



**BOYS & GIRLS CLUB**  
OF GREENWICH

# **SAFETY POLICIES**



## SCREENING AND ONBOARDING POLICY

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Boys & Girls Club of Greenwich is committed to selecting and retaining effective Staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks, and screening procedures are conducted in accordance with this policy.

### BACKGROUND CHECKS

Boys & Girls Club of Greenwich conducts criminal background checks of all employees, Board volunteers, and others who serve on a standing committee; and all other volunteers, including partners and minors, who have repetitive interactions with minors more than once a year.

Name-based record searches are used and the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (a current list of jurisdictions can be found at [www.bgca.net/childsafety](http://www.bgca.net/childsafety)).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies, or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry, or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months

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

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
  1. Murder
  2. Child abuse
  3. Domestic violence
  4. Abduction or human trafficking
  5. A crime involving rape or sexual assault
  6. Arson
  7. Weapons
  8. Physical assault or battery
  9. Drug possession, use, or distribution in the last five years
  10. Has been convicted of any misdemeanor or felony against children, including child pornography.

### INTERVIEWING

Boys & Girls Club of Greenwich will conduct in-person interviews with every candidate for employment.

Approved By: 

Date: 05/04/2022



## REFERENCE CHECKS

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

## STAFF ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits, if eligible
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all Staff at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies, and procedures and schedule.
- Job descriptions and performance standards for their position.
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics.
- Personnel policies and procedures, including expectations regarding work hours and schedules, breaks and planning time, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required Child Abuse Prevention Trainings approved by BGCA Timeline for Training

Approved By:

A handwritten signature in black ink, appearing to read "Gilbert Tany".

Date: 05/04/2022



## **SUPERVISION AND FACILITIES POLICY**

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### **SUPERVISION**

Boys and Girls Club of Greenwich is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult Staff (aged 18 or over). To ensure appropriate supervision, Staff and volunteers:

- Discourage private one-on-one interaction on BGCG premises or at BGCG sponsored events whenever possible. One-on-one interaction between Members and Staff are only permitted if they are conducted at an observable and interruptible distance from another adult. Boys & Girls Club of Greenwich encourages a "Rule of Three" interaction, such as two Staff members and one Club member, or two Club members and one Staff member.
- Maintain appropriate supervision ratios not to exceed one Staff member for every twenty members.
- Notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.

### **RESTROOM USAGE POLICY**

Boys & Girls Club of Greenwich is committed to providing a safe, clean environment and enforces the following restroom policy for Members, Staff, volunteers, and other adults:

- Trained Staff regularly check restroom areas, address inappropriate and overcrowding issues, and notify Club leadership should inappropriate behavior and/or conduct be observed or reported by anyone
- Document in writing the restroom conduct incident(s)
- Maintain separate Bathrooms for adults and Members
- Limit number of Members using a bathroom at one time

### **LOCKER ROOM USAGE POLICY**

The Boys & Girls Club of Greenwich is committed to providing a safe environment and enforces the following Locker Room Policies:

- Locker Rooms are intended for members, Staff, and volunteer use only.
- Individuals use the locker room that is consistent with their gender identity.
- Staff are positioned in the locker rooms for supervision.
- The use of audio or video recording devices (including cell phones) is prohibited in the locker room.
- Adherence to all codes of conduct set forth by Boys & Girls Club of Greenwich.
- Staff must notify Club leadership should inappropriate behavior and/or conduct be observed or reported by anyone.

### **ENTRANCE AND EXIT CONTROL**

All facility entries and exits shall be locked unless they are being monitored by paid adult Staff. When the door is locked, the receptionist and Main office have the ability to view visitors to the building, speak with them by intercom, and permit or deny entry using a buzzer system.

Approved By: 

Date: 05/04/2022



All visitors and members to the building are recorded. Members are tracked with a database system and a card key check-in system. Visitors are signed into a visitor log.

Only designated adult Staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. There is a record of keys distributed to Staff in order to track and control who has access to the building. There are graded key systems that prohibit entry to specific areas without special keys

### **FACILITY CONDITION**

Interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours to the extent feasible.

