



BOYS & GIRLS CLUBS  
OF AMERICA

COMMITMENT

TO SAFETY

# Child & Club Safety Handbook



**BOYS & GIRLS CLUBS**  
OF HERNANDO COUNTY

Revised November 20<sup>th</sup>, 2020

## **Table of Contents**

<b>1.0 Child Abuse Prevention Policy .....</b>	<b>3</b>
<b>1.1 Sexual Abuse Prevention Policy .....</b>	<b>5</b>
<b>1.2 Mandated Reporting Policy .....</b>	<b>6</b>
<b>1.3 Mandatory Training Policy.....</b>	<b>7</b>
<b>1.4 Prohibition of Private One-on-One Interaction Policy .....</b>	<b>8</b>
<b>2.0 Operational Supervision Policy .....</b>	<b>12</b>
<b>3.0 Ratio Policy.....</b>	<b>13</b>
<b>4.0 Restroom Usage Policy .....</b>	<b>14</b>
<b>5.0 Entrance and Exit Control Policy.....</b>	<b>15</b>
<b>6.0 Facility Condition Policy .....</b>	<b>16</b>
<b>7.0 Food and Drink Policy.....</b>	<b>17</b>
<b>8.0 Employees - Screening and Reference Checks Policy.....</b>	<b>18</b>
<b>8.1 Employee – Onboarding Policy .....</b>	<b>20</b>
<b>8.2 Employee –Drug and Alcohol-Free Workplace .....</b>	<b>22</b>
<b>8.3 Employee – Smoking Policy .....</b>	<b>25</b>
<b>9.0 Incident Management Policy.....</b>	<b>26</b>
<b>10.0 Technology Acceptable Use Policy .....</b>	<b>29</b>
<b>11.0 Transportation Policy .....</b>	<b>30</b>

### **Safety is Our Number One Priority**

At **Boys & Girls Clubs of Hernando County**, there is nothing more important than the safety of our youth members. We work every day to create a safe, fun environment, so kids can have every opportunity to be successful in life.

We do not tolerate inappropriate behavior of any kind, including child sexual abuse or misconduct. From strict adherence to policies and guidelines within Club facilities and staffing structure, to equipping young people with the critical thinking and social-emotional skills to make healthy, safe choices, ensuring Club members are safe is the first step to their success.

This handbook is reviewed and revised annually or as needed by our Safety Committee and Board of Directors.

## **1.0 Child Abuse Prevention Policy**

**Boys & Girls Clubs of Hernando County** is its members, staff, and volunteers' physical and emotional safety. Boys & Girls Clubs of Hernando County maintains a zero-tolerance policy for child abuse.

**Boys & Girls Clubs of Hernando County** implements policies and procedures for members, employees, volunteers, visitors, or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

### **DEFINITIONS:**

- 1) **One-on-One Prohibition:** **Boys & Girls Clubs of Hernando County** prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting on-on-one contact at any time at the Club, in vehicles, by phone, text, social media, or any other means.
- 2) **Child Abuse:** This is when an adult or another child, whether through action or 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 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. text or social media.)
- 3) **Grooming:** This 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 like sleepovers, camping trips, and daily activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting, or other “accidental” touches.

**4) Physical Interactions:** Every staff member and volunteer of **Boys & Girls Clubs of Hernando County** are required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include, but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>• Side hugs</li> <li>• Hand shakes</li> <li>• High-fives and hand slapping</li> <li>• Holding hands (with young children in escorting situations)</li> </ul>	<ul style="list-style-type: none"> <li>• Full-frontal hugs or kisses</li> <li>• Showing affection in an isolated area</li> <li>• Lap sitting</li> <li>• Wrestling or piggyback/shoulder rides</li> <li>• Tickling</li> <li>• Allowing youth to cling to an adult’s leg</li> </ul>

**5) Verbal Interactions:** Every staff member and volunteer of Boys & Girls Clubs of Hernando County are required to maintain appropriate verbal interaction with minors. Appropriate and inappropriate verbal interactions include, but are not limited to the following:

Appropriate	Inappropriate
Positive reinforcement Child appropriate jokes (no adult content) Encouragement Praise	Name-calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues secrets Profanity or derogatory remarks Harsh language that may frighten, threaten or humiliate youth

## **1.1 Sexual Abuse Prevention Policy**

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

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

Adult staff and volunteers shall not:

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

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

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

## **1.2 Mandated Reporting Policy**

Every staff member or volunteer of **Boys & Girls Clubs of Hernando County** who becomes aware of or has a suspicion of child abuse or neglect must immediately report to Club leadership. In addition, under Florida Statutes s.39.201, all child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline. Club leadership is responsible for reporting the incident to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

### **1.3 Mandatory Training Policy**

**Boys & Girls Clubs of Hernando County** conducts and reports through a Boys & Girls Clubs of America's (BGCA)-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

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 **Boys & Girls Clubs of Hernando County**

### **Safety Resources for Parents**

**Boys & Girls Clubs of Hernando County** prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line, and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving youth membership applications.

