Icon

Description automatically generated

Boys & Girls Clubs of Greater Peoria

Policies for the protection of youth

Table of Contents

**Child Abuse Prevention4**

Definitions4

Mandated Reporting4

Required Training4

Physical Interactions5

Abuse and Safety Resources5

**Prohibition of Private One-On-One Interaction Policy6**

One-On-One interaction policy guidance6

**Supervision and Facilities (includes guidance on restroom usage)9**

Supervision9

Restroom Usage9

Restroom Monitoring9

Entrance and Exit Control……………………………………………………………………………………..…………………………………..10

Visitor Policy………………………………………..……………………………………………………………………………………………………10

Facility Condition10

Food and Drink10

**Screening and Onboarding Policy11**

Background Checks11

Interviewing11

Reference Checks12

Staff and Volunteer Onboarding12

**Drug and Alcohol-free Workplace Policy13**

Drugs and Alcohol Policy13

Smoking Policy13

Inspection and Testing14

Prescription Medication and Legal Drugs14

**Incident Management Policy15**

General Incident Description15

Internal Incident Reporting15

External Incident Reporting15

Incident Investigation15

BGCA Critical Incident Reporting16

**Technology Acceptable Use Policy17**

Club Member Usage17

Staff and Volunteer Usage19

**Transportation Policy22**

Drivers22

Vehicle22

Field Trips……………………………………………………………………………………………………………………………………………..…..22

Shared Use Restrooms23

Accident or Emergency Protocol23

**Emergency Response Plan Policy24**

Emergency Response Plan (ERP)24

ERP Annual Review24

First Aid and CPR Training24

Key Definitions24

**Child Abuse Prevention**

The priority of Boys & Girls Clubs of Greater Peoria is the physical and emotional safety of its members, staff and volunteers. Boys & Girls Clubs maintains a zero-tolerance policy for child abuse. Boys & Girls Clubs of Greater Peoria 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**

**One-on-Contact Prohibition:** Boys & Girls Clubs prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles, by phone, text, social media, or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed,

trained therapist or similar professional according to professional guidelines. All staff and volunteers,

including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

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

• Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18

years old).

• Sexual activity with another who is legally incompetent.

• Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation or any attempt

to commit such acts.

• Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching,

patting, brushing, massaging someone’s neck or shoulders and/or pulling against another’s body or

clothes.

• Inappropriate activities, advances, comments, bullying, gestures, electronic communications or

messages (e.g., by email, text, or social media).

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

• Targeting specific youth for special attention, activities, or gifts.

• Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions like 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.

**MANDATED REPORTING**

Every staff member or volunteer of Boys & Girls Clubs who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

**REQUIRED TRAINING**

Boys & Girls Clubs of Greater Peoria conducts and reports through a 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:**

1. BGCA-approved child abuse prevention

2. BGCA-approved mandated reporting

3. BGCA-approved grooming prevention

**Annually:**

• All the policies, including all safety policies, for Boys & Girls Clubs of Greater Peoria.

**PHYSICAL INTERACTIONS**

Every staff member and volunteer of Boys & Girls Clubs is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include, but are not limited to the following:

|  |  |
| --- | --- |
| Appropriate | Inappropriate |
| • Side hugs  • Handshakes  • High-fives and hand slapping  • Holding hands (with young children in escorting  situations) | • 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 Boys & Girls Clubs is required to maintain appropriate verbal

interactions with minors. Appropriate and inappropriate 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 |

**ABUSE AND SAFETY RESOURCES**

Boys & Girls Clubs of Greater Peoria 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.

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

Boys & Girls Clubs of Greater Peoria is committed to providing a safe environment for members, staff and volunteers. 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 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. 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 INTERACTION POLICY GUIDANCE**

The following guidance should be used when implementing related policies and procedures.

