



Youth Safety Policies

<u>Policy</u>	<u>Page Number</u>
Safety Policy Statement	2
Member Code of Conduct	3
Club Member Health & Safety	4
Club Member Over-The-Counter Medication Policy	5
Club Member Prescription Medication Policy	7
Restroom Policy	11
One-on-One Contact Policy	12
Member & Youth Relations Policy	15
Supervision Policy	16
Child Abuse/Neglect & Molestation Policy	17
Bullying Policy	21
Club Member Field Trip Procedure & Policy	22
Transportation Policy	24
Inclusion Policy	26
Incident Management Policy	27

Safety Policy Statement

Purpose: To establish policies & procedures for organizational safety.
Updated: Dec. 2022
Policy #: HEAL-001

Boys & Girls Club of Camarillo is committed to preventing the accidental loss of any of its resources, including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, personal injury/illness, or death.

We recognize that health and safety are a shared responsibility. All employees will be responsible for minimizing accidents within our facilities and on our work sites. All employees will follow safe work practices as defined in the employee handbook for the Boys and Girls Club of Camarillo. All families and member of the Club will follow the practices as defined in the Member Code of Conduct and Parent / Guardian & Member Handbook, which is available on the BGCC website (www.bgccam.org).

Accidental loss can be controlled through good management in combination with active employee involvement to ensure a safe environment. Safety is the direct responsibility of all managers, employees, volunteers, and contractors.

All management activities will comply with organizational safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join me in a personal commitment to make safety a way of life.

Roberto Martinez, CEO

Date



Member Code of Conduct

As a member of the Boys & Girls Club of Camarillo (BGCC), I will adhere to the Member Code of Conduct which is to:

Respect Myself. My actions, behaviors, demeanor, and representation will be appropriate for the program / activity taking place. I will use appropriate language, even when upset and behave in a way which demonstrates pride and respect for myself. I too deserve to be respected by others, and will notify a trusted adult if any BGCC staff, volunteers, or members are not treating me with respect.

Respect Others. My actions, behaviors and demeanor towards others will demonstrate that I am here to lift others up and not bring them down. My words, tone, and body language will not serve to hurt or intimidate others. I will respect the physical space of others and keep my own hands, feet, and other parts of my person to myself as not to physically harm others. I will do my best to support my fellow BGCC members, BGCC staff, BGCC volunteers, and anyone who is within the building. My use of any technology or equipment, be that of the Club, myself, or another individual, will not be used to cause others harm, intimidation, embarrassment or shame.

Respect the Club. My actions and behaviors will show care and consideration for the equipment, supplies, and physical space of the Boys & Girls Club of Camarillo. I will do my best to leave program spaces in similar or better conditions than I found them. I will notify a BGCC staff of any equipment or supplies that I become aware of is damaged, broken, or unsafe. My actions and behaviors will show deference to the rules and policies of the BGCC.

I further recognize that failure to adhere to the values and principals of the Member Code of Conduct, or other rules / policies from the Parent / Guardian & Member Handbook could result in consequences of varying severity, up to and including expulsion from the BGCC.

Club Member Health & Safety

Purpose: To establish policy for Club Member's health and safety

Updated: Dec. 2022

Policy#: CM-010 -

Illness

In the event of an illness, families must make alternative plans for childcare. If the child did NOT attend, or was sent home early from school due to illness, that child will not be allowed to come to the Club that same day. This includes children with the following symptoms of illness:

- Flu/Corona Virus symptoms
- Diarrhea
- Rash
- Sore throat
- Lice, scabies--child must not return to the Club until they have started treatment.
- Fever--temperature of 101 degrees Fahrenheit or higher.
- Appearance, Behavior--unusually tired, pale, lack of appetite, difficulty waking up, confused or irritable.
- Vomiting
- Pink eye/mucus in the eyes

If while at our facility, a child displays symptoms of illness or fever, the child will be isolated while the family is notified. If removal from the center is warranted, the family will be contacted and asked to pick up the child immediately. If the family cannot be reached, emergency contacts will be called.

Prescription Medicine

When children attending Boys and Girls Club of Camarillo (BGCC) require prescription medications, written instructions and signature of parent or guardian must be on file. For more information and to obtain a required medication form, please see our website www.bgccam.org.