## **1.4 Prohibition of Private One-on-One Interaction Policy**

According to professional guidelines, exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional. All staff and volunteers are strictly prohibited from meeting Club participants outside of any Club sponsored activities, including minor staff (under age 18). The only exception to this rule is if the Club participant is a staff member or volunteer child.

The priority of **Boys & Girls Clubs of Hernando County** is its members, staff, and volunteers' physical and emotional safety. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional or in an emergency. All exceptions shall be documented and provided to Club leadership in advance.

Staff and volunteers shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In any such case, the organization will take appropriate disciplinary action, up to and including termination.

### **Definition of one-on-one interaction**

One-on-one interaction is defined as any personal contact or communication (including electronic communication) between any Club participant and an adult, including adult staff,



minor staff, volunteers, board members, and others who might encounter members during regular programming and activities.

Private contact/communication is any communication, in-person or virtual, between one youth member and one adult (18 or over) in a secluded area, is not in plain sight, and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms; examples of private contact include but are not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
- One staff member is transporting one member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one member and one adult
- Public contact/communication is any communication or meeting, in person or virtual, between at least three individuals, including two staff and one member, one staff and two members, or variations of these combinations. Examples of public contact include but are not limited to:
  - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
  - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
  - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
  - Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

### **Mentoring Programs**

Mentorship is a key component of **Boys & Girls Clubs of Hernando County's** programming and has tremendous positive impacts on members. Prohibition of one-on-one interaction does not have to affect mentor programs and relationship building negatively.

Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, large rooms where meetings are visible but not

heard.

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

### **Partnerships with local mentoring organizations**

Employees or Volunteers of local mentoring organizations that **Boys & Girls Clubs of Hernando County** must ensure mentors abide by Club policies, including background check requirements and prohibition of one-on-one interaction.

- Prior to interacting with a Member, the local mentoring organization shall provide a copy of the completed background check of their employee/volunteer to the Club's Human Resources Department. Records shall be maintained for a period of 5 years after the conclusion of the mentoring partnership.
- External mentors shall be provided a copy of the Club's safety policies and procedures and agree to abide by the policies and procedures.
- A written agreement shall be in place before the start of mentoring to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- All mentoring interactions shall be documented and confidentially maintained by the Club.

### **Travel**

When traveling to external events such as field trips, Youth of the Year and Cheerleading Competitions, the one-on-one policy shall continue to be followed.

- If the Club shall take responsibility for transporting members at no time shall one single staff member be transporting one single member at any time.
- At all times, there shall be at minimum three people are traveling together (either two staff and one member or two members and one staff)
- Parents and guardians must provide written consent in each instance a member travels to any off-site event. A parent or guardian's consent cannot override the restriction on one-on-one interaction.

### **Exceptions to policy**

When delivering medical or counseling services by a licensed, trained therapist or similar professional (i.e., counselors, social workers). These persons will be required to present ID verifying identity and complete the visitor log during each visit.

In limited circumstances, exceptions can be made to this policy with the prior written approval of the Chief Executive Officer.

- When the emotional or physical safety of a member is at risk and private, one-on-one communication is deemed necessary. After the communication, a written report shall be provided to Club leadership.

\*If a parent or guardian does not pick up a child, staff shall notify Club leadership.

## **2.0 Operational Supervision Policy**

**Boys & Girls Clubs of Hernando County** are 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 (18 or over). To ensure proper supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least two adult staff (18 and over) are present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Immediately notify Club leadership and submit written reports detailing supervision issues, accidents or critical incidents.
- Never use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

### **3.0 Ratio Policy**

All Club activities shall be under continuous supervision by an appropriate adult (18 and over), and reasonable ratios shall be maintained when supervising youth (never to exceed one staff to 25 youth). Ratios are based on the organization's experience, standards set by Club leadership, and local agencies or authorities' standards. Required ratios are below:

<b>Type</b>	<b>Adults</b>	<b>Youth</b>
School-Age Programs	1	20
Field Trips	1	8
Preschool**	**	**

**\*\*Preschool Ratios are determined by the Florida Department of Children and Families (DCF) regulations and vary depending on age composition of the individual classes, however, in no event shall DCF ratios be exceeded.**

## **4.0 Restroom Usage Policy**

**Boys & Girls Clubs of Hernando County** is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have a single-user restroom or multi-user restrooms with single stalls secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

### **Restroom Monitoring**

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections. There shall be only one youth allowed to use the restroom. Staff observing unacceptable restroom conditions or incidents shall immediately notify Club leadership of the incident.