Damages to facilities shall be repaired in a reasonable manner. Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

Approved By: 

Date: 05/04/2022



## CLUB MEMBER TECHNOLOGY USE POLICY

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The use of the BGCG's IT resources is a privilege, not a right, granted to Club Members primarily for the enhancement of educational opportunities

### CLUB MEMBER USAGE

Before a Member will be allowed to use Club technology equipment or their personal device, their parent/guardian will need to read and sign the Technology Acceptable Use Policy and return it to the Club. Under the Technology Acceptable Use Policy, the following relevant principles shall apply:

- Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.
- Personally-owned devices shall include any and all Member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.
- Club purposes shall include program activities, career development, communication with experts and/or Club peer Members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with Staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.
- *Authorized use*: Club devices and personally-owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club prohibits the use of Club devices or personally-owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy
- *Appropriate use*: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally-owned device, as determined by Club Staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of Membership, or other disciplinary actions determined to be appropriate to the Club's existing conduct policy, disciplinary policies including, if applicable, referral to local law enforcement.

### CLUB-OWNED DEVICES MONITORING AND INSPECTION

Boys & Girls Club of Greenwich reserves the right to monitor, inspect, audit, intercept, access, copy, review files and all data stored on the Boys & Girls Club of Greenwich's computers, servers, and email systems, as security considerations warrant, with or without employee notice. The use of a password by a user does not restrict the BGCG's legal right to access electronic communications. While BGCG does not regularly monitor or censor electronic communications, users of its E-resources should have no expectation of privacy in their email, data files or on their Internet usage. Accordingly, all users must ensure that their electronic communications are appropriate, lawful and in compliance with the provisions in this policy.

Approved By: 

Date: 05/04/2022



## **PERSONALLY-OWNED DEVICE MONITORING AND INSPECTION**

Boys & Girls Club of Greenwich reserves the right to monitor, inspect, and review any personally-owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the Member may be barred from bringing personally-owned devices to the Club in the future.

## **LOSS AND DAMAGE**

Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the Member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally-owned device brought to the Club. Members must be aware of the appropriateness of communications when using Club or personally-owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by Members.
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- 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.

## **PARENTAL NOTIFICATION AND RESPONSIBILITY**

While Boys & Girls Club of Greenwich's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of Members and/or their families. Because of this, it is not considered practical for the Boys & Girls Club of Greenwich to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want Members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct Members not to access such materials.

## **DIGITAL CITIZENSHIP**

Club Members shall conduct themselves online in a manner that is aligned with Boys & Girls Club of Greenwich's Code of Conduct. The same rules and guidelines Members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a Member behave online in a manner that violates Boys & Girls Club of Greenwich's Code of Conduct, that Member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Approved By: 

Date: 05/04/2022



### **CLUB-OWNED-AND-OPERATED TECHNOLOGY**

Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club Members shall never access or use Club technology or systems without prior approval.

Approved By: *Robert Taylor*

Date: 05/04/2022





## STAFF & VOLUNTEER TECHNOLOGY USE POLICY

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Boys & Girls Club of Greenwich (BGCG) is committed to providing safe use of technology and online safety for Members, Staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

The use of BGCG's I.T. resources is a privilege, not a right, granted to employees primarily for the enhancement of job-related functions. Employees may have limited access to BGCG's voicemail, electronic mail systems, and electronic communications equipment, including the internet, for minimal personal use. BGCG's voicemail, electronic mail systems or electronic equipment, including the internet, shall not be used for messages or communications that are not consistent with the purpose of the Club or for which it stands.

Before a Staff member can use Club technology equipment or a personal device, they shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

- Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.
- Personally-owned devices shall include any and all Staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.
- Club Purposes include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they aren't sure of the permissibility of a particular use of technology prior to engaging in that use.
- **Authorized use:** Personally-owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally-owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.
- **Appropriate use:** Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.



- **Inappropriate use** includes but is not limited to:
  - Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or sexual content, or disrespectful language or images typed, posted, or spoken by Staff or members.
  - Information that could cause conflict;
  - Personal attacks, including prejudicial or discriminatory attacks;
  - Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others;
  - Knowingly or recklessly posting false or defamatory information about a person or organization;
  - Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices; and
  - Knowingly or recklessly posting false or defamatory information about a person.

### **CYBERBULLYING**

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media;
- Rumors sent by email or posted on social networking sites; and
- Embarrassing pictures, videos, websites or fake profiles.

If a staff member is told to stop sending communications, he/she must cease the activity immediately. Staff must be aware of the appropriateness of communications when using Club or personally-owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

### **CLUB-OWNED DEVICES MONITORING AND INSPECTION**

Boys & Girls Club of Greenwich reserves the right to monitor, inspect, audit, intercept, access, copy, review files and all data stored on Boys & Girls Club of Greenwich's computers, servers, and email systems as security considerations warrant, with or without employee notice. The use of a password by a user does not restrict Boys & Girls Club of Greenwich's legal right to access electronic communications. While Boys & Girls Club of Greenwich does not regularly monitor or censor electronic communications, users of its e-resources should have no expectation of privacy in their email, data files, or Internet usage. Accordingly, all users must ensure that their electronic communications are appropriate, lawful, and in compliance with the provisions in this policy.