Contagious Diseases

Parents/Guardians are to inform the Director of Youth Services IMMEDIATELY when their child contracts a contagious disease or is exposed to one. Children being treated with antibiotics for a contagious disease may not return to our facility until they have been using medication for a 24-to-48-hour period and the danger of infecting others is over.

Emergency Procedures

In case of a serious illness or injury, the following procedures will be performed by BGCC Staff:

1. Direct their nearest co-worker to call 911 immediately
2. Administer immediate First Aid/CPR
3. Direct a co-worker to contact the parents, guardians, or emergency contact after BGCC staff have called 911.
4. If a parent or guardian is unable to pick up the child in a timely manner, and the child's health is in jeopardy, BGCC staff will transport the child to the nearest hospital or authorize an ambulance to transport if necessary. An administrative BGCC employee shall accompany the child to the hospital.
 - Transportation to the hospital will be at the parents' expense.
5. File an accident/incident report

Minor Accident / Injury Procedures

In case of a minor accident (scrapes, bruises, etc.) the following procedures will be performed by BGCC Staff:

1. Administer immediate First Aid
2. File accident report
3. Inform the parent or guardian upon arrival.

Runaway Child Policy:

A very rare though serious incident is when a child chooses to leave the Club grounds or breaks away from their field trip group. The BGCC's policy is to not physically restrain a member that insists on leaving the facility, nor to block their exit, and BGCC staff will make every reasonable effort to continue supervision of any child leaving the facility. The following policy is in place in the event such a situation occurs:

1. Notify the Director of Youth Services immediately, who will then notify the CEO. BGCC staff shall do their best to relay relevant information such as time the child left, description of the child, location, and situation, and if the child is alone or with others, etc.
2. While Director or Assistant Director is calling parents, they will assign a staff member to call 911.
3. All other staff members will bring other children to classrooms to do a quiet activity.
4. Director or Assistant Director will give further instructions if necessary.
5. Director or Assistant Director will write an incident/accident report.

Over the Counter Medication

Purpose: To establish policy for administering over-the-counter medication.

Updated: Dec. 2022

Policy#:

All medications must be prescribed by the member's in-state physician, including over-the-counter medications. Medications will not be administered until the BGCC is in possession of a copy of the prescription and a completed and signed Prescription Medication Policy form submitted by the parent / guardian, which can be found on www.bgccam.org. Over-the-counter medications must

- be in the original labeled container,
- be placed in a plastic sealable bag containing the child's name, dosage, date range for administration of medication,
- include the method of administration as stated on the manufacturer's label for the child's age/weight, or by the prescribing physician,
- include the prescribing physician's name and contact information.

If no directions are given for the child's age/weight, a written physician's permission note will be required. Self-medication is allowed only for certain circumstances by written request and will be overseen by a staff member. All over the counter medications will be kept by the staff in a locked container and out of easy reach of the children, and BGCC staff will document when medication is administered. Parents are hereby notified that BGCC staff are not licensed medical professionals.

Club Member Prescription Medication Policy

Purpose: To establish procedure for proper handling of prescription medication
Updated: Dec. 2022
Policy#: CM-003

The Boys & Girls Club of Camarillo (BGCC) urges parents to schedule any necessary medication that needs to be taken outside of attendance at the BGCC. If medication must be administered during Club hours, it must be done in accordance with the following policy.

The purpose of this policy is to provide supervision over the administration and use of medications by members of the BGCC, to assure that such drugs are prescribed by and administered according to the instructions of a physician, and to promote and facilitate good health and appropriate medical treatment of BGCC members.

With the exception of emergency use of EpiPens, the administration of any drug prescribed by a physician that requires specific training, such as an injection, will not be done by BGCC staff. Such medication will need to be administered outside of the BGCC.

