

GREATER TOGETHER.



BOYS & GIRLS CLUBS
OF NORTHWEST SAN DIEGO

Membership Safety Requirements

Policies for the Protection of Youth

Table of Contents

Safety Overview	3
Child Abuse Prevention Policies	4-6
One-To-One Interactions Policy	7-10
Virtual One-To-One Interactions Privacy Notice	11-12
Supervision and Facilities Policy	13-14
Screening and Onboard Policy	15-16
Drug and Alcohol-Free Workplace Policy	17-18
Incident Management Policy	19-20
Technology Acceptable Use Policy	21-26
Transportation Policy	27-29
Emergency Operations Plan Policy	30
Restrooms Policies	31-33
Restrooms Policy- Carmel Valley Montessori School	34-35
Locker Room Policy	36-38

Safety Overview

BGCA Current Approach to Safety Policies

The current safety membership requirements for the Boys & Girls Club of America states that all member organizations are required to adopt and adhere to safety policies that protect youth. Furthermore, all staff and volunteers must be trained on these policies annually.

BGCA Proposed Approach to Safety

The Child Safety & Quality Assurance (CSQA) department has historically provided suggested policy templates for Clubs to use in meeting current membership requirements. BGCA has proposed a strategic shift away from that practice to increase clarity, consistency, and compliance with Club safety practices.

Upon adoption and annually thereafter, the National Council will review and approve minimum safety policies authored by CSQA for adoption by all Clubs. These policies will provide the foundation for Club safety policies and operations but can be supplemented with additional operational detail and procedures specific to each individual organization. Core consistency and minimum standards across safety policies will strengthen organizations, improve monitoring, and support compliance.

The following key policy drafts listed below have been adopted from BGCA templates and updated to represent current practices at BGC Northwest San Diego. Ultimately, these policies will become part of a BGC Northwest San Diego Child & Club Safety Handbook. Under this strategy, each BGC Northwest San Diego club site utilizes the entire handbook of policies that address safety and risk prevention and supplement them according to the needs of each site.

Child Abuse Prevention Policy

Purpose

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

The Boys & Girls Clubs of Northwest San Diego 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-to-One Contact Prohibition: The Boys & Girls Clubs of Northwest San Diego prohibits isolated one-to-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-to-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means. (See One-to-One Interactions Policy)

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-to-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.

Mandated Reporting

Every staff member or volunteer of Boys & Girls Clubs of Northwest San Diego 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 Northwest San Diego reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people.

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
4. The BGCNWSO Organization's policies, including all safety policies.

Annually:

- All the policies, including all safety policies, for Boys & Girls Clubs of Northwest San Diego.

Physical Interactions

Every staff member and volunteer of Boys & Girls Clubs of Northwest San Diego 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 Boys & Girls Clubs of Northwest San Diego 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

	<ul style="list-style-type: none"> • Secrets • Profanity or derogatory remarks • Harsh language that may frighten, threaten, or humiliate youth
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Abuse and Safety Resources

Boys & Girls Clubs of Northwest San Diego 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.

California Child Abuse Mandated Reporter Training

<http://mandatedreporterca.com/> <https://cdss.ca.gov/inforesources/ocap/mrt>

Per the Child Abuse Prevention Policy below is information on the Trainings (housed on Spillet Leadership University - <https://www.bgca.net/Training>)

1. “Foundations: Preventing Abuse in Youth-Serving Organizations” (This training meets BGCA requirement for approved grooming, prevention, and mandated reporting.)

Participants will be prepared to create safer environments to prevent child sexual abuse. This training meets the membership requirement topic for bgca approved training in: child abuse prevention, grooming prevention and mandated reporting.

2. “Duty to Report: Mandated Reporter” Adults have a moral responsibility—and in many cases a legal responsibility—to report suspected child abuse or neglect.

Participants learn:

Why reporting is critical? What their legal obligation is to report? What types of conduct must be reported? How to report? How to respond if a child discloses abuse or neglect?

One-To-One Interactions Policy

The Boys & Girls Clubs of Northwest San Diego (referred to as “BGCNWS D” or “Organization”) prohibit one-to-one interactions between Youth Members and Applicable Adults that are not observable and interruptible. BGCNWS D is committed to providing a safe environment for its members, participants, staff, and volunteers. The One-To-One Interaction Policy is intended to address staff, volunteers, and applicable adult interactions (including board members) that could occur with minors in one-to-one situations. 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-To-One Interaction Policy Guidance