• **One-on-one interaction** is defined as any private 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, that is between one youth

member and one adult (18 or over) that takes place 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:

o Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others

o One staff member transporting one member in a vehicle

o Electronic communications (text, video, social media, etc.) between one member and one staff or volunteer

• **Public contact/communication** is any communication or meeting, in person or virtual, that is

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:

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

o Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting

multiple members

o Electronic communications (text, video, social media, etc.) between multiple members and

adults (e.g., group chats)

o Public places can include but are not limited to buses, airports, shopping malls, restaurants and schools

**Impact on mentoring programs**

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. 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, 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 Club hours and at the Club site

• Documenting interactions between mentors and youth

**Impact on partnerships with local mentoring organizations**

• All local mentors are required to abide by Club policies, including background check requirements

and prohibition of one-on-one interaction.

• External mentors are required to abide by all Club 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; these procedures should be clearly communicated to parents or guardians.

• Every interaction between mentor and youth will be documented and maintained.

**Impact on travelling to off-site events and activities**

• When 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 Club 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. Accommodations shall be made to ensure at least 3 people (2 staff and 1 member or 1 staff and 2 members) are together when traveling. As an alternative, public transportation may be used (taxi, Uber, public transport).

• If this arrangement presents staffing or budget challenges, consider the following:

o Inviting parents or guardians to attend and/or chaperone their child.

o Including additional youth (i.e., Junior Youth of the Year) and/or staff in travel plans.

o Coordinating with other Clubhouses or nearby Organizations to travel together.

o Travelling with additional staff or members.

• Parents and guardians should also provide written consent in each instance a member travels to

any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one

interaction.

• Similar practices should be in place when coordinating field trips.

**Impact on transportation to and from the Club**

• When transporting members to and/or from a Club sponsored event or activity, single members

should not be transported alone with one staff person.

• Consider the following to accommodate single children:

o Modify bus or van routes so single children aren’t picked up first or dropped off last.

o Use a bus aide if available.

o Pick up and drop off children in groups.

o Modify staff schedules to ensure multiple staff are present.

**Exceptions to policy**

In limited circumstances, exceptions to the one-on-one policy can be made in the following circumstances:

• 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 Club leadership.

• In emergency situations, which could create a safety risk, exceptions can be made, i.e., if a member

is not picked up by a parent and leaving them alone at the Club could be a safety risk.

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including, but not limited to:

Disclosing the meeting to Club leadership and regularly checking-in with the member and adult

during conversations.

o Placing time limits on conversations.

o Meeting in rooms with clear sight lines (i.e., rooms with windows, glass doors).

o Documenting the interaction.

o In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

**SUPERVISION AND FACILITIES (includes guidance on restroom usage)**

**SUPERVISION**

Boys & Girls Clubs of Greater Peoria 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 appropriate 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 one 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/or 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.

**RESTROOM USAGE**

Boys & Girls Clubs of Greater Peoria 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 single-user restrooms or multi-user restrooms with single stalls that can be

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, inspections and/or any (but not necessarily all) of the best practices outlined below:

• Implementing procedures to limit the number of children using restrooms at the same time.

• Prohibiting younger children and teens from sharing a restroom.

• Positioning staff near restroom entries to maintain auditory supervision of space.

• Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with

individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

• Immediately notify Club leadership of the incident.

• Document, in writing, restroom conduct incidents and report them to Club leadership as soon as

possible in compliance with the Club’s Incident Reporting Policy.

**ENTRANCE AND EXIT CONTROL**

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. Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any

facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

**PROGRAMMING VISITORS**

All visitors, board members, volunteers and service repair technicians etc. into programming areas will be required to sign in and out through the front desk. At a minimum their name, company, reason for visit and time in and out will be recorded.

* Volunteer groups are permitted into programming areas when coordinated and approved thorough the Administrative office. The Leadership team will verify the volunteer group, approve the activity planned and obtain a completed list of participant names.
* Individual volunteers may be accepted from time to time and will be required to undergo a background check and complete all Boys & Girls Clubs of America and Boys & Girls Clubs of Greater Peoria Policies for the Protection of Youth and Emergency Protocols.
* Youth should be relocated from programming areas when repair work is being done to ensure their safety.

**FACILITY CONDITION**

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

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the

health and safety of members, staff or volunteers shall be repaired immediately. If 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.