Authorization Requirements

1. For a member, whose medication must be administered at the BGCC, a health plan for each medication must be in place before the administration of the medication.
2. In addition to the health form, the parents and/or guardians of the member must meet with the director prior to the authorization of medication usage to establish dosage, frequency and protocols relating to the use of the medication.
3. New Prescription Medication Policy forms must be submitted at the beginning of each school year and a new form must be completed for each new prescription medication. These forms can be located on our website at www.bgccam.org, or upon request from a BGCC staff.
4. The medication and signed forms must be returned to BGCC before any prescription medication can be administered or taken in the program. The Parent/Guardian must personally deliver the medication and forms.
5. Prior to starting any new prescription medication, the first dose of medication(s) should always be administered at home to ensure the member does not have an allergic reaction to the medication(s).

Prescription Identification

Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/ licensed pharmacist and labeled with:

1. Member's name
2. Name of medication and strength
3. Dose of medication
4. Time or interval of administration
5. Expiration of medication
6. Route of Administration
7. Name and contact information of prescribing physician or pharmacist.

Medication Exclusions

The below listed medications/treatments will not be administered at the Club:

1. Over the counter medications without a prescription.

2. Herbal supplements
3. Homeopathic Remedies
4. Shot administered medication
5. Controlled substances

Refusal to Administer Medication

BGCC will refuse to administer any medications until all documentation is correctly received and all actions outlined in this policy are met. If the member is refusing to take their prescribed medication, BGCC staff will contact the member's parent/guardian.

Record Keeping and Medication Storage

A locked storage area shall be designated for the storage of medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by Club members.

Each dosage of medication will be logged and stored at the Club. This does not include medication used on an "as needed" basis, where the member carries and self-administers the medication.

Membership Discontinuation

If a member ceases to participate in the BGCC, medication must be picked up within three (3) months of the last visit or BGCC staff will discard the medication at the Camarillo Police Department.

Communication

The Director of Youth Services or designated appointee shall be the liaison between the parent or guardian and the member concerning medication. Communication with the physician will be limited to consultations in emergencies only.

Liability

No person who has been authorized by the parent and/or guardian to administer medication shall be held liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or reckless misconduct.

Self-Administered Medications

- A. A member may self-administer medication at the club or during activities if so ordered by his/her/their medical provider. A parent must submit a signed Self-Administration Form to authorize a member's self-administration of medication. When self-administering medication, the member must do so in the presence of an adult who will document the administration date and time.
- B. For "as needed" medications, such as those taken by members with asthma or allergies, the physician may order that the member carry the medication on his/her/their person for his/her/their own discretionary use according to the medical instructions. In this case, the parents / guardians must first provide the BGCC with the directions from the physician. BGCC staff will not document these self-medications.
- C. Self-administration privileges may be revoked if a member demonstrates a lack of responsibility towards him/her/themself or others.
- D. A parent's signature on the self-administration form acknowledges that "the Boys & Girls Club of Camarillo" is to incur no liability, except for willful misconduct, as a result of any injury arising from the self-administration of medication by the member and that the parents/guardian's indemnity and hold harmless the BGCC and its employees and agents.

PRESCRIPTION MEDICATION DISTRIBUTION FORM

Member Information

Member's Name _____

Parent/Guardian Name: _____

Contact Number: _____

Prescriber Authorization

Name of Medication _____

Reason for taking _____

Dosage: _____

Frequency and Times to be given _____

Begin Medication (date) _____

Stop Medication (date) _____

Name of prescribing Dr. _____

Contact number of prescribing Dr. _____

Special Instructions:

Does medication require refrigeration? Yes ____ No ____

Is self-medication permitted and recommended for this member: Yes ____ No ____

If yes, do you recommend the medication be kept "on person" by the member:

Yes ____ No ____

Potential Side Effects/ Contradictions/ Adverse reactions _____

Treatment order in the event of an adverse reaction: _____

I hereby affirm that this member has been instructed in the proper self-administration of the prescribed medication (s).

Parent Authorization

I hereby authorize the Boys & Girls Club of Camarillo to administer or assist my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage or frequency of the medication is changed.

Medication must be in the original, unopened, sealed container and be properly labeled with the member’s name, prescriber’s name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.

Signature of Parent

Date

Phone Number

Cell Number

Self-Administration Authorization

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the Boys & Girls Club of Camarillo, its staff, Directors, and the agents of the Boys & Girls Club of Camarillo against any claims that may arise relating to my child’s self-administration of the prescribed medications.