The following guidance should be used when implementing related policies and procedures. Definition of one-to-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:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - One staff member transporting one member in a vehicle.
 - Electronic communications (text, video, social media, etc.) between one member and one staff member 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:
 - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
 - Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.
- I. Observable and Interruptible
One-To-One interactions between a Youth Member and an Applicable Adult (who is not the minor's legal guardian) must be observable and interruptible by another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
 - II. Meetings
 - a. Meetings between a Youth Member and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and interrupted, except under emergency circumstances.
 - b. If a one-to-one meeting takes place in a room, the door to the room must remain unlocked and open (see below for Youth Arts Academy individual lessons). If available, the meeting must occur in a room that has windows, with the windows' blinds and/or curtains remaining open during the meeting.
 - c. Meetings must not be conducted in an Applicable Adult or Youth Members hotel room or other overnight lodging location during program or team travel.
 - III. Meetings with Mental Health Care Professionals and/or Health Care Providers
If a Mental Health Care Professional or Health Care Provider meets with a Youth Member in conjunction with a BGCNWS D program, a closed-door meeting may be permitted to protect patient privacy provided that:
 - a. The door remains unlocked
 - b. Another adult is present at the facility
 - c. The other adult is advised that a closed-door meeting is occurring
 - d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to BGCNWS D.
 - e. Health Care Providers also have another adult in the room with them.
 - IV. Individual Training Sessions for Youth Member Athletes
Individual Training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session. This applies to all BGCNWS D Athletics, Aquatics and Bulldogs Basketball individual training sessions. Parents cannot drop off their children and leave them unattended at training sessions where only one Applicable Adult is present. Staff and Volunteer coaches must require that another adult be present during private training sessions even if that adult is the minor's own parent or childcare provider.

V. Individual Lessons and the Youth Arts Academy

Individual lessons at the Youth Arts Academy can occur as closed-door sessions if the lesson is observable and interruptible and in a room that has windows, with the windows' blinds and/or curtains remaining open during the lesson. The door should remain unlocked. Another adult should be present at the facility and have the ability to observe and interrupt the lesson as needed. Legal guardians must be allowed to observe the lesson.

VI. Transportation

Only approved BGCNWS Drivers or approved transportation companies can transport youth members to and from BGCNWS activities. Youth members should never be transported in a one-to-one situation unless it is an emergency situation. At least one other Applicable Adult should be present in a situation where one youth member is being transported.

Social Media and Electronic Communications Guidelines

I. Content

All electronic communication from Applicable Adults to youth must be professional in nature.

II. Open and Transparent

If an Applicable Adult needs to communicate with a Youth Member via electronic communications (including social media), the youth's legal guardian must be copied. If a Youth Member communicates to the Applicable Adult privately first, said Applicable Adult must copy the youth's legal guardian on any communication responses to the youth. If an Applicable Adult needs to communicate electronically with an entire group or team of Youth Members, another adult must be copied.

III. Requests to Discontinue

Legal guardians may request in writing that their child not be contacted through any form of electronic communication by the Organization or by an Applicable Adult subject to this Policy. The Organization will abide by any such request unless it is an emergency situation.

IV. Hours of Electronic Communication

Electronic communications to Youth Members must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during program or team travel.

V. Prohibited Electronic Communication

Applicable Adults are not permitted to maintain private social media connections with Youth Members who are unrelated to them and are not permitted to accept new personal page requests on social media platforms from Youth Members, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Youth Members must be discontinued. Youth members may "friend" and/or follow the Organizations official social media accounts. Applicable Adults must not send private, instant or direct messages to a Youth Member through social media platforms.

VI. Live Video Meetings

One-To-One video meetings through platforms such as FaceTime, ZOOM, Google Hangouts, etc. are allowed to occur between Applicable Adults and youth members only if the following criteria can be met:

- *Video meetings shall be observable and interruptible throughout the duration of the meeting: The video meeting should include at least two Applicable Adults on the call. For example, one employee host and one tutor would qualify as two Applicable Adults.*

Or

The Youth Member's legal guardian should check in with the video meeting host at the onset of the video session, so the host knows there is an Applicable Adult present at the youth's location.

- *Video meetings shall only be scheduled and calendared by BGCNWSO Employees.*
- *BGCNWSO Employees will schedule and calendar video meetings between youth and other Applicable Adults (such as Volunteer Tutors).*
- *Applicable Adults must notify the BGCNWSO Employee of any changes and/or needs to schedule video meetings with a youth member (such as tutoring sessions)*
- *The Applicable Adult must have initiated the video meeting with the youth.*
- *Youth cannot initiate video meetings with Applicable Adults.*

Additionally, Applicable Adults shall not:

- Initiate one-to-one contact with a Youth Member except for the purpose of providing approved program services through scheduled live video meetings as described above.
- Have a private meeting or communication with a Youth Member outside of their role with the organization including in-person meetings and virtual communications such as texting, video chats, and social media.
- Transport one youth member at a time. This includes personal and private vehicles.

Staff shall immediately inform their supervisor(s) if an Applicable Adult violates this policy. Should any Applicable Adult violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., 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 that could create a safety risk, exceptions can be made (e.g., 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.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

Virtual One-To-One Interactions Privacy Notice

Last modified: 26 September 2024

The Boys & Girls Clubs of Northwest San Diego is committed to providing a safe and productive environment for its youth members, participants, staff, and volunteers. In response to COVID-19 Stay-at-Home Orders, we are offering live one-to-one video conferencing sessions to help youth members who need distance learning support such as tutoring, mentoring, and instructional lessons.

Under the Boys & Girls Clubs of Northwest San Diego policy, one-to-one interactions are defined as any interactions that occur between a youth participant and an applicable adult, including in-person meetings, phone conversations and virtual communications such as through text, video chat, email and social media. This Virtual One-To-One Interactions Privacy Notice describes how your or your child's personal information may be collected, saved, used, or disclosed when participating in virtual one-to-one interactions on video-conferencing services like Zoom.