**FOOD AND DRINK**

Any distribution, preparation or consumption of food 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 properly stored securely.

**SCREENING AND ONBOARDING POLICY**

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

**BACKGROUND CHECKS**

Boys & Girls Clubs of Greater Peoria 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 minors.

Name‐based or fingerprint‐based record searches may be used in any combination, but the background check shall at a minimum:

• Verify the person’s identity and legal aliases through verification of a social security number.

• Provide a national Sex Offender Registry search.

• Provide a comprehensive criminal search that includes a national search.

• Provide a comprehensive local criminal search that includes either a statewide or county level

criminal search, depending on jurisdiction *(a current list of jurisdictions can be found at*

*www.bgca.net/childsafety)*,

• Include any additional background check criteria required by organizational policies, funding or

licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

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

All background check findings shall be considered when making employment or volunteer decisions, and

Boys & Girls Clubs of Greater Peoria will not employ 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:

o Murder

o Child abuse

o Domestic violence

o Abduction or human trafficking

o A crime involving rape or sexual assault

o Arson

o Weapons

o Physical assault or battery

o 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 Greater Peoria will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

**REFERENCE CHECKS**

Boys & Girls Clubs of Greater Peoria 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 a Boys & Girls Club, information on the candidate’s eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs the candidate worked at prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of Greater Peoria provides reference materials when asked by other Member Organizations.

**STAFF AND VOLUNTEER ONBOARDING**

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

• Conditions of employment

• Benefits

• Rights and responsibilities of employees

• Club safety policies

• 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 descriptions and performance standards for their position

• The needs and other relevant characteristics of program participants, including cultural and

socioeconomic characteristics

• 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.

• Completion of the required **Child Abuse Prevention Trainings** approved by BGCA

**DRUG AND ALCOHOL-FREE WORKPLACE POLICY**

**DRUGS AND ALCOHOL POLICY**

Boys & Girls Clubs of Greater Peoria 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.

• 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 safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club

leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.

• 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 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 lockers, desks or other suspected areas of concealment, as well as an employee's

personal property when the organization has reasonable suspicion to believe that the employee has

violated this policy.

**SMOKING POLICY**

Boys & Girls Clubs of Greater Peoria will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. 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. The smoking policy applies to employees, volunteers and members while on Club premises or during Club activities (on or off site).

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.

**INSPECTION AND TESTING**

Boys & Girls Clubs of Greater Peoria 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 lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy (See “Reasonable Suspicion” above).

Screening, testing, and security measures may be used as methods of enforcement, 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, and the examination records will be treated as confidential and held in 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 volunteer’s ability to safely perform his or her duties.

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 so that a determination of 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.

**INCIDENT MANAGEMENT POLICY**

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

**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 Club programs, on Club premises, and/or during a Club-affiliated program or trip.

**INTERNAL INCIDENT REPORTING**

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

• Date and location

• Incident details (if applicable)

• Witnesses and contact information

• Names of all involved (youth and staff if applicable)

• All notifications made (first responders, parents, leadership, etc.)

**EXTERNAL INCIDENT REPORTING**

Boys & Girls Clubs of Greater Peoria follows all applicable mandated reporting statutes and regulations, and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include, but is 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 children missing children from the premises

**INCIDENT INVESTIGATION**

Boys & Girls Clubs of Greater Peoria takes all incidents seriously and is committed to supporting external

investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an external 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 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**

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

• 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.

• 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.

• Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.

• 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 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.

• Any failure to comply with requirements set forth by child-care licensing agencies or organizations.

• Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.

• Any 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.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the

organization being placed on provisional status.

**TECHNOLOGY ACCEPTABLE USE POLICY**

Boys & Girls Clubs of Greater Peoria is committed to providing a safe use of technology and online safety for members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures. The Clubs’ employs an outside IT agency, IT360, to oversee information technology operations and ensure appropriate firewall and internet blocking content. The Clubs currently has Fortiguard with Web and DNS filtering installed since 2020. Some of the items blocked include the following: Alcohol, Tobacco, Marijuana, Sports Hunting, Sex Education, Pornography, Dating, Nudity, gambling, extremist groups, and other Adult materials. It will also block malicious sites, phishing, and spam URLS. Security and filtering software is constantly being updated for the protection of Club operations and it’s members.