Signature of Parent

Date

Phone Number

Phone Number

Restroom Policy

Purpose: To establish procedure for restroom usage to ensure health and safety of members.

Updated: Dec. 2022

Policy#: HEAL-002

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

Restrooms located in the programs area of the Club have been designated for specific groups. There is a restroom for girls, another for boys. There is a third individual-stall restroom for staff, parents/adult volunteers/visitors, and youth members who feel more comfortable in a single stall restroom due to sexual/gender identification. Restrooms shall be regularly monitored by designated staff at a schedule set by BGCC leadership. Monitoring includes walk-throughs, inspections, and/or routine cleaning set by BGCC leadership. Restrooms located in the administrative area of the BGCC are designated for staff and adults only. Administrative area restrooms may be used by youth when they are the only ones available. At that time, the entrance doors for the restroom youth are using shall be kept propped open.

For all restrooms, there shall be no more than one individual in any stall at any given time. Furthermore, the number of people in the restroom shall not exceed the numbers of stalls and sinks at any given time. Staff members working within proximity of restrooms, shall position themselves in a way which provides reasonable awareness of restroom usage to ensure that the number of kids entering a restroom does not exceed the number of stalls and that behavior is appropriate.

BGCC Staff and volunteers shall only use designated adult restrooms, regardless of age. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.

BGCC Staff and volunteers shall

- Enforce the Organizations' restroom policy.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized.

BGCC Staff and volunteers observing unacceptable restroom conditions shall immediately notify BGCC leadership. BGCC Staff becoming aware of unacceptable restroom behavior shall immediately notify BGCC leadership, document in an incident report, and if warranted, notify the proper authorities.

One-on-One Contact Policy

Purpose: To establish procedure for healthy and appropriate boundaries between youth and staff

Updated: Dec. 2022

Policy#: HEAL-002

The Boys & Girls Club of Camarillo is committed to providing a safe environment for members, staff, and volunteers. To help ensure their safety, the Club prohibits any one-on-one interactions or private contact between youth and, staff, volunteers, or 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 or volunteer and a single 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.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

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 other people who may come in contact with members during regular programming and activities.

Private contact is any communication, in-person or virtual, that is between one youth member and one adult that takes place in a secluded area which is not in plain sight of others, 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 clearly visible to others nearby.
2. One staff member transporting one member in a vehicle without the dash camera being on.
3. Electronic communications (text, video, social media, etc.) between one member and one adult.

Public contact is any communication or meeting, in-person or virtual, that is between at least three individuals, such as two staff and one member, or one staff and 2 members. Examples of public contact include, but are not limited to:

Meeting in plain sight of others (i.e. in a quiet corner of an active games room)

1. Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
2. Electronic communications (text, video, social media, etc.) between multiple members and adults (i.e. group chats).
3. Public places can include, but are not limited to buses, airports, shopping malls, restaurants, schools, etc.

Club staff, volunteers, and board members shall NOT:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles. Exceptions can be made when transportation trips in a BGCC vehicle while being documented via a dash camera or some streaming or recording device which is or will be viewed by a third party.

Club staff, volunteers, and board members shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals, OR within in the line of sight of other BGCC members and staff.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff should any situation arises, which would require their participation interacting with a youth without other youth present.

Should any situation occur as an exception to this policy, that occurrence and actions made shall be documented and provided to BGCC leadership immediately. Staff shall immediately inform BGCC leadership if a staff member, volunteer, or board member violates this policy. Should any staff, volunteer, or board member violate this policy, the BGCC will take appropriate disciplinary action, up to and including termination.

Best practices for BGCC staff, volunteers, and board members communicating with youth in compliance with this policy include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present and can clearly see you, for example, in 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 BGCC hours and at the BGCC site.
- Documenting interactions between mentors and youth.

In situations where BGCC members and staff, volunteers, and/or board members are travelling to external events such as Keystone, Youth of the Year, or other off-site events, the one-on-one policy shall continue to be followed. Should the BGCC take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle without using a dash

camera. Accommodations shall be made to ensure at least 3 people (2 staff and one member or one staff and 2 members) are together when traveling. As an alternative, public transportation may be used (i.e. taxi, Uber, bus, train, air, etc.). If this arrangement presents staffing or budget challenges, consider inviting parents or guardians to attend and/or chaperone their child, including additional youth (i.e. Junior Youth of the Year) or staff, or coordinating with other Clubs or nearby organizations to travel together. Parents and guardians should also provide written consent in each instance a member travels to any off-site event. Similar practices should be in place when coordinating field trips for multiple staff and members.

