



Boys & Girls Club of the Coastsides

## **Safety Policies**

Child Safety is Job No. 1 at the Boys & Girls Club of the Coastsides (BGCC). Ensuring child safety is fundamental to the mission of BGCC. We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that commitment.

Boys and Girls Club of the Coastsides continually updates robust safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society.

This document outlines our policies and were last reviewed and updated and approved by the BGCC Board of Directors on July 21, 2020.

For questions, please contact Board Member, Roger Estella, Chair of our Safety Committee at (650) 255 – 8916.



The Boys & Girls Club of the Coastsides has two Club sites and several sports program. These safety policies are intended as guidance for staff and coaches while working with our members. Many of our Club facilities are located at Cunha Intermediate School and Club activities take place here as well. As such the safety security guidelines and policies established by the school and school district (Cabrillo Unified School District) also guide all activities. A copy of Cunha’s site safety plan is attached to this handbook as Appendix A.

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## **Background Checks**

BGCC is committed to selecting and retaining the best staff and volunteers to serve our youth. BGCC will conduct criminal background checks of all employees, including minors, board volunteers, and on all volunteers, who have direct, repetitive contact with children. We ask staff and volunteers to obtain

- Federal Background check.
- Live Scan fingerprint check.
- And participate in Child Abuse Mandated Reporter Training.

Through these searches we

- verify the person's identity and legal aliases through verification of a social security number
- conduct a national Sex Offender Registry search
- conduct a comprehensive criminal search which includes a national and statewide search,

Such checks will be conducted prior to employment and at regular intervals (federal check once every year and state fingerprinting once every 5 years)

All background check findings will be considered when making employment or volunteer decisions. It is the policy of BGCC that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered, on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:
  1. murder,
  2. child abuse,
  3. a crime against children, including child pornography,
  4. domestic violence,
  5. abduction or human trafficking,
  6. a crime involving rape or sexual assault,
  7. physical assault or battery,

## **Use of Bathrooms**

BGCC is committed to providing a safe environment and enforces the following bathroom policy for members, staff, volunteers, and other adults. Bathrooms located near the Snack Shack on the Soccer Field are the restrooms for Cunha Club members. They will be regularly monitored by BGCC staff from 3 to 6 when school is in session. Monitoring includes walk-throughs and inspections.

During our gathering/relaxation time from 3 to 3:30 a staff person will be assigned to be in the area of restrooms. During program time, from 3:30-6; and during the entirety of summer camp, members must sign out the key, in pairs, to use restrooms.

BGCC is committed to providing a safe environment by allowing every youth, staff, volunteer and other adult to utilize the restroom facilities consistent with their gender identify. The Site Manager will meet with gender nonconforming youth, their parents and/or advocates to discuss the member's preference and the Club facilities available, and to confirm that the person and caregivers are comfortable with the restroom plan.

On a field trip or when using other restroom, youth shall never enter a 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, or three youth entering a multi-stall facility together.

## **Prevention of Bullying**

The Boys & Girls Club of Coastsides is committed to providing all members with a safe environment, and will not tolerate any form of bullying at any Club activity or on any Club property. All staff, volunteers, and members shall read and abide by the Boys & Girls Club of Coastsides Code of Conduct, located in the Family Agreement.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Staff and/or volunteers who observe an act of bullying shall take appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Site Manager and document the incident in writing using our Incident Report form. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to, and including terminating membership.

## Crisis Communication Policy

BGCC will follow the BGCA crisis communication philosophy:

**Speak with one voice:** In times of crisis, it is critical that stakeholders receive one, core message across the organization.

**What you say must reflect what you do:** Actions must be consistent with words. **Respond rapidly:** The first 24 hours of a crisis are critical. The longer an organization waits to respond, the greater the likelihood the media and other stakeholders drive the narrative.

**Be open and honest:** It is important to give stakeholders accurate, honest and timely information about what is happening and what to expect.

**Demonstrate care, concern, action, and perspective:** Showing concern in a crisis situation is not the same as accepting liability.

