory, or gastrointestinal symptoms) or who believes they might have COVID-19 will be excluded from Club programs for 14 days OR until they can acquire written clearance from a medical provider to safely return to the program.

Those individuals who do not consult with a medical provider must answer YES to the following questions prior to returning to the Club after the 14-day period of absence:

- ✓ Has it been at least 10 days since you first had symptoms?
- ✓ Have you been without fever for three days (72 hours) without any medicine for fever?
- ✓ Has it been three days (72 hours) since your symptoms have improved?

Be advised that household members who have been in close contact with someone with symptoms of COVID-19 will also be excluded from the program for 14 days (if applicable). These individuals are advised to monitor themselves for symptoms and consult with their medical provider if necessary. Close contact means within six feet for at least 10 minutes.

GENERAL SICKNESS POLICY

Children who are sick should stay home for at least 24 hours after they no longer have a fever without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs. Any child with any illness or condition that is contagious must stay home until there is no threat of spreading the illness. If a child is sick at the club, parents will be called to pick up the child.

MEDICATION POLICY: ADMINISTERING PRESCRIPTION DRUGS

If a Club member is required to take medications (prescriptions or over the counter), while at the Boys & Girls Club or during any Boys & Girls Club events, the parent must complete a Medication form. The medication will be secured in the staff office and all the following policies must be implemented before Club personnel can administer any medications:

- * No medicines or medical equipment may be kept with the child.
- * Prescriptions and over the counter medicines MUST have the child's first and last name on the label of each item.
- * Written instructions cannot exceed amounts indicated on medicine's label for age of child. Exception: a note from child's doctor is acceptable.
- * If an item reads, "under the age of _____, consult a physician," a note from the child's doctor is needed.
- * Medication with expiration dates not current cannot be administered.
- * If a parent requests medication to be given on an "as needed" basis, instructions stating dosage and how many times a day must be given with medication.
- * The Club will only keep medication that has not exceeded its expiration date. Please make sure you bring the new supply in the original bottle. You may refill the bottle that is at the club after we verify the prescription.
- * The Boys & Girls Club will not be responsible for adverse effects of the medication administered.

INJURY REPORTING (See form at Appendix 7)

In the event of a member injury requiring medical attention, Club staff will complete and sign an Injury Report. Reports must also be signed by the parent/guardian picking the child up and kept on file. In the event of an urgent medical incident/injury, staff will immediately call 911.

ATTENDANCE AND FACILITY DEPARTURE

The Boys & Girls Club has an "open door policy," and staff will not physically stop a child from leaving the facility. It is the expectation of the Boys & Girls Club that members remain with program staff until the programming day is complete or a parent or guardian picks them up and signs them out. Expectations for attending the Club and leaving the premises should exist between the child and his/her parents/guardians.

SCHOOL ATTENDANCE POLICY

In order to attend Boys & Girls Club after school programs, members must have attended school that day.

WEATHER CLOSINGS

The Boys & Girls Club will be closed on days the Henderson County Public Schools are closed for inclement weather. For mid-day closings, all students should ride buses home, not to the Club.

DISCIPLINE POLICY

1. The Boys & Girls Club staff will always be as fair and consistent as possible while dealing with any discipline problems.
2. It is the Boys & Girls Club policy to use an isolation method (such as time-out) in dealing with discipline problems with the child at the club. When using an isolation method, children will never be left alone or placed in a locked room.
3. Snacks and/or meals will never be withheld as a form of punishment.
4. It is the right of any member of the Club's Core Management Team to suspend or expel a child from the Club. Suspensions can be given to members in accordance with established Discipline Guidelines and the staff's decision will be final.
5. A parent/guardian will be notified of a suspension verbally and/or by a written suspension form.
6. We will not physical or verbally assault any member, nor will we use any type of physical or mechanical restraints.
7. Conferences will be held at the request of the parent/guardian or if the Executive Director/Assistant Executive Director feels it is necessary.
8. We will ask that all parents support our efforts in teaching your children good behavior and social skills.
9. The Boys & Girls Club administration reserves the right to revoke a child's membership due to excessive and/or disciplinary problems.

The discipline policy is important to the success of operating a quality youth organization. Rules will be enforced to make the club a positive place for all children.

Fighting, and other acts of violence and illegal activities lead to automatic suspensions from the Club.

MEMBER BEHAVIOR INCIDENTS

Violations or member behaviors that go against the Boys & Girls Club Code of Conduct will be documented by Staff in a Behavior Incident Report. Reports will be submitted to Club administration for review and implementation of any disciplinary consequence according to the Club's discipline policy. All decisions of Club administrators are final. All incidents will be entered into the Club's membership management database (Vision).

VIDEO SURVEILLANCE POLICY

Incidents recorded on Boys & Girls Club security camera equipment are only available for review by Club administrative staff or officials with law enforcement or Child Protective Services.