In a situation where the BGCC partners with a local mentoring organization, such as Big Brothers Big Sisters, all efforts should be made to ensure mentors abide by BGCC policies, including background check requirements. External mentors should agree to and abide by all BGCC safety policies and procedures. A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member and is clearly communicated to parents or guardians. Documentation should be maintained on each mentoring interaction.

When transporting members to and/or from a BGCC sponsored event or activity, single members should not be transported alone with one staff person. Consider the following to accommodate single children:

- Modify bus or van routes so single children aren't picked up first or dropped off last.
- Use a bus aide if available.
- Pick up and drop off children in groups.
- Modify staff schedules to ensure multiple staff are present.

Exceptions can be made in the following situations:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (i.e., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by BGCC leadership.
- In emergency situations, which could create a safety risk, for example, if a member is not picked up by a parent and leaving them alone at the BGCC could be a safety risk.

We recognize that BGCC families establish bonds and trust with BGCC staff / volunteers and may seek out BGCC staff / volunteers for childcare and other opportunities outside of the BGCC. Should a parent of a BGCC youth and BGCC staff / volunteer choose to enter into a third-party transaction outside of the BGCC scope of service, that arrangement shall be completely between that parent and staff / volunteer member. BGCC will not be considered a party to that agreement, and said parent and staff / volunteer are relinquishing the BGCC of all liabilities regarding that third-party arrangement.

All exceptions should be communicated to BGCC leadership and documented. Should exceptions need to be made, the BGCC shall have policies in place to monitor interactions, including, but not limited to:

- Disclosing the meeting to BGCC leadership and regularly checking-in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (i.e. rooms with windows, glass doors).
- Documenting the interaction.
- Disclosing the emergency to another staff member

Member and Youth Relations Policy

Purpose: To establish procedure for member and youth relations

Updated: Dec. 2022

Policy#: HR-010

To promote the community's trust, confidence and respect in BGCC employees, BGCC employees and volunteers are required to conduct themselves in a professional manner, in all contacts with youth, their families and members of the community involved with the BGCC,.

This means that all employees and volunteers shall always behave as mentors toward youth served by the BGCC, both on and off duty, and shall not engage in inappropriate physical contact or intimacy with youth served by the BGCC. This includes grooming of youth, and / or giving them preferential treatment or gifts. BGCC staff shall not give youth individual or personal gifts directly. Violation of this policy will result in discipline, up to and including termination of employment.

Conduct absolutely prohibited by the BGCC, which will result in termination includes, but is not limited to, the following:

- **Physical contact/touching:** No employee may touch or have physical contact with the youth served by the BGCC which results in physical or emotional harm, unless and only to the extent necessary to protect him/her/themselves or another person from bodily harm. While the BGCC recognizes that innocent physical contact between its employees and the youth served by the BGCC is inevitable, employees shall make every effort to minimize such contact.
- Any employee who touches a youth served by the BGCC in an offensive or sexual manner will be terminated and, where appropriate, reported to appropriate authorities.
- **One-on-One Contact:** Aside from delivering medical or professional counseling services, BGCC staff shall not initiate one on one interaction with youth and shall discourage youth from initiating one-on-one contact with them. This includes both in-person, by phone or text, and virtually through social media or other channels.
- **Romantic or Sexual Relationships:** No employee may have a romantic or sexual relationship with a youth served by the Club or perspective member of the BGCC.

Supervision Policy

Purpose: To establish policies on staff supervision of youth members.

Updated: Dec. 2022

Policy#: HEAL-002

Boys & Girls Club of Camarillo is committed to providing a safe environment for youth, staff, and volunteers. As such, all BGCC activities shall be always under continuous supervision by an appropriate adult. Staff shall be always attentive and aware and not distracted by the use of electronic devices such as cell phones nor engaged in non-programmatic activities that could distract from supervising youth and maintaining a safe environment. In addition, staff should not become so engaged with any interaction or activity with an individual or small group of youth which would prohibit them from surveying the entire room or area. Staff shall position themselves in a way that provides the greatest amount of surveillance and they shall move throughout their program space routinely, inspecting for kids who may be hiding or taking part in inappropriate activities.