Information We Collect

If you or your child participates in virtual one-to-one sessions, we may collect:

- First and last names of any participants;
- Usernames, phone number, and email addresses of any participants; and,
- With parental consent, a recording of the session.

Virtual One-to-One Interactions May Be Recorded

To ensure the quality of our programs and participants' wellbeing, we may record some virtual one-to-one interactions with your consent. These recordings will only be available to you, your child and our staff, and recordings will be kept only for as long as they are needed for you and your child to access for educational purposes. At any time, you may contact us at info@bgcgrreatertogether.org to request recordings be deleted. We strictly prohibit approved volunteers or organizations from collecting or storing any recordings of any sessions.

How We Use Information We Collect

We use the information we collect to:

- Register you or your child for our virtual one-to-one interactions programs;
- Schedule virtual sessions;
- Track youth members' participation;
- Assist with the giving of the lessons in question, *e.g.*, letting the member review the recording of the prior lesson; and
- Ensure the quality of our programs and participants' wellbeing.

Approved Volunteers or Organizations May Have Access to Information

We will not disclose information about you or your child except with approved volunteers or organizations participating in virtual one-to-one sessions. For example, a volunteer tutor who provides a virtual tutoring session will learn your or your child's name and other information needed to provide the tutoring session.

We strictly prohibit approved volunteers or organizations from collecting, accessing, or storing any recordings of any sessions.

One-to-One Sessions on Zoom

Our virtual one-to-one sessions will be provided on Zoom. When you or your child participate via Zoom, Zoom may collect basic information so you can use the platform and connect to the session, including:

- First and last name, username, email address, phone number, or location; and,
- Cookie and web browser data from any device or computer used.

Our settings on Zoom are set to provide the greatest possible protections over personal information. However, we do not control Zoom, so we are not responsible for their practices.

When We Disclose Information

We will not share, rent, sell, or otherwise disclose information we collect except:

- If disclosure is reasonably necessary to protect anyone’s rights, property, or safety;
- To comply with our legal obligations;
- To exercise or defend legal claims; or
- As otherwise described in this Privacy Notice.

If we desire to use or disclose information for other purposes, we will first take reasonable measures to notify you and, if necessary, obtain consent.

Children under 13

If your child is under 13, he or she may only participate in virtual one-to-one sessions if you consent. At any time, you may contact us to:

- Access, change, or delete your child’s personal information; or,
- Withdraw consent and stop participating in virtual one-to-one interactions.

How to Contact Us

If you have questions about this Privacy Notice and your or your child’s information, contact us at:

Mail: Boys & Girls Clubs of Northwest San Diego, 533 Lomas Santa Fe Dr, Solana Beach CA 92075
 Email: info@bgcgreatertogether.org
 Phone: 858-755-0138

Changes to this Privacy Notice

If we make any material changes to how we conduct virtual one-to-one sessions or this Privacy Notice, we will take reasonable measures to notify you and, if necessary, obtain your consent.

Acknowledgement and Consent

By signing this Acknowledgement and Consent to Virtual One-To-One Interactions, you:

- Acknowledge that you have read and understand the attached Virtual One-to-One Interactions Privacy Notice;
- Consent to your child’s information being used as described in that Privacy Notice;
- Consent to your child participating in the one-to-one interaction; and
- Consent to your child being recorded when they participate in virtual one-to-one interactions.

Participant’s Name:

Parent or Guardian’s Name:

Parent or Guardian's Signature:

Date:

Supervision and Facilities Policy

Supervision

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

- Must abide by the prohibition of private one-to-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) is 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.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must 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 (See full Restroom Use Policy)

The Boys & Girls Clubs of Northwest San Diego 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 according to 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. All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter 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.

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 whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

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 and securely stored.

Staff to Member Ratios

BGCNWS D activities should be under continuous supervision by an applicable adult and should maintain reasonable ratios when supervising youth. The ratios are based on the organization’s experience, common practices in the community, and standards set by BGC leadership.

Ratio Types	Applicable Adults (Min.)	Youth (Max)
After School Programs	1	20
Instructional (classes)	1	20
Group Clubs	1	15
Sports Teams	1	15
Day Camps	1	15
Day Field Trips	1	8
Overnight Trips	2 (minimum of 2 adults present at 1-6 ratio)	6
Swimming	1 Lifeguard	25 Swimmers
Swimming	1 Spotter	10 Swimmers

Screening and Onboarding

Excerpt from Boys & Girls Clubs of Northwest San Diego County Employee Handbook

Background Checks

Boys & Girls Clubs of Northwest San Diego County conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with 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 by the HR team 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 Northwest San Diego County/BGCNWS Foundation will not employ potential staff or engage potential volunteers if such individual:

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

Drug Screening

All employment applicants are also screened for illegal drugs prior to employment. All applicants follow the drug-screening process in accordance with our Drug-Free Workplace Policy. Please refer to that section for additional details.

Interviewing

Boys & Girls Clubs of Northwest San Diego County/BGCNWS Foundation will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service, and candidates may go through various stages of interviews.

Reference Checks

Boys & Girls Clubs of Northwest San Diego County/BGCNWS Foundation 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 for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of Northwest San Diego County/BGCNWS Foundation 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; and
- Any other important employment-related information.

