



**BOYS & GIRLS CLUB**  
OF HENDERSON COUNTY

## **MEMBERSHIP MANAGEMENT POLICIES**

### **BARRIER CRIME POLICY AND BACKGROUND CHECKS**

BGCHC 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. Staff and volunteers are required to disclose any arrests, charges, or convictions of a crime to the Executive Director and to their direct supervisor within 24 hours (or 72 hours of an arrest).

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 BGCHC's background check provider.

All background check findings shall be considered when making employment or volunteer decisions. BGCHC 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

The dismissal or suspension pending investigation of any staff member or volunteer as a result of a violation of the BGCHC Barrier Crime Policy will be reported to the Club’s BGCA Director of Development and the JCPC Area Consultant.

## 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

One-on-one interactions between youth and staff and volunteers, including board members, are prohibited at BGCHC. 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 into 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	20
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

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**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**

BGCHC 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, BGCHC 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**

BGCHC shall immediately report any known allegation of abuse or any potential criminal matter to law enforcement or the appropriate authorities.

**If abuse and or neglect is suspected of a parent/guardian/adult acquaintance, Club staff should:**

- Inform the ED, AED or OD's. Leadership will 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.
- BGCHC Leadership will abide by Boys & Girls Clubs of America's (BGCA) Critical Incident Reporting Policy.

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

- Inform the ED, AED or OD. Leadership will discuss and assess the situation.
- The Board President and/or other Executive Committee member will 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.
- BGCHC Leadership will abide by Boys & Girls Clubs of America's (BGCA) Critical Incident Reporting Policy.

**CRITICAL INCIDENT REPORTING**

In addition to reporting any known allegation of abuse or any potential criminal matter to law enforcement or the appropriate authorities, BGCHC shall report the following known 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) alleged against any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse; sexual

misconduct; harassment; or Club-related exploitation against a volunteer or visitor.

f. Failure of an inspection by a childcare licensing agency or organization.

g. Any instance or allegation of a felony-level criminal act committed at a Club site or during a Club-sponsored activity.

h. Any misappropriation of organizational funds in the amount of \$10,000 or greater; or any amount of federal funds.

i. Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.

j. Negative media attention that could compromise the reputation of BGCHC or the Boys & Girls Club brand.

k. Any other incident deemed critical by the Member Organization.

The **Executive Director, board chair or a designee selected by the Executive Director or board chair** can submit the critical incident report on [www.bgca.net](http://www.bgca.net) by clicking the red icon on their homepage or on the Child Safety page.

## **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 1<sup>st</sup> and then the Police Department 2<sup>nd</sup>.
- 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 or UDs. The ED or UDs 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 BGCHC.

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, BGCHC 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.

## **GENERAL SICKNESS POLICY**

If a child is sick at the Club, parents will be called to pick up the child. 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 or symptoms (vomiting, diarrhea, congestion, etc.). 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, and in cases of highly communicable illness, including COVID-19, documentation from a medical provider stating the child's safe date of return is required in order to resume attending the Club.

## **MEDICATION POLICY: ADMINISTERING PRESCRIPTION DRUGS**

If a Club member is required to take medications (prescriptions or over the counter), while at BGCHC or at any BGCHC 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.
- \* BGCHC will not be responsible for adverse effects of the medication administered.

## **DRUG AND ALCOHOL POLICY**

The possession, use, distribution, and/or sale of illicit drugs or non-medical use of prescription drugs is unlawful. Such use jeopardizes the health and safety of the individual and those around him/her, as well as creates undue related expenses, both tangible and intangible. It is for these reasons the following policy is adopted.

Prior to employment, all applicants offered employment must successfully complete a drug screen as determined by the Club. **Pre-employment tests are administered by Pardee Urgent Care on Four Seasons Blvd.** Tests are used to determine the current use of drugs and/or other related substances, the presence of which may eliminate a candidate from further consideration for employment.

After employment, any employee whose behavior demonstrates reasonable cause to believe he/she is under the influence of drugs or alcohol will be requested to immediately submit to a drug and alcohol test.

After employment, any employee sustaining an injury or illness which must be recorded in the OSHA log as a workers' compensation claim or who is involved in an accident resulting in damage to property or injury to others will be requested to immediately submit to a drug and alcohol test.

Refusal to submit to any of these requested test occasions will be grounds for employment denial or discharge. The Club will pay for the drug tests and will assist in arranging transportation home after testing for occasions of reasonable cause.

In cases of injury or illness, the drug and alcohol test will be conducted in conjunction with any necessary medical treatment.



An employee who receives medical attention as part of injury/illness benefits and concurrently tests positive for drugs or alcohol will experience retroactive denial of benefits with regard to the injury/illness event. In addition, it will be grounds for immediate loss of employment privileges.