Prior to supervising any youth, staff and volunteers shall pass a background check and complete an orientation which includes general provisions for child safety and supervision, as well as verify that they have received the Child Safety Policies handbook. Furthermore, before providing services to youth, and annually thereafter, BGCC staff and volunteers with direct repetitive contact with youth will conduct and report through a BGCA-approved process for trainings on:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Within the first 90 days of employment, BGCC staff shall complete training in the areas of:

- Positive staff & youth relationships
- Effective guidance & discipline

Furthermore, all staff supervising youth shall:

- Abide by BGCC's one-on-one contact policy.
- Abide by the BGCC's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Always maintain proper youth: staff ratios, of at least 20:1.
- Ensure that an adult staff member supervises all youth volunteers.
- Immediately notify BGCC leadership and/or submit written reports detailing supervision issues or incidents.

Within their initial six months of employment, staff supervising youth shall:

- Complete first aid and CPR training

Child Abuse / Neglect & Molestation Policy

Purpose: To establish a policy for BGCC member's protection against child abuse, child neglect and molestation.

Updated: Dec. 2022

Policy#: CM-002

Boys & Girls Club of Camarillo (BGCC) employees are mandated reporters, and as such are required by law to report any suspicion of any physical, mental, sexual or verbal abuse, or neglect of a child to the proper authorities. The suspected abuse should be reported regardless of whether it occurred in the presence of the BGCC employee or not. In Ventura County, these reports are made to Child Protection Services and / or to local law enforcement, depending on the nature of the suspected occurrence. In addition, BGCC volunteers are strongly advised to report any suspicion of abuse of a child to the proper authorities.

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.

PREVENTATIVE ACTION

BGCC Staff shall receive the following trainings prior to working with youth, and then annually thereafter:

- Child Abuse Prevention Training
- Mandated Reporter Training
- Grooming Prevention Training
- Youth Safety Policies Review Training

INDICATORS OF CHILD ABUSE

If a child talks about being abused, take him/her/them seriously. Some possible indicators of abuse may include:

Physical Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• unexplained bruises	<ul style="list-style-type: none">• easily frightened
<ul style="list-style-type: none">• unexplained burns	<ul style="list-style-type: none">• wary of physical contact
<ul style="list-style-type: none">• confinement	<ul style="list-style-type: none">• afraid to go home
<ul style="list-style-type: none">• unexplained welts	<ul style="list-style-type: none">• destructive to others or self

Sexual Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• bed-wetting	<ul style="list-style-type: none">• withdrawal or depression
<ul style="list-style-type: none">• soiling	<ul style="list-style-type: none">• passive behavior
<ul style="list-style-type: none">• chronic constipation	<ul style="list-style-type: none">• aggressive behavior
	<ul style="list-style-type: none">• poor self esteem
	<ul style="list-style-type: none">• lack of eye contact with adults
	<ul style="list-style-type: none">• knowledge of sexual acts beyond their years

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 BGCC Member Code of Conduct or Employee Handbook.

Outside of specific programs in a group setting such as SMART Girls or Passport to Manhood, 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;
- 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 BGCC premises or equipment. Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

Emotional Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none">• delayed physically	<ul style="list-style-type: none">• poor self esteem
<ul style="list-style-type: none">• ulcers	<ul style="list-style-type: none">• difficulty expressing feelings
<ul style="list-style-type: none">• developmental lags	<ul style="list-style-type: none">• problems with relationships
<ul style="list-style-type: none">• habit disorders	

Neglect

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> • abandonment 	<ul style="list-style-type: none"> • steals, begs
<ul style="list-style-type: none"> • thin, starvation 	<ul style="list-style-type: none"> • self-destructive
<ul style="list-style-type: none"> • lack of supervision 	<ul style="list-style-type: none"> • failure to thrive
<ul style="list-style-type: none"> • lack of medical care 	
<ul style="list-style-type: none"> • frequent absent or tardy 	
<ul style="list-style-type: none"> • poor hygiene 	

RESPONSE TO SUSPECTED ABUSE/NEGLECT

If abuse/neglect is suspected, BGCC employees shall:

1. Inform their supervisor immediately. The Director of Youth Services shall inform the CEO immediately
2. Call the Child Abuse Intake Hotline or local law enforcement
3. Fill out an incident report before the end of the day.
4. Give a copy of the incident report to the Director of Youth Services and the Administrative Manager by the end of the day.