**CLUB MEMBER USAGE**

Before a member will be allowed to use Club technology equipment or their personal device, both the

member and his/her parent/guardian will need to read and sign the Acceptable Use policy and return it to the Club. Under the Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personally owned devices** shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Club purposes** shall include program activities, career development, communication with experts and/or

Club peer members, homework and Club activities. Members are expected to act responsibly and

thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club

times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club

devices or personally owned devices in locker rooms, restrooms and other areas where there is an

expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.

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

**Loss and damage:** Members are responsible for keeping devices with them at all times. Staff are not

responsible for the security and condition of the member’s personal device. Furthermore, the Club is not

liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a club or personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally-

owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes, but is not limited to, the following:

• Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images

typed, posted or spoken by members

• Information that could cause damage to an individual or the Club community or create the danger of

disruption of the Club environment

• Personal attacks, including prejudicial or discriminatory attacks

• Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of

others

• Knowingly or recklessly posting false or defamatory information about a person or organization

• Communication that promotes the destruction of property, including the acquisition or creation of

weapons or other destructive devices

If a member is told to stop sending communications, that member must cease the activity immediately.

**Cyber-bulling**

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

Examples of cyberbullying include, but are not limited to:

• Harassing, threatening or hurtful text messages, emails or comments on social media

• Rumors sent by email or posted on social networking sites

• Embarrassing pictures, videos, websites or fake profiles

Members may not attempt to gain unauthorized access to the Club’s network, or to any other computer system through the Club’s network. This includes attempting to log in through another person’s account or accessing another person’s files. Members may not use the Club’s network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Monitoring and inspection:** Boys & Girls Clubs reserves the right to monitor, inspect, copy and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs reserves the right to inspect/review personally owned devices that are 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 but the member may be barred from bringing personally-owned devices to the Club in the future.

**Internet access:** Personally-owned devices used at the Club must access the internet via the Club’s

content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club’s internet service.

**Loss and damage:** Members are responsible for keeping the personal device with them at all times. Staff

are not responsible for the security and/or condition of the member’s personal device. Furthermore, the

Club shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

**Parental notification and responsibility:** While Boys & Girls Clubs Internet Acceptable Use Policy

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

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the

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

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

**Digital citizenship and technology safety training:** All members who wish to use a Boys & Girls Clubs

device or equipment will be required to successfully complete a BGCA-provided digital citizenship and

technology safety training. This training is required for all members annually.

**STAFF AND VOLUNTEER USAGE**

Before a staff can use Club technology equipment or a personal device, he/she shall read and sign the

Acceptable Use policy and return it to the Club. Under the Acceptable Use policy, the following relevant

principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personally-owned devices** shall include any and all staff-owned existing and/or emerging technologies

and devices that can take photographs, play and record audio or video, input text, upload and download

content and/or media and transmit or receive messages or images.

**Club Purposes** include, but are not limited to, the delivery of program activities, accessing sanctioned

training or career development opportunities, communication with experts and/or authorized Club Staff and for Club purposes, or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they aren’t sure of the permissibility of a particular use of technology prior to engaging in the use.

**Authorized use:** Personally-owned devices are permitted for use during approved Club times for Club

purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

**Appropriate use:** Staff may not use any technology to harass, threaten, demean, humiliate, intimidate,

embarrass or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment, or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** Boys & Girls Clubs reserves the right to monitor, inspect, copy and review a

personally-owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to, and including, termination.

**Loss and damage:** Staff are responsible for keeping devices with them at all times. Supervisors and the

Club at large is not responsible for the security and condition of staff member’s personal device.

Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally-owned device brought to the Club.

Any inappropriate or unauthorized use of a personally-owned device, as determined by a supervisor, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension

from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to:

• Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, sexual content or disrespectful

language or images typed, posted or spoken by staff or members.

• Information that could cause conflict.