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

- The organization's mission, goals, policies and procedures and schedule;
- Job 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.; and
- Completion of the required Child Abuse Prevention Trainings approved by BGCA.

Hiring Process

The goal of the Hiring Process is to ensure that all members we serve are provided a safe environment through a reliable process of having all new hires successfully complete all required pre-employment steps prior to their first day of employment, to include drug screening, background checks, and fingerprinting. Boys & Girls Clubs of Northwest San Diego County/BGCNWS Foundation reserves the right, at any time, with or without notice, to alter or change our hiring and recruiting practices.

Drug and Alcohol-Free Workplace

Excerpt from Boys & Girls Clubs of Northwest San Diego County Employee Handbook:

Boys & Girls Clubs of Northwest San Diego County (“BGCNWS”) is committed to providing a safe environment for members, employees, and volunteers, and all individuals who come into contact with its operations, workplace, property, and/or use its services. As part of this mission, Boys & Girls Clubs of Northwest San Diego County is committed to maintaining a Drug and Alcohol-Free Workplace, and complies with the requirements under the Federal Drug-Free Workplace Act of 1988 and California’s Drug-Free Workplace Act of 1990.

For purposes of this policy “illegal or unauthorized drugs” includes any illegal drug or controlled substance, including marijuana. Marijuana remains a Schedule I drug under the federal Controlled Substance Act, and is therefore an illegal or unauthorized drug under federal law. In California, use or consumption of psychoactive marijuana is illegal, as is use or consumption of any type of marijuana at any time by individuals under the age of 18. In California, nonpsychoactive marijuana is legal for individuals over the age of 18, and is not included in this definition.

“Illegal or unauthorized drugs”, also includes any prescription or over-the-counter drug that is either being abused or is being used for a purpose other than the purpose for which it was manufactured or prescribed, or in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

- Employees and volunteers are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees and volunteers are prohibited from using alcohol and/or illegal or unauthorized drugs while at work, while on BGCNWS premises, while at BGCNWS-events, or while otherwise representing BGCNWS. This policy does not prohibit moderated use of alcohol during approved BGCNWS-sponsored events.
- No prescription drug shall be brought upon BGCNWS premises by any person other than the person for whom the drug is prescribed by a licensed medical provider, and shall be used only in the manner, combination, and/or quantity prescribed. Legal drugs include prescription drugs and over-the-counter drugs, which have been legally obtained and are being used for the purpose for which they were prescribed and manufactured.
- An employee taking a legal drug (prescribed or over-the-counter) that potentially affects job safety or performance is responsible for notifying their supervisor, Chief Human Resources Officer, and/or Club leadership. If the organization and the employee's licensed healthcare provider have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. If an employee cannot perform all of the essential functions of his or her job satisfactorily, with or without a reasonable accommodation, due to the employee’s taking of prescription or over-the-counter medicine, the employee may be obligated to take a leave of absence if the employee’s healthcare provider concludes that the employee cannot do his or her job safely and efficiently due to the use of prescription or over-the-counter medicine.

- Employees must notify their supervisor, or Club leadership, and the Chief Human Resources Officer, within five (5) days, of any conviction of a drug/alcohol-related crime. BGCNWSO may impose corrective measures on the employee convicted of drug/alcohol-related crimes within 30 calendar days of receiving notice of his/her conviction, subject to applicable law. Options include termination of employment or requiring the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program that is approved by federal, state or local health agencies, law enforcement or other appropriate agencies.
- If an employee who is not under suspicion of alcohol or drug usage/influence while at work, initiates contact with management stating that he/she has an alcohol or drug problem, and does so prior to any violation of this policy, BGCNWSO will encourage the employee to seek treatment. The organization will reasonably accommodate any employee, while employed with BGCNWSO, who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship.

Any employee or volunteer in violation of BGCNWSO's Drug and Alcohol-Free Workplace Policy is subject to disciplinary action, up to and including termination, even for a first offense.

Boys & Girls Clubs of Northwest San Diego County further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol-free workplace policy including, but not limited to, the inspection of organization-issued 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.

Drug and Alcohol Testing of Current Employees

BGCNWSO may require drug and alcohol testing post-accident if the employee in question was driving a company vehicle or driving a personal vehicle while on BGCNWSO business and the accident results in serious injuries, significant property damage, or if the employee-driver is cited or arrested for an alcohol- or drug-related offense. Employees who improperly delay notification of a work-related accident may be subject to disciplinary action, up to and including termination.

BGCNWSO may also require drug and alcohol testing of its employees in certain circumstances where objective observable actions or behaviors support a reasonable suspicion of drug and/or alcohol use in violation of this policy. Evidence sufficient to justify reasonable suspicion may include, but is not limited to:

- Alcohol on the breath
- Aberrant behavior
- Lapses in performance
- Inability to appropriately respond to questions
- Physical symptoms of alcohol or drug influence such as slurred speech, bloodshot eyes, etc.

Supervisors trained in the identification of drug and alcohol use must independently observe an employee's actions prior to authorizing testing on the grounds of a reasonable suspicion.

Employees refusing to submit to any drug or alcohol test under this policy will be subject to discipline, up to including immediate termination.