*****If the suspected abuse occurred at the BGCC and/or involved a BGCC employee, a Critical Incident Report must be made to Boys & Girls Club of America and the Board Chair must be notified immediately.**

Remember, your job is to report not investigate suspected abuse. To report, call your local Child Protective Services or law enforcement agency.

RESPONSE TO EMERGENCY — MOLESTED CLUB MEMBER

In the case of a BGCC member being molested at the BGCC or during a BGCC activity, law enforcement officials shall be contacted immediately. If the suspected perpetrator remains on the premises, he/she/they shall be isolated from contact with BGCC members.

The designated staff-in-charge shall direct BGCC program staff to ensure the safety of all BGCC members and employees until law enforcement officials arrive. Law enforcement officials, not BGCC employees, shall remove a severely disruptive person who refuses to cooperate.

PHYSICAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs (local name) is 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"> • Side hugs • Handshakes • High-fives and hand slapping • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs or kisses • Showing affection in isolated area • Lap sitting • Wrestling or piggyback/shoulder rides • Tickling • Allowing youth to cling to an adult's leg

VERBAL INTERACTIONS

Every staff member and volunteer of BGCC is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none">• Positive reinforcement• Child-appropriate jokes (no adult content)• Encouragement• Praise	<ul style="list-style-type: none">• 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

ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs (local name) 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 a youth membership application.

Bullying Policy

Purpose: To establish procedure for preventing and addressing bullying at the BGCC.

Updated: Dec. 2022

Policy#: Safety

The Boys & Girls Club of Camarillo is committed to providing all members with a safe environment and will not tolerate any form of bullying at any BGCC activity on or off BGCC property. All staff, volunteers, and members shall read and abide by employee handbook or volunteer handbook, and members shall abide by the BGCC Member Code of Conduct.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as:

- making threats
- spreading rumors
- attacking someone physically or verbally
- excluding someone from a group on purpose.
- hazing
- harassment via electronics or cyberbullying

Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to BGCC leadership and document the incident in writing. BGCC leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to and including terminating membership.

The BGCC recognizes that some types of bullying occur virtually, this is referred to as cyber-bullying. Any cyber bullying that takes place in the BGCC will be addressed. If cyber bullying is occurring between BGCC members outside of the BGCC, the BGCC will advise the family of the impacted child to reach out to law enforcement.

Club Member Field Trip Procedure & Policy

Purpose: To establish procedure and policy for field trips

Updated: Dec. 2022

Policy#: CMC-006

In planning for a safe and fun field trip, BGCC staff shall keep in mind the following:

- Ages and abilities of participants
- The location of the field trip, and any unique challenges said location may present, including appropriate attire for participating youth.
- Expectations of the participants
- Staff to youth ratios shall be set at 10:1, and when possible a male and female staff shall attend.

During the fieldtrip, BGCC staff shall abide by the following practices:

- Utilize a system to keep track of all participants, such as the “buddy system”
- Staff shall not sleep, use headphones, or engage in activities such as reading / playing video games, engage with their cell phones, or anything else that would distract them from supervising participants.
- Before leaving the BGCC, staff shall:
 - Ensure trip payment, registration, and liability waivers have been collected.
 - Review behavior expectations and consequences of misbehavior for the locality and the order of events. Then end with something to the effect of, “and HAVE FUN” Compile a list of participants with updated emergency contacts for each child.
 - Ensure participating members have water, sunscreen, appropriate clothing, and any other items for a safe trip.
 - Inquire about any allergies and allergy treatments, ensuring parents have provided any necessary medications and the proper forms and instructions for medication administration per the BGCC medication policies.
 - Ensure that a complete First Aid Kit is ready to be taken on the field trip.
 - If using the BGCC vehicle, staff shall conduct an inspection, ensuring that the vehicle is safe and operable.
 - Review directions. Staff shall not make any unauthorized stops. Exemptions are for emergency restrooms breaks, and for food and/or re-fueling on very long trips. Except for very long trips, the BGCC vehicle shall be refueled prior to the trip, before any kids are in the vehicle.