Approved By: 

Date: 05/04/2022



### **PERSONALLY-OWNED DEVICE MONITORING AND INSPECTION**

Boys & Girls Club of Greenwich reserves the right to monitor, inspect, audit, intercept, access, and review a personally-owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the Staff member may face disciplinary action up to and including termination. Any inappropriate or unauthorized use of a personally-owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

### **LOSS AND DAMAGE**

Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the Staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally-owned device brought to the Club.

### **COMMUNICATION WITH CLUB MEMBERS**

Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between Staff and Club members must include an additional Staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and the Youth of the Year event.

### **PASSWORD AND ACCESS**

To prevent unauthorized access, devices must lock themselves and require authentication using appropriately strong passwords and other features available on the device. Staff and volunteers may not attempt to gain unauthorized access to the Club's network or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Staff and volunteers may not use the Club's network to engage in any illegal act, including but not limited to arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity, or threatening the safety of another person. Staff and volunteers may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Approved By:

A handwritten signature in black ink, appearing to read "Gilbert Tany".

Date: 05/04/2022



## INCIDENT MANAGEMENT POLICY

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Clear reporting policies and procedures are an important element in responding to incidents that might occur at the Clubhouse or Camp Simmons. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect Staff, volunteers, members and others who visit BGCG sites.

### GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between Staff, adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises, and/or during a Club-affiliated program or trip.

### INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, a report shall be made and the incident submitted to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and Staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

### EXTERNAL INCIDENT REPORTING

Boys & Girls Club of Greenwich follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between Staff, adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft and robbery; or
- Children missing from the premises.

Approved By:

A handwritten signature in black ink, appearing to read "Gilbert Tany".

Date: 05/04/2022



## **INCIDENT INVESTIGATION**

Boys & Girls Club of Greenwich takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and/or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation. In the event that an incident involves an allegation against a Staff member, volunteer, or Club member, the Club can/shall suspend that individual immediately and maintain the suspension throughout the course of the investigation.

## **BGCA CRITICAL INCIDENT REPORTING**

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- a. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. Any major medical emergency involving a child, Staff member, or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- e. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation against a volunteer or visitor.
- f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- i. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- k. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Approved By: 

Date: 05/04/2022



## **DRUG AND ALCOHOL FREE WORKPLACE (included in the BCGG Employee Handbook)**

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### **DRUG-FREE WORKPLACE**

The Club does not tolerate employees being under the influence of or using drugs or alcohol while at work or conducting the Club's business. It is the policy of the Club to take appropriate action to provide a workplace free of drugs and to take appropriate action to ensure alcohol or drug use does not jeopardize the success of its operations, nor otherwise affect the Club, its employees, or its members. To this end, the following rules of conduct apply:

- The use, sale, attempted sale, manufacture, purchase, attempted purchase, possession, or transfer of an illegal drug while on Club property, in the Club's vehicles, or during times when the employee is being compensated to perform Club business is a gross violation of Club rules and will result in termination of employment.
- The unauthorized consumption of alcohol or the possession of unsealed alcoholic products on Club property or in Club vehicles is a violation of Club rules and will result in disciplinary action up to and including termination of employment.
- Being under the influence or subject to the effects of alcohol or drugs on Club property, in Club vehicles or during times when the employee is being compensated to perform Club business is a violation of Club rules and will result in disciplinary action, up to and including termination of employment. In addition, misconduct, which results from an employee being subject to the effect of alcohol or illegal drugs (e.g., insubordination, unacceptable performance, excessive absenteeism, and inefficiency, etc.), may lead to disciplinary action being taken.
- Whenever the use of legal drugs may present a safety risk to the employee or others, the employee is required to report such drug use to their manager so that proper precautions can be taken.
- Any employee who is convicted under any criminal drug statute for a violation occurring in the workplace must immediately notify their manager.

### **TESTING**

To support enforcement of this policy, the Club may test all applicants who become final candidates for employment for drug and alcohol use, may deny employment on the basis of a positive and properly confirmed test, or on the basis of an applicant's refusal to submit to, or efforts to tamper with, such test. An applicant will be informed, in writing, at the time of application, of the Club's intent to conduct such tests. An applicant may be denied employment on the basis of a positive test that has been confirmed once by an independent laboratory test and after the applicant has been given a copy of the positive test result.