Incident Management Policy

Purpose

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a 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 along with 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.
- 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, location, witnesses, and contact information
- Incident details (if applicable)
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

External Incident Reporting

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

- Inappropriate activity between 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.
- Children missing from the premises.

Incident Investigation

Boys & Girls Clubs of Northwest San Diego takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident. Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation. If 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 potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- A. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- B. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- C. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- D. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- E. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- F. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- G. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- H. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- I. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- J. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- K. Any other incident deemed critical by the Member Organization. Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Technology Acceptable Use Policy

The Boys & Girls Clubs of Northwest San Diego 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.

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 Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

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

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

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club 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 of Northwest San Diego reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be 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; or
- 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.

Cyberbullying

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: The Boys & Girls Clubs of Northwest San Diego reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Club of San Dieguito reserves the right to inspect and/or 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 of Northwest San Diego 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 the Boys & Girls Clubs of Northwest San Diego Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of Northwest San Diego to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Northwest San Diego 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 of Northwest San Diego 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 member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club, along with the "Unacceptable Use Policy" in the "Information Technology" section of the Employee Handbook. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

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

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

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

Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

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

Monitoring and inspection: Boys & Girls Clubs of Northwest San Diego 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 are not responsible for the security and condition of the staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

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 or sexual content or disrespectful language or images typed, posted or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.

- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

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 of Northwest San Diego 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 of Northwest San Diego 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 themselves 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.

Technology and other media: The following are not allowed and may lead to disciplinary action or dismissal from your position:

- Any material that is sexually explicit, provocative, inappropriate, unwholesome, or unprofessional on any computer or on any personal technological device.
- Communications to other staff or campers that is unprofessional, inappropriate, or unwholesome.
- Communications with campers by email, instant message, Snapchat, Twitter, Instagram, Facebook, Skype, or texts *except* via their Club email address with parent and director permission. (NO MUSIC VIDEOS OR RECORDING MAY TAKE PLACE AT ANY TIME BY CAMPERS OR STAFF *unless instructed by your site supervisor).
- Communications with campers by text message.
- Sharing home or personal email, social media, or instant message addresses with campers.
- Sharing any magazines, literature, photos, videos, or music with campers that would be considered inappropriate or “adult” in nature. Such materials shall not be present on Club premises.
- Any inappropriate personal photos in their office or on their person.
- CELL PHONES ARE NOT PERMITTED AT ANY TIME. Please keep them away from your person during camp hours unless previously discussed with a camp supervisor.
- If you are approached by a parent requesting babysitting services, please let the Camp Director know immediately.
- If you have questions, see the cell phone policy, or ask your immediate supervisor. The Employee Handbook may also have answers to your questions under “Unacceptable Use” in the “Information Technology” section of the handbook.

Transportation Policy

Purpose

The Boys & Girls Clubs of Northwest San Diego (BGCNWSO) are committed to providing a safe environment and enforces the following vehicle and transportation policy and procedures for members, staff, volunteers, and Board of Directors. The vehicle and transportation policy are intended to help maintain safe operating vehicles and the personal safety of adults and youth members.

Scope

Transportation and Transport is defined by the active movement of any vehicle, BGCNWSO owned or personally owned, whereby the operator of the vehicle drives the youth members and program participants any distance. The Clubs only provide transportation to and from the Clubhouses or organization related activities.

Policy

BGCNWSO vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using BGCNWSO vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees are expected to notify their Supervisor and/or Club Manager if any vehicle appears to be damaged, defective, or in need of repair no matter how minor a repair need may seem. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination.

Staff, Volunteers and Board Members shall not:

- Transport Club members and program participants in personal vehicles
- Transport one member or program participant at a time (thus breaking the one-on-one policy)
- Use electronic devices such as cell phones, PDAs, or other communication devices while actively driving and transporting passengers

Staff, Volunteers and Board Members shall:

- Only transport members and program participants in official BGCNWSO vehicles
- Follow the one-on-one policy and ensure at least a total of 2 other individuals are present when transporting youth members and program participants
- Keep an updated list of all youth who are transported to and from the Clubhouses and organization related activities

Drivers of BGCNWSO Vehicles shall:

- Follow all vehicle pre-inspection guidelines and complete all required transportation documents
- Keep a log of all youth who are picked-up and dropped-off

- Perform regular checks to ensure all members and participants are picked-up and dropped-off at the appropriate times and locations
- Perform regular checks to ensure no members and participants are left unattended in vehicles
- Immediately notify Club Supervisors and/or Managers if there is any delay or issue with transporting members to and from the Clubhouses or organization related activities.
- Submit written incident reports detailing any issues or accidents involving transporting members and participants to and from Clubhouses and organization related activities
- 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 and from 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, 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.