Guidelines for The Field Trip:

- Members may use public bathrooms if staff have checked bathrooms beforehand (to ensure they are safe as possible and there are no individuals loitering in the area) and they go in approved pairs. When possible, Club staff will provide a bathroom break at arrival to avoid having Members go off on their own. Remind them that going to the bathroom is a necessity; but the public restroom is not a place to make friends or do anything at all but going to the bathroom. Make sure they understand where they are to meet the group and take note of the time they leave and should be back.
- NEVER Leave a child behind. Under certain exceptions, parents may pick-up a child from a field-trip location.

Upon Arrival at Field Trip Destination:

- Review expectations

- If youth are permitted to wander off within a specified area, Club staff will remind them where they will meet and at what time. Club staff will check for understanding by having Members repeat in unison the time and place to ensure they hear.

When the fieldtrip has completed, and youth have returned to the BGCC, staff may not leave the premises until all participants have been picked up by a parent/guardian. If there is only one child remaining for pick-up, that child and two staff shall wait outside of the BGCC, in a location that is open and visible.

Transportation Policy

Purpose: To establish procedure for health and safety while transporting youth in the BGCC vehicle.

Updated: Dec. 2022

Policy#: HEAL-002

The Boys & Girls Club of Camarillo is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The BGCC only provides transportation to and from the Clubhouse and various approved off-site locations. The BGCC only transports youth in BGCC vehicles or other vehicles approved by BGCC leadership.

Staff shall not:

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

Staff shall:

- Only transport members in official BGCC vehicles
- Ensure at least three individuals are present when transporting members, or the dash camera is on.
- Abide by the one-on-one policy when transporting members.
- Keep an updated list of all youth who are transported to and from the Clubhouse and BGCC related activities

Drivers shall:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); a log must be signed daily to ensure compliance.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.
- Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times and locations.
- Immediately notify BGCC leadership if there is a delay or issue with transporting members to and from the Clubhouse or BGCC related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or BGCC 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 DMV 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 should be maintained.
- 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) 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.

Inclusion Policy

Purpose: To establish policies for the inclusion of all youth

Updated: Dec. 2022

Policy#: HEAL-002

The Boys and Girls Club of Camarillo welcomes all age-appropriate children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs. Parents are strongly encouraged to communicate any special needs to the Director of Youth Services upon applying for membership to ensure cooperative communication in achieving a positive BGCC experience for the child.

Staff members will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly achievable. The BGCC will seek-out and provide training and development opportunities for staff and volunteers to ensure that staff/volunteers are competent to be aware of and to meet the developmental needs of BGCC members for which an accommodation is being provided. BGCC staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate.

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

The BGCC will consider the capacity of the organization to provide the level of service needed for the child. In situations where the BGCC lacks the capacity and the health or wellbeing of the child or other members is impacted, the BGCC will work with the family to identify other childcare services that may be a more appropriate fit for the child.

Incident Management Policy

Purpose: Give guidance to procedures for responding to an incident

Updated: Dec. 2022

Policy #

Clear reporting policies and procedures are an important element in responding to incidents that might occur in at the BGCC or BGCC function. Staff and volunteers must immediately report and document all safety incidents that might affect staff, volunteers, members and others who visit the BGCC.

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; and
- Other incidents as deemed appropriate by Club leadership.

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

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report and submit the incident to BGCC 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 to (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Club of Camarillo 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 reported include, but are not limited to:

- Inappropriate activity between 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 anything deemed illegal

INCIDENT INVESTIGATION

Boys & Girls Club of Camarillo takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations 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 shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING

BGCC shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, BGCC shall report the following critical incidents to BGCA within 24 hours. The BGCC Board Chair, or, if unavailable, the next highest ranking board member, shall be notified within 24 hours whenever a critical incident is reported,

- 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.