If an applicant or employee tests positive for illicit drugs or prescription drugs outside a physician's directions, it is grounds for employment denial or discharge. An employee who is being prescribed drugs by a treatment physician that are a controlled substance or may otherwise affect job performance must inform his/her supervisor when such treatment begins.

Individuals who illegally possess, use, distribute, or sell drugs are subject to prosecution by law enforcement officials. Any employee approached by anyone with regard to possession, use, distribution or sale of controlled substances must report this immediately to his/her supervisor. Any employee who is charged with any criminal offense involving controlled substances must immediately report this to his/her supervisor.

### **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**

BGCHC has an "open door policy," and staff will not physically stop a child from leaving the facility. It is the expectation of BGCHC 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.

### **PROGRAM POLICY**

BGCHC staff members and volunteers are prohibited from intentional treatment, programming, or activities that promote or result in humiliation, verbal abuse, physical intimidation, fear or physical pain toward juveniles and their families served within the program.

BGCHC will not make referrals to programs, service providers, or activities that are known to promote or result in humiliation, verbal abuse, physical intimidation, fear or physical pain toward juveniles and their families served within the program.

Additionally, the Club will never coerce or pressure a member into acknowledging their JCPC/Court involvement, nor will any staff member reference or share that information, outside of what might be programmatically relevant for safety or treatment to other staff to best support the youth.

### **MEMBER BEHAVIOR EXPECTATIONS (CLUB CODE OF CONDUCT)**

1. Listen
2. Play fairly and be honest
3. Be respectful to everyone
4. Solve problems in a positive way
5. Take care of the Boys & Girls Club
6. Use nice language
7. Dress properly at all times
8. Fireworks, smoking, vaping, drugs, alcohol & weapons are not allowed on premises

All adult occupants on Club premises (staff members, volunteers, visitors, etc.) are expected to abide by the behavioral expectations listed in the Club's Code of Conduct in order to access Club programs, services and to remain on Club property. Members or visitors who are involved in violent or inappropriate behavior are subject to permanent expulsion from the Boys & Girls Club. The proper authorities will be notified, should serious infractions occur at the Boys & Girls Club.

### **DISCIPLINE POLICY**

1. The Boys & Girls Club staff will always be as fair and consistent as possible while dealing with any discipline problems. Club staff will determine appropriate discipline considering the juvenile's age, intelligence, emotional competency, clinical status and past experiences.
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, meals, and bathroom privileges 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.
  - a. We will ask that all parents support our efforts in teaching your children good behavior and social skills.
8. The Boys & Girls Club administration reserves the right to revoke a child's membership due to excessive and/or disciplinary problems.

These policies are important to the success of operating a quality youth organization. They 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 BGCHC 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).

### **MEMBER TECHNOLOGY POLICY**

Any member possessing a technology device or using Club technology must adhere to the following guidelines. The Boys & Girls Club adopts this policy in order to maintain a safe and secure environment for members, staff, volunteers and others.

A personally owned device shall include all member-owned existing and emerging technologies and devices that take photographs; play and record audio or video; input text; upload and download content and/or media; and transmit or receive messages or images. Emerging technologies and devices include, but are not limited to, cell phones, computers, tablets and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat, and websites.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device that must be picked up by parent/guardian, 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 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 the use. 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; and 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. 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, bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Any cyber bullying that is determined to disrupt the safety and/or well-being of the Club, Club Member, Club Staff or community is subject to disciplinary action.

**Monitoring and Inspection:** BGCHC reserves the right to monitor, inspect, copy, and review any device that is brought to the Club. Parents/Guardians may refuse to allow such inspections, but the member may be barred from bringing the device to the Club in the future.

**Internet access:** Any devices used at the Club are not permitted to directly connect to the "Staff" Internet through a phone network or other content service provider. All member devices must access the internet via the "Members" content filtered wireless network. BGCHC 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 their personal and school-issued devices. Staff are not responsible for the security and condition of the member's devices.

**Parental Notification and Responsibility:** BGCA's (Boys & Girls Club of America) Internet Acceptable Use Policy restricts the access of inappropriate material and while using the internet, supervision of usage may not always be possible. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCA to monitor and enforce a wide range of social values in student use of the Internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.

Club technology is a limited privilege. We take our oversight of this area very seriously. Violation of Club technology policies may be met with disciplinary actions including write-ups and/or being banned from any use of technology at the Club.

### Member Technology Expectations

- Use of personal devices may not interfere with Club programs.
- Technology is not to be used on buses.
- Chromebooks are for academic or Club use only.
- All computer screens must be visible by at least one leader.
- No food and drink near computers.
- Club technology settings (including desktop functions) are not to be changed.
- No club member is ever to be on the Administrative account, even with leader supervision.
- Members must use the “ClubMembers” wifi server.