Transportation Protocols and Guidelines for BGCNWS Staff:

- Minimize transport of mixed age groups (children, teens, and adults) in the same vehicle whenever possible.
- Monitor passenger behaviors at times when the vehicle is idle or parked. Do not leave passengers unattended without adult supervision. (ex: running back into the club because you forgot something and leaving passengers unsupervised)
- Document in writing all vehicle incidents including passenger behaviors that create distractions and safety concerns (ex: excessive noise levels or disruptions, refusal to wear seatbelts, etc.)
- Prohibit passengers from using audio devices at loud and distracting levels during transport.
- Conduct visual inspections to ensure no youth is left in vehicles.
- Inspect and ensure that seat belts are in working condition prior to transporting passengers.
- Implement and utilize a system for reporting vehicle conditions and maintenance needs.
- Keep vehicles clean and inspect for items left behind by passengers after every transport.
- Provide transportation and vehicle use policy and procedures training for staff during new hire training and throughout the year.
- 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.

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, the Boys & Girls Club of Northwest San Diego 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 Operations Plan (EOP)

Boys & Girls Clubs of San Dieguito maintains an Emergency Operations Plan (EOP), also known as our *Crisis Communication Plan*. The Crisis Communication Plan encompasses the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
 - Fire
 - Weather (tornado, flooding, hurricane, etc.)
 - Lockdown (for interior or exterior threat)
 - Bomb threat
 - 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.

EOP Annual Review

The Boys & Girls Club of Northwest San Diego 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

The Boys & Girls Club of Northwest San Diego always maintains a minimum of one 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.

Restrooms Policy

Purpose

Restrooms safety and prevention of behaviors such as bullying, sexual misconduct, fighting, and vandalism.

Policy

The Boys & Girls Club of Northwest San Diego is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Many of our facilities and clubhouses have programs, activities and events with different user groups arriving and departing throughout the day (5am-10pm). As such it is not practical to constantly monitor restroom use over this extended course of time. Restrooms will be regularly monitored by designated staff at a schedule set by the Program Director, Club Manager, or the Club Supervisor. Monitoring includes walk-throughs and inspections.

I. Single User Restroom(s)

There are single user restrooms located in the Harper Clubhouse Teen Center, Harper Clubhouse 2nd floor, the Del Mar Clubhouse, the Ocean Knoll Clubhouse, the CHL Solana Beach and the CHL Encinitas. They will be used by one person at a time and the exterior door will be shut and locked to alert others that they must wait to enter. These restrooms are designated gender neutral.

II. Multiuser Restroom(s) Available

There are multiuser restrooms located at the Harper Clubhouse, Oceanside Clubhouse, Polster Clubhouse, Griset Clubhouse and the Griset Gym that are designated as Male and Female restrooms. These restrooms are often designated as Youth Only during certain hours specified by Club Leadership. Youth Only times shall be clearly posted on the restroom doors and inside the restrooms.

Beyond the standard after school time programs, each facility also has staggered programs, activities and practices with different groups arriving and departing throughout the day. During programs, activities, and practices we do not post adults inside or at the doors of the restrooms. Coaches and staff make every effort to recognize when a club member or athlete goes to the restroom and, if they do not return in a timely fashion, we will check on the youth's whereabouts.

We will do our best to limit adult and youth use of these restroom facilities at the same time. During adult use, these sites will utilize the practice of shutting the exterior door to the restroom and/or using an Occupied sign/signal outside of the door to alert youth that they must wait to enter.

Procedures: Griset Clubhouse Multiuser Restrooms

- Close and lock (if possible) the exterior restroom door when an adult is using it.
- Alert members and other staff that an adult is utilizing the restroom to ensure staff do not send youth to the restroom and youth do not try to enter the restroom.

Place a sign on the exterior door, a cone at the entrance, or some other indicator that the restroom is closed to youth during adult use.

Procedures: Griset Gym Multiuser Restrooms

- During events with non BGCNWS D adults present, post signs that encourage adults to wait until youth have cleared the restrooms before entering. Close and lock (if possible) the exterior restroom door when an adult is using it.
- During BGCNWS D youth only programs and events (such as summer camps) alert members and other staff that an adult is utilizing the restroom to ensure staff do not send youth to the restroom and youth do not try to enter the restroom.
- Place a sign on the exterior door, a cone at the entrance, or some other indicator that the restroom is closed to youth during adult use.

Procedures: Polster Clubhouse Multiuser Restrooms

- These restrooms are primarily for youth use only and Youth Only hours specified by Club Leadership shall be posted on the restroom doors and inside the restrooms.
- During events with non BGCNWS D adults present, post signs directing adults to the Adult Only restrooms.
- BGCNWS D staff should always use the Adult Only restrooms.

Procedures: Harper Clubhouse Multiuser Restrooms-see “Locker Room Policy”

Procedures: La Colonia Clubhouse Multiuser Restrooms-see below section “Field Trip and Public Restroom Policy”

III. Adults Restroom Available

The facilities located at the Polster Clubhouse and the Harper Clubhouse include single user restrooms designated for adults only. Adults, including staff, volunteers, and any other adult in the Club, shall utilize the adults only restrooms whenever possible.

IV. Accommodations for Gender Nonconforming

We are committed to providing a safe environment by allowing every youth, staff, volunteer, and other adult to utilize the restroom facilities consistent with their gender identity, gender expression and transgender.

The Club Manager or Supervisor will meet with gender nonconforming youth, their parents, or guardians to discuss the member’s preference and the Club facilities available, and to confirm that the youth member and caregivers are comfortable with the restroom plan. The youth member may opt for privacy in the restroom by shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait to enter.