The Club may also test employees for drug and alcohol use when the Club has a reasonable suspicion that an employee is under the influence of drugs or alcohol. Generally, reasonable suspicion means, but is not limited to, direct, individualized observation by a trained supervisor of: employee use; aberrant behavior by an employee while at work; a noticeable or substantial change in work performance; or physical symptoms or manifestations of being under the influence of controlled substances or alcohol.

To assist employees in understanding this policy, all employees should feel free to contact the CEO with any questions or concerns they may have.

Approved By: 

Date: 05/04/2022



### **PRESCRIPTION DRUGS**

Employees may keep prescription drugs and over-the-counter medication on Club premises in a secure location provided if: the prescription drugs have been prescribed by a doctor for the person in possession of the drug; the drug is kept in its original container; and at the Club's request, documentation can be provided for the prescription.

An employee taking prescription drugs and over-the-counter medications that may impair work performance must report such use to their supervisor prior to starting work. The employee's schedule or duties may be adjusted to accommodate this situation.

### **SEARCHES**

The Club retains the right to search any part of its premises to detect the presence of alcohol, illegal drugs, or unauthorized activities. Lockers, desks, Club vehicles, computers, and other Club property are not private and may be searched at any time with or without the employee present, and without their consent. For more information, see the Search, Theft, and Audit Policy.

Approved By: 

Date: 05/04/2022





## CHILD ABUSE PREVENTION POLICY

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Boys & Girls Club of Greenwich is committed to the physical and emotional safety of its members, staff and volunteers. We maintain a zero-tolerance policy for child abuse. Boys & Girls Club of Greenwich implements policies and procedures for employees to report any suspicion or allegation of abuse or misconduct.

### DEFINITIONS

**One-on-One Contact:** Boys & Girls Club of Greenwich prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including Board members, that is not observable and interruptible. This includes one-on-one contact at any time at the Club, in vehicles or by phone, text, social media, or any other means. Boys & Girls Club of Greenwich encourages a "Rule of Three" interaction, such as two Staff members and one Club member, or two Club members and one Staff member.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines, or if the interaction is deemed necessary (i.e. tutoring, mentoring, emergency situations, or meetings of a private nature, etc.). All one-on-one interactions are only permitted if they are conducted at an observable and interruptible distance from another adult. All Staff and volunteers, including Staff under age 18, are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a Staff member or volunteer.

**Child abuse** is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

**Grooming** is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities, or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips, and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting, or other "accidental" touches.

Approved By: 

Date: 05/04/2022





## **MANDATED REPORTING**

Staff members of the Boys & Girls Club of Greenwich who become aware of/or has suspicion of child abuse or neglect must immediately report to the Club's administration. Club administration is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws (Department of Children and Families) within 12 hours. In the event of institutional abuse cases, or a critical incident, BGCG will also report the incident to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

## **PHYSICAL INTERACTIONS**

Every Staff member and volunteer of the Boys & Girls Club of Greenwich is required to maintain appropriate and minimal physical contact with minors.

## **VERBAL INTERACTIONS**

Every Staff member and volunteer of the Boys & Girls Club of Greenwich is required to maintain appropriate verbal interactions with minors.

## **ABUSE AND SAFETY RESOURCES**

Boys & Girls Club of Greenwich prominently displays BGCA-approved information for resources and shares a National Hotline and information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application. Also, through a partnership with Kids in Crisis, members have access to a 24-hour hotline. Call 203-869-3224, press 5, and callers will be directly connected to Kids in Crisis for immediate crisis help on their hotline.

## **REQUIRED TRAINING FOR BGCG STAFF**

The Boys & Girls Club of Greenwich conducts and reports through a BGCA-approved process the following training for all staff members and volunteers:

- Before providing services to young people, and annually thereafter:
  - BGCA-approved child abuse prevention
  - BGCA-approved mandated reporting
  - BGCA-approved grooming prevention
- Annually:
  - All the policies, including all safety policies, for the Boys & Girls Club of Greenwich.



## TRANSPORTATION POLICY

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Boys & Girls Club of Greenwich 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.

### DRIVERS

- Must hold an Endorsement A driver's license, complete a DMV background check, and be cleared to transport youth as evidenced by a clean driving record.
- Must keep an updated list of all youth who are transported to and from the Clubhouse on Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle).
- Must submit written reports detailing issues or incidents involving transportation of members to the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs, or other communication devices while transporting/driving members to and from the Clubhouse or Club-related activities.

### VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by the Student Transport Vehicle (STV) Inspection Report by Staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance is completed regularly.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

### ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency, or damage to Club vehicles) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a Staff member, volunteer, or Board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.