BULLYING POLICY

Bullying (defined as unwanted, aggressive behaviors involving a real or perceived power imbalance that is repeated, or has the potential to be repeated, over time) is unacceptable at the Boys & Girls Club. Bullying includes making threats, spreading rumors, physical or verbal attacks or peer isolation. Staff and/or volunteers who observe an act of bullying will take appropriate steps to intervene according to the discipline policy.

SEARCH POLICY:

All lockers/Club storage are the property of the Boys and Girls Club of Henderson County and as an organization we reserve the right to search them at our discretion. We also reserve the right to search any backpacks, lunch boxes, containers, etc. If there are any suspicious observances or behaviors a search will be conducted to ensure the safety of members and staff.

OVERNIGHT OR FIELD TRIPS POLICY:

Written parental consent is required for all overnight events and trips hosted by the Boys & Girls Club of Henderson County.

NC DEPARTMENT OF LABOR Work Hour Limitations for Youths

Rules for 14 and 15-year-olds

These youth may be employed:

- No more than three hours a day when school is in session for the youth and no more than eight hours a day if school is not in session.
- Only between 7:00 am and 7:00 pm (9:00 pm from June 1 thru Labor Day when school is not in session).
- A maximum of 18 hours per week when school is in session or 40 hours per week when school is not in session.
- Only outside school hours.
- A 30-minute break is required after any period of five consecutive hours of work.

Rules for 16 and 17-year-olds

- During the school term, youth who are enrolled in grades 12 or lower cannot be employed between 11:00 pm and 5:00 am when there is school for the youth the next day.

- Exception: When the employer gets written permission from the youth's parents and principal.

Job Limitations

- Youths less than 14 years of age: Work is generally not permitted for youths under 14 years of age except when working for the youth's parents, in home delivery of newspapers, or in modeling or acting in a movie or theater production.
- Youth 14-15 years of age: Work may be performed in retail businesses, food service establishments, service stations and offices of other businesses. Work is not permitted in manufacturing, mining, on construction sites, with power-driven machinery, on the premise of a business holding an ABC permit for the on-premises sale or consumption of alcoholic beverages, or in hazardous or detrimental occupations.
- Youth 16-17 years of age: Work in hazardous/detrimental occupations is not permitted.

For more information about workplace rights, please contact our toll free number at 1-800-NC-LABOR (800-625-2267).

RESTROOM POLICY

Restrooms shall be regularly monitored by designated staff. Monitoring includes hourly walk-throughs, inspections, and timely reporting of unsanitary conditions, needed supplies or items in disrepair.

Additionally, Staff shall

- 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.

Staff observing unacceptable restroom conditions shall

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

Staff Best Practices:

- *Designate the first 5 minutes of class as restroom time.*
- *Require permission for members to use the restroom during programs and allow only one child to go at a time.*
- *Create/use a designated restroom pass.*
- *Ensure that members are using the restroom closest to their program space.*

- *When leading class in a space that includes a restroom, periodically position yourself close to the restrooms while monitoring class activity.*
- *When leading class in a space that includes a restroom, conduct hourly walk-throughs to ensure toilets are flushed, there is no paper/trash on the floor, supplies are stocked and that hardware is in good working order.*
- *When inspecting an opposite-gender restroom, ask an appropriate gender staff/member to evaluate restroom conditions and report them to you.*

MEMBER TRANSPORTATION POLICY (Appendix 3)

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

Staff shall:

- Only transport members in official Club vehicles – no personal vehicles.
- Ensure at least three individuals are present when transporting members
- Abide by the one-on-one policy when transporting members.
- Refrain from using electronic devices such as cell phones or other communication devices while transporting members to and from the Club or Club related activities. Use of earbuds/headphones while driving is also prohibited.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Club or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Club or Club related activities.

WHISTLEBLOWER POLICY

BGCHC encourages its employees to report suspected or actual illegal or improper activity by an employee, volunteer or board member, financial or otherwise. All individuals will be protected against retaliatory actions resulting from reporting illegal or improper conduct. Any employee who feels that adverse action has been taken toward him/her due to a report of improper activity should notify the Executive Director and/or a member of the Executive Committee of the Board of Directors.

An employee, volunteer or board member suspecting improper or fraudulent activity, financial or otherwise, should immediately request a discussion of the matter with the Executive Director. The individual may request a hearing or review with the Finance Committee regarding fraudulent financial matters or the Executive Committee regarding improper personnel matters. All requests must be in writing and submitted to the Board President within 10 working days of meeting with the Executive Director or within 5 days of discovery of the fraudulent or improper activity. The manner of a hearing is at the full discretion of the Finance or Executive Committee.

Reporting honestly is also critical to the integrity of the process which means that you have a good faith belief that an inappropriate action has occurred. Filing a report to retaliate against another individual, gain an advantage in a personal conflict, or to harass or intimidate an individual is not reporting honestly. Dishonest reporting will be viewed as abhorrent behavior and will be handled according to the Club's disciplinary process.

All reports brought to the Audit or HR Committee will be communicated to the Executive Committee. All grievances will be kept confidential within the Board of Directors. All Board decisions will be binding.