V. Field Trips and Public Multiuser Restrooms

There are multiuser public restrooms located near the La Colonia Clubhouse that are utilized as a part of our joint use agreement with The City of Solana Beach. These restrooms are often the only restrooms available during certain hours. When club youth are accessing these restrooms, the Public Multiuser Restrooms policy must be followed.

On a field trip or public restroom use, youth shall never enter a restroom alone, unless it is a single user restroom that is empty. Staff, Volunteers and Youth shall follow the “rule of three” in using public

restrooms (at least 2 staff and one youth or one Staff with 2 youth walking to the restrooms, and three youth entering a multi-stall facility together).

When they can, 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 with 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 deemed ineffective.

Procedures

- Staff/Volunteers will walk in the restroom facilities first to assess the facilities.
- Utilize the rule of three of having a minimum of two youth members and one adult, to avoid any 1:1 situation.
- Position staff near restroom entries.

General Restroom Use Guidelines and Best Practices for BGCNWS Staff:

- Limit mixed age groups (children, teens, and adults) from utilizing multi-user restrooms at the same time.
- Limit the number of youths permitted to use the restroom facilities at the same time.
- Clearly display codes of conduct for the restrooms. Orient all youth to codes of conduct, enforce all codes of conduct, and report violations to Club leadership. “If You See Something, Say Something”.
- Document in writing all restroom conduct incidents.
- Prohibit audio and visual recording devices, including cellphones, in the multi-user restrooms.
- Position staff near restroom entrances for supervision whenever possible.
- Conduct sweeps to ensure no youth is left in restrooms before closing and in-between user groups.
- Implement a regular restroom inspection and monitoring schedule and use an inspection log to clearly document and display the occurrence of inspections.
- Keep facilities in good repair and ensure stalls lock properly.
- Implement a system for reporting restroom conditions and maintenance needs.
- Clean and sanitize restrooms regularly.
- Provide bathroom use policy and procedures training for staff during new hire training and throughout the year.

Restrooms Policy- Carmel Valley Montessori School

PURPOSE:

The following policy and guidelines are specific to the Carmel Valley Montessori School and designed to maintain restroom use safety and prevention of behaviors such as bullying, sexual misconduct, fighting, and vandalism. Supervision of youth and bathroom assistance policies and guidelines are set by California Code of Regulations, Title 22, Division 12- Child Care Centers. Additionally, Early Childhood Education best practices are followed.

POLICY:

The Boys & Girls Clubs of Northwest San Diego is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Restrooms will be regularly monitored by designated staff at a schedule set by CVMS Director. Monitoring includes walk-throughs and documented inspections.

CVMS Teachers or a Teacher's Aide (who is 18 years of age or older, and who meets the requirements of the California Code of Regulations, Title 22, Divisions 12, Section 101216), may escort and/or assist children in using restrooms. Pursuant with the CA Code of Regulations for Child Care Centers, visual supervision of youth must be maintained at all times.

I. Single User Restroom(s)

There are four (4) single user restrooms located inside the Carmel Valley Montessori School. The exterior door will remain partially open so staff can maintain visual supervision of children and shall also remain open if a child is being given assistance by a Teacher or qualified Teacher's Aide. If Montessori Staff need to utilize these restrooms they will do so when no youth are in the restroom. During adult use, these restrooms will be occupied by one person at a time and the exterior door will be shut and locked to alert others that they must wait to enter. These restrooms are designated gender neutral.

II. Multi User Restroom(s) Available

CVMS youth members also utilize the multi user restrooms located inside the BGCNWS D Polster Clubhouse when no other BGCNWS D programs or rental programs are occurring. These restrooms are designated as Male and Female restrooms. These restrooms are also designated as Youth Only during certain hours specified by the CVMS Director and the Club Manager. Youth Only times shall be clearly posted on the restroom doors and inside the restrooms.

Staff and other adults have access to Adult Only and single user restrooms and should only utilize the multi user restrooms in extenuating circumstances. Adults and youth shall not utilize these restroom facilities at the same time.

III. Adults Restroom Available

The facilities where CVMS is located include single user restrooms designated for adults only and are located inside the BGCNWS D Polster Clubhouse. Adults, including staff, volunteers, and any other adult in the Clubhouse, shall utilize the adults only restrooms whenever possible.

IV: Field Trips and Shared Space Restrooms

CVMS practices the same restroom supervision procedures on field trips as it does in its own spaces. As such, on a field trip youth shall never enter a restroom alone, unless it is a single user restroom that is empty. In this case, a CVMS staff should remain by the door to ensure no unauthorized adult can enter the single user restroom. Additionally, the parents of youth often chaperone and accompany their own children on CVMS field trips. Wherein this is the case, the parent will supervise their own child's restroom use in public facilities but not the restroom use of unrelated children.

Whenever possible, staff/volunteers will monitor and attempt to clear public restrooms before use by CVMS youth, to ensure that the facility is free of adults, and clear of youth not with the CVMS program, before allowing youth to use the facilities.

Procedures

- Staff/Volunteers will walk in the restroom facilities first to assess the facilities.
- Utilize the “rule of three” of having at minimum two children and one adult, to avoid any 1:1 situations.
- Position staff near restroom entries and stall entries.