In writing, the document conducts incidents and reports them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

## **5.0 Entrance and Exit Control Policy**

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.

Only the Director of Operations, Director of Programs, Director of Compliance, and Unit Directors shall be authorized to possess keys and badges to open a facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

## **6.0 Facility Condition Policy**

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused areas are to be locked during operational hours.

Damages to the facilities shall be repaired in a reasonable time frame. Unit directors shall be responsible for submitting work order requests to the School's Front Office and notifying the Director of Operations and Operations Manager. Damages that pose an imminent risk to the health and safety of members, staff, or volunteers shall be repaired immediately. If the immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine if 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.



## **7.0 Food and Drink Policy**

Any distribution, preparation, or food consumption and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on-site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be stored appropriately.

## **8.0 Employees - Screening and Reference Checks Policy**

**Boys & Girls Clubs of Hernando County** 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 following this policy.

### **Background Checks**

**Boys & Girls Clubs of Hernando County** conducts criminal background checks of all employees, including minors; board volunteers, and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct, repetitive contact with children.

Fingerprint-based record searches will be used for the background check, and the background check shall be 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
- Include any additional background check criteria required by 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 annually thereafter.

All background check findings shall be considered when making employment or volunteer decisions, and **Boys & Girls Clubs of Hernando County** will not hire potential staff or engage potential volunteers if such individual:

- Refuses to consent to a criminal background check

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

### **Interviewing**

**Boys & Girls Clubs of Hernando County** will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. Interview questions shall be pulled from BGCA's behavioral-based interview questions.

### **Reference Checks:**

**Boys & Girls Clubs of Hernando County** conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with Boys & Girls Club, a confirmation that the candidate is employable must be obtained from all previous Boys & Girls Clubs, the candidate worked at before extending an offer for employment or volunteer service. Additionally, **Boys & Girls Clubs of Hernando County** provides reference materials when asked by other Member Organizations within the local, state, and federal law guidelines.

## **8.1 Employee – Onboarding Policy**

Upon acceptance of an offer and passing the Background Check, Reference Check and Drug Test, each new Club employee shall receive and confirm in writing receipt of an up-to-date Employee Handbook and Child & Club Safety Handbook. In addition, these Handbooks shall be available in the Document section of the Paychex Flex Portal.

These handbooks shall, at a minimum, articulate current:

- Conditions of employment;
- Benefits;
- Rights and Responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers 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 description and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic factors;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks, and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and

Completion of the following BGCA Spillet Leadership University trainings:

- Core: An Orientation to the Boys & Girls Club Movement
- Youth Development:
  - Boys & Girls Club Basics
  - Ask-Listen-Encourage
  - Developmental Characteristics of Youth

- De-escalating Concerning Behavior
- Staff-to-Youth Interactions
- Providing Informal Guidance & Discipline Techniques
- Reframing Conflict
- Safety:
  - Keeping Your Club Safe
  - Meet SAM
  - Duty to Report: Mandated Reporter
  - Child & Club Safety 101
  - Preventing Bullying in Youth Organizations
- Programming:
  - Introduction to the Formula for Impact
  - Programming in Boys & Girls Clubs
  - Academic Success: Intro to Power Hour
  - Active Learning
  - Cooperative Learning
  - Structure & Clear Limits

In addition, the following DCF and Early Learning Florida Health & Safety Modules must be completed:

- DCF:
  - Early Literacy for Children Age Birth through Three (ELC)
- ELFL:
  - Supporting Social-Emotional Development of Mixed-Age Group
  - Safety of the Environment
  - Planning for Emergencies
  - Health & Sanitation
  - Prevention of Child-Abuse and Supporting Children in Trauma
  - Child Safety & Prevention
  - Safe Sleep Practices
  - Precautions in Transporting Children

Fire Extinguisher Training must also be completed before being released to a site.

## **8.2 Employee –Drug and Alcohol-Free Workplace**

**Boys & Girls Clubs of Hernando County** is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988. As such:

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to perform his or her job duties safely. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership to determine job performance or a reasonable accommodation can be made. An employee may not be permitted to perform their job duties unless such a determination or reasonable accommodation has been completed.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale, or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles, or while engaged in organization activities.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.

Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

**Boys & Girls Clubs of Hernando County** further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the

inspection of organization-issued locks, desks, or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion that the employee has violated this policy.

### **Reasonable Suspicion**

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol.

Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include, but are not limited to:

- Odors (smell of alcohol, body odor, or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements);
- Face (flushed, sweating, confused, or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy); Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).
- Unusual patterns of behavior that may suggest drug or alcohol misuse include, but are not limited to:
  - Repeatedly calling in sick;
  - Being absent directly before or after holidays and weekends;
  - Repeatedly damaging inventory or failing to meet reasonable work schedules.
  - Being involved in frequent accidents that can be related to the use of drugs or other substances.

**Testing**

Screening, testing, and security measures may be used as enforcement methods, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization. The examination records will be treated as confidential and held in a separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, and/or the employee's doctor.

**Prescription Medication and Legal Drugs**

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteers' ability to perform his or her duties safely.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, which potentially affects job safety or performance, are responsible for notifying their supervisor and/or Club leadership to determine job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.



### **8.3 Employee – Smoking Policy**

**Boys & Girls Clubs of Hernando County** will comply with all federal, state, and local regulations regarding non-smoking in the workplace to provide a work environment that promotes productivity and its employees' well-being. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises during Club activities (on or off-site).

Please refer to the Employee Handbook for specific information on the Smoking Policy.

## **9.0 Incident Management Policy**

Staff and volunteers must, as the minimum, immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit the Club.

### **General Incident Description**

Safety incidents can include, but are not limited to:

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

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

### **Internal Incident Reporting**

Any employee or volunteer who becomes aware of an incident, as defined by this policy, shall immediately notify the Chief Executive Officer, providing as much detail regarding the incident as possible. A written report of the incident shall follow this up.

The following information must be included on the incident report:

- Date, time and location
- Incident details
- Witnesses and contact information

- Names of all involved (youth, staff and volunteers)
- All notifications made (first responders, parents, leadership, etc.) and time of notifications

### **External incident Reporting**

Boys & Girls Club of Hernando County follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws for the protection and safety of youth. Types of incidents:

- a) Inappropriate activity between adults (18 or over) and youth;
- b) Inappropriate activity between multiple youth;
- c) Allegations of child abuse;
- d) Any form of child pornography;
- e) Criminal activity, including assault, theft, and robbery;
- f) Or children missing from the premises

### **Incident Investigation**

All incidents are taken seriously. The Club is committed to supporting external investigations of all reported incidents and allegations of internal investigations by the Safety Committee when not an external reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before considering 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 shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

### **BGCA Critical Incident Reporting**

The Club shall immediately report any allegation of abuse or any potential criminal matter to law enforcement. In addition, the Club shall report critical incidents to BGCA within 24

hours.

Critical incidents to be reported shall include, but not be limited to:

- 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.
- Any instance 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.
- Failure of an inspection by a childcare licensing agency or organization
- Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- A misappropriation of organizational funds in the amount of \$10,000 or greater; or any amount of federal funds.
- 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.
- Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Club brand
- Any other incident deemed critical by the Member Organization.

## **10.0 Technology Acceptable Use Policy**

Staff and volunteers must, at the minimum, immediately report all safety incidents that might affect staff, volunteers, members, and others who visit the Club.

Club members may not use personal technology devices, i.e., tablets, phones, or laptops, while on Club property or on a club-related trip or function.

Club members, staff, and volunteers shall only use Club devices for club purposes which shall include program activities, career development, and homework. 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 before engaging in its use.

Club members, staff, and volunteers shall not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community.

The Club reserves the right to monitor, inspect, copy 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 asked to leave the Club.

Violations of the technology policy by Club members may result in loss of use, suspension, and/or expulsion from the Club.

Violations of the technology policy by staff may result in disciplinary action up to and including termination.

## **11.0 Transportation Policy**

The Club only transports youth in Club vehicles unless the youth's health or safety requires immediate transportation and it is approved by the Chief Executive Officer.

### **Drivers**

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy
- Must keep an updated list of all youth transported to and from the Club and Club related activities.
- Must perform a pre-use safety check of the vehicle.
- Must complete a transportation log to ensure all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving the transportation of members to and from the Club or Club-related activities.
- Must only transport members in official Club vehicles.

### **Vehicle**

Each agency vehicle should meet all local, state, and federal inspection and licensing requirements. Each vehicle shall have a notebook which contains all records related to that vehicle, including:

- Annual Inspections
- Insurance
- Maintenance Performed
- Pre-Use Safety Check of the Vehicle
- Transportation Log

### **Accident or Emergency Protocol**

The driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) 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.