• Personal attacks, including prejudicial or discriminatory attacks.

• Harassment (persistently acting in a manner that distresses or annoys another person) or stalking

others.

• Knowingly or recklessly posting false or defamatory information about a person or organization.

• Communication that promotes the destruction of property, including the acquisition or creation of

weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using Club or personally-owned

devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

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

Examples of cyberbullying include, but are not limited to:

• Harassing, threatening or hurtful text messages, emails or comments on social media.

• Rumors sent by email or posted on social networking sites.

• Use of embarrassing pictures, videos, websites or fake profiles.

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

**Monitoring and inspection:** Boys & Girls Clubs reserves the right to monitor, inspect, copy and review a

personally-owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the

staff member may be subject to disciplinary action up to, and including, termination.

**Internet access:** Personally-owned devices used at the Club must access the internet via the Club’s

content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Staff must follow Club procedures to access the Club’s internet service.

**Loss and damage:** Staff are responsible for keeping devices with them at all times. Supervisors and the

Club at large are not responsible for the security and condition of any staff member’s personal device.

Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally-owned device

brought to the Club.

**Password and access:** To prevent unauthorized access, devices must lock itself and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other

biometric technologies.

**TRANSPORTATION POLICY**

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

**DRIVERS**

• Must allow for DMV background check and be cleared to transport youth per the barrier crime policy

of the organization.

• Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.

• Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of

each vehicle); log must be signed daily to ensure compliance.

• Must perform regular checks to ensure that all members are picked up and dropped off at the

appropriate times and locations.

• Must submit written reports detailing issues or incidents involving transportation of members to and

from the Clubhouse or to Club-related activities.

• Must only transport members in official Club vehicles.

• Must ensure that at least three individuals are present when transporting members. If one child

remains to be dropped off, there must be 2 adults (18 or over) 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.

**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.

**FIELD TRIPS**

Permission slips: permission slips are required for each youth participating in off-site Club sanctioned activities. One copy will be kept in the members file and one copy will accompany the driver on the field trip. The form will clearly state the location of the field trip, a description of planned activities, departure time and estimated time of return and emergency contact information for each youth.

Trip supervision protocols: Youth/staff ratio will be maintained on field trips and supplemented with volunteers when possible. Attendance checks will be frequently performed to ensure no youth become separated from the group. An attendance check by youth’s name will be done and all youth and staff accounted for prior to leaving activity site to return to the Clubs. Shared-use restroom policies will be strictly enforced. Staff will maintain communication with each other and Administrative office via cell phones or walkie talkies when off site.

**SHARED-USE RESTROOMS**

• On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it

is a single-stall restroom that is empty.

• Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult

walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.

• Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members

to ensure that the facility is free of adults – and clear of youth not involved in the Club program –

before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.

• In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door

to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait

until Club members have exited the restroom before they can enter.

**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.

**EMERGENCY OPERATIONS PLAN POLICY**

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the

immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

**EMERGENCY RESPONSE PLAN (ERP)**

Boys & Girls Clubs shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan

shall encompass the following elements:

• Mitigation, preparedness, response and recovery for the following types of emergencies:

o Fire

o Weather (tornado, flooding, hurricane, etc.)

o Lockdown (for interior or exterior threat)

o Bomb Threat

o Suspicious Package

• Training/drill schedule and reporting procedures for staff, volunteers and members.

• Developed and shared with local first responders, such as fire department and law enforcement

agencies.

**ERP ANNUAL REVIEW**

Boys & Girls Club leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

**FIRST AID AND CPR TRAINING**

Boys & Girls Clubs of Greater Peoria always maintains a minimum of two CPR- or first-aid-trained staff on site during all operating hours when members are being served.

**KEY DEFINITIONS**

**Emergency:** An emergency is any event, natural or man-made, whether expected or unexpected, that

places life or significant Club assets in danger, or threatens the ability to conduct normal business

operations and usually involves abnormal time constraints and resource responses.

**Mitigation:** Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.

**Preparedness:** Preparedness helps everyone act quickly and decisively in the face of a disaster or

emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.