General Restroom Use Guidelines and Best Practices for BGCNWS Staff:

- Limit mixed age groups (children, teens, and adults) from utilizing multi-user restrooms at the same time.
- Limit the number of youths permitted to use the restroom facilities at the same time.
- Clearly display codes of conduct for the restrooms. Orient all youth to codes of conduct, enforce all codes of conduct, and report violations to Club leadership. “If You See Something, Say Something”.
- Document in writing all restroom conduct incidents.
- Prohibit audio and visual recording devices, including cellphones, in the multi-user restrooms.
- Position staff near restroom entrances for supervision whenever possible.
- Conduct sweeps to ensure no youth is left in restrooms before closing and in-between user groups.
- Implement a regular restroom inspection and monitoring schedule and use an inspection log to clearly document and display the occurrence of inspections.
- Keep facilities in good repair and ensure stalls lock properly.
- Implement a system for reporting restroom conditions and maintenance needs.
- Clean and sanitize restrooms regularly.
- Provide bathroom use policy and procedures training for staff during new hire training and throughout the year.

Locker Rooms Policy

Purpose

The following policy and guidelines are designed to maintain personal privacy as well as to increase locker room safety and prevent behaviors such as bullying, sexual misconduct, fighting, and vandalism. This policy is enhanced to comply with USA Swimming's Safe Sport Minor Athlete Abuse Prevention Policy (MAPP).

Definition

Locker Room is defined as the entire space including the showers, changing area and single-stall restrooms within the Locker Room.

At Boys and Girls Clubs of Northwest San Diego, the Harper Clubhouse has two (2) locker rooms located on the first-floor east entrance and can be accessed from the front lobby and the pool deck. Locker Rooms is designated as male and female specific. These facilities are used by pool patrons as well as youth members, adult members, staff, volunteers, and private facility rental groups throughout the day.

Policy

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when any youth or adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited)

II. Youth Only Locker Room Use Times

The locker rooms and changing areas are designated as Youth Only during certain times specified by the Aquatics Director. Youth Only times shall be clearly posted on the locker doors and inside the restrooms. Exterior locker room doors should remain open when in use by youth, as long as this does not violate the privacy of those inside. During Youth Only hours, adults have access to Adult Only restrooms located upstairs in the BGSDTO Administrative wing.

III. Use of single-stall restrooms inside the locker room

The locker rooms include single-stall restrooms with locking doors. A permanent partition separates the restroom side from the shower and changing side of the locker room. Single-stall restrooms shall be occupied by only one person at a time and the stall door shall remain locked to notify others that the stall is occupied. The only exception is when a young child requires assistance by their own legal guardian or by a BGCSDTO CVMS Licensed Teacher or Teacher's Aide whose designated roll is to provide care for that child. In this situation the single-stall restroom shall remain unlocked, and the interaction should be observable and interruptible.

IV. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians of swim team members or program members are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area to assist their own child, it must be a same-sex legal guardian and the legal guardian should notify a BGSDTO staff in advance.

V. One-on-One Interactions

At no time are adults other than legal guardians, permitted to be exclusively alone with a minor in a locker room or changing area, except under emergency circumstances. If a minor needs help from a qualified person other than a legal guardian, the one-on-one interaction should be observable and interruptible. If a young club member or program participant requires help with changing in and out of swim wear, BGCNWSO staff need to follow a rule of three and ensure that at least two (2) staff are present to avoid any one-on-one situation. Additionally, we should have on file a signed acknowledgement from the child's legal guardian authorizing BGCNWSO staff to help the child in such situations.

VI. Monitoring

The Harper Clubhouse has staggered programs, activities and practices with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms over this extended course of time. During programs, activities and practices, coaches and staff should make every effort to recognize when a youth club member or athlete goes to the locker room and, if they do not return in a timely fashion, check on the youth's whereabouts.

Locker rooms and changing areas are regularly and randomly monitored. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room and changing areas before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking female locker rooms and men checking male locker rooms.

VII. Use of Recording Devices

Cell phones, still cameras, video cameras and any other device that has recording capabilities, including voice recording, is strictly prohibited in locker rooms, and changing areas. These types of devices increase the risk for different forms of misconduct.

Additional Locker Room / Restroom Guidelines for BGCNWSO Staff

- Limit mixed youth age groups (children, teens) and the total number of youths from utilizing the locker room and changing areas at the same time.
- Have individuals use the locker room that is consistent with their gender identity, gender expression and transgender.
- Make a single-stall restroom available as a changing room upon request.
- Clearly display codes of conduct. Orient all youth and adults to codes of conduct, enforce all codes of conduct, and report violations to BGCSDTO supervisors and upper management. "If You See Something, Say Something".
- Document in writing all restroom conduct incidents.
- Conduct sweeps to ensure no youth is left in locker rooms before closing and in-between user groups.

- Implement a regular locker room/restroom inspection and monitoring schedule and use an inspection log to clearly document and display the occurrence of inspections.
- Keep facilities in good repair and ensure stalls lock properly.
- Implement a system for reporting locker room conditions and maintenance needs.
- Clean and sanitize locker rooms and restrooms regularly.
- Provide locker room/bathroom use policy and procedures training for staff during new hire training and throughout the year.