### **MEMBER CONFIDENTIALITY**

BGCHC is committed to protecting members and families from improper disclosure of private information; for example, behavior records, medical information, disciplinary actions, and other personal information. In order to do so, the Club must make every endeavor to keep members’ records confidential. All staff must respect confidential information about members which they acquire in the course of their work. Unauthorized access to, disclosure of, or transmission of member information is prohibited. This excludes the responsibility of mandated reports of suspected child abuse and neglect as outlined by applicable state law.

### **MEMBER NON-SOLICITATION**

No BGCHC member is required to raise funds or solicit goods, donations, or connections for the Boys and Girls Club of Henderson County. All members of the Boys and Girls Club members sign a photo-release in line with the Club’s membership form. Photos are occasionally used in marketing, public relations, and social media postings. Once members’ photos are posted on the internet the Club cannot control how that photo may be used.

Members referred through the JCPC program will be placed on the Club’s No-Photo list.

### **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**

Members, staff and volunteers are subject to the BGCHC Search Policy. All lockers/Club storage are the property of BGCHC 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 or reports of possession of inappropriate/dangerous items, a search will be conducted to ensure the safety of members and staff. Searches will be conducted by an administrative staff member, accompanied by a staff witness. In the event that inappropriate or contraband items are recovered during a search of a member, staff will confiscate these items and return them to parents/guardians when the child is picked up, and illegal items will be submitted to local law enforcement. In the event that inappropriate or contraband items are recovered during a search of a staff member or volunteer, illegal items will be submitted to local law enforcement.

Searches of members' belongings that result in the discovery of contraband materials will be documented in writing in the BGCHC member management database, VISION. Employee or volunteers determined to be in possession of contraband materials will have the search and result documented in writing their personnel/volunteer file. The following information must be included in the report:

- The reason for the search.
- Who was involved in the search.
- Where the search was conducted.
- The date and time of search.
- What, if anything, was found during the search.
- What actions were taken with the employee/volunteer/member involved.
- What items were seized and what action was taken with the item(s).

Searches that result in the discovery will be addressed in accordance with disciplinary policies documented in the BGCHC employee and volunteer handbooks and the and member management manual.

## **JCPC ACCESSIBILITY POLICY**

Youth referred to the Club through the JCPC program will not be charged for membership.

## **INCLUSION POLICY**

Membership at BGCHC is open to all boys and girls, ages 6 – 18. The Boys & Girls Club of Henderson County ensures that within its target population and developmental parameters, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any service or activity on the basis of race, color, sex, religion, creed, political belief, national origin, linguistic and language difference, gender identity (including gender expression), socio-economic status, height, weight, marital or familial status or disability.

## **DISABILITY INCLUSION POLICY**

BGCHC welcomes all children eligible for membership 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.

BGCHC staff will work with families to understand special needs of children seeking reasonable accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly achievable.

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.

## **OVERNIGHT OR FIELD TRIPS POLICY:**

Written parental consent is required for all overnight events and trips hosted by BGCHC.

## **YOUTH WORKERS POLICY**

Boys & Girls Clubs of Henderson County (BGCHC) 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. According to Boys & Girls Clubs of America (BGCA), “Youth workers” is a general term that refers to anyone under the age of 18 who works in a Club and may be additionally categorized as minor employees, volunteers and work-based learning participants. At BGCHC, any youth participating in Club programming, including serving as a youth worker, is required to be an active Club member and may be provided the opportunity to participate in the Club’s Work-Based Learning program. At BGCHC, no registered Club member is permitted to serve the Club as an employee while their membership is active. Once a Club member has reached age 18 and their active membership has expired, they are eligible to be hired as an adult Club employee.

This Work-Based Learning program is focused on providing members age 13-18 with the opportunity to develop employability skills, knowledge and work experience. BGCHC 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. Work-Based Learning program participants must also complete mandatory training offered by BGCHC staff as defined by BGCA. In

addition, staff supervising work-based learning program participants are also required to complete mandatory trainings as defined by BGCA.

Once complete, 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.

Work-based learning program participants, once they have completed the program's defined volunteer period, may qualify for a program stipend. The amount of stipend relates to the level of participation in both Club programming and work-based learning program initiatives.

#### 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**

Adult staff, volunteers and visitors are prohibited from using campus restrooms designated for members during program hours. Additionally, Adult staff shall

- Abide by all staff codes of conduct.
- Enforce the BGCHC restroom code of conduct.
- Monitor activity by way of hallway line of sight and “earshot” supervision
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized.
- Ensure timely reporting of unsanitary conditions, needed supplies or items in disrepair.

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**

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.

### **Prior to transporting members staff shall:**

- Provide a copy of their valid drivers license to be kept in their personnel file.
- Maintain a driving record free of moving violations.
- Participate in mandatory classroom and driving training with the Club’s Transportation Lead.

- Be added to the Club insurance.
- Inform the ED or Transportation Lead of any moving violations, suspensions, or other issues with licensure that occur after initial transportation on-boarding within 48 hours of occurrence.
- Provide updated copies of renewed license when applicable.

**While Transporting members 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.