### In the event of an incident:

**Direct all inquiries to the right contact:** Roger Estella, Chair of our Board Safety Committee at 650.255.8916.

All others are requested to say: *“I’m sorry, but I’m not authorized to speak for the organization. If you give me your name and email, I will have Roger contact you ASAP.”*

The following statements will be drafted by the Safety Committee Chair and will be reviewed with BGCC President, Executive Director and approved by the Crisis Communication Team

1. Organization statement on the issue which will serve as media statement
2. Board letter/communication which reflects statement, and provides context pertinent to the board
3. Parent letter/communication which reflects statement and provides context pertinent to the parents, providing a resource for question

**Crisis Communication Team is list in Appendix A.**

**Audiences to Communicate With During a Crisis**

<b>Who</b>	<b>When to Communicate</b>	<b>Who is Communicating</b>	<b>Channel</b>	<b>More</b>
Parents of youth involved	immediately	<b>BGCC President &amp; Safety Committee Chair</b>	face-to-face meeting	First ensure the situation is being communicated to the direct stakeholders involved in any incident.
Board	Within 24 hrs.	<b>BGCC President</b>	Email-Board letter	Hold emergency board meeting
BGCA	Within 24 hrs.	<b>Safety Committee Chair</b>	email	BGCA report format
Local Law Enforcement	Within 24 hrs.	<b>Safety Committee Chair</b>	Meeting	
Club Staff	Within 1-2 days	<b>BGCC Executive Director</b>	Meeting	Pending the sensitivity of the issue, it is important to share with staff what is appropriate while protecting any victim that may be involved. This will mitigate speculation and create a more honest, transparent environment.
Club Parents	Within 1-2 days (or more pending the issue)	<b>BGCC Executive Director</b>	Email-Parent letter	Pending the sensitivity of the issue, it is important to share with parents what is appropriate while protecting any victim that may be involved. This will mitigate speculation, and reassure the safety of their child within the Club.
Community	<b>Within 1 – 3 days or more pending issue</b>			??? – HMB Review

## **Incident Reporting**

Any employee or volunteer of Boys and Girls Club of the Coastsides who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA, and executing the organization's Crisis Communication Plan. Safety incidents include, but are not limited to:

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

The Incident Reporting Form on the following pages can also be found on our website and in the Incident Report binder at the Cunha site.

**Boys & Girls Club of the Coastsides  
Incident Report**

<b>Date:</b>	<b>Time:</b>	<b>Staff Person:</b>
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**Where did this incident occur?**

**Person(s) involved:**

**What occurred?**

**Action steps taken:**

<b>Anyone injured?</b>	<b>If yes, person(s) injured:</b>
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**Type of injury:**

**Treatment:**

<b>Parent/ Guardian notified?</b>	<b>Time Notified:</b>
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**Disciplinary (if any) measures taken:**

**Comments:**

<b>Report filed by:</b>	<b>Supervisor's initials:</b>
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## **Prohibition of Private One on One Contact**

The Boys & Girls Club of the Coastsides is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Adults (staff, volunteers, and Board members) shall NOT:

- Initiate one-on-one contact with a member\*.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Adults (staff, volunteers, and Board members) shall

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency situation arises.

Staff shall immediately inform the Education Director (or Executive Director) if the Education Director is not available) if any other adult (staff, volunteer, or board member) violates this policy. Should a violation of this policy take place, the Organization will take appropriate disciplinary action, up to and including termination

\*One-on-one contact is defined as any **private** contact or communication (including electronic communication) between a member under the age of 18 and an adult, including staff, volunteers, board members, and others that may come in contact with members during regular programming and activities.

## Supervision

Boys & Girls Club of the Coastsides activities should be under supervision by an appropriate adult and maintain reasonable ratios for supervising youth – taking into consideration the age of the members and the type of activity. The chart below provides guidance for our Cunha and Teen Center sites where members are in middle and high school.

<b>Recommended Ratios for Activity Types</b>	<b>Adults</b>	<b>Youth</b>
Fitness and Free Choice	1	20
Instructional	1	15
Teams	1	20
Field Trips	1	10
Swimming	1 Lifeguard for the pool and 1 staff acting as spotter per	15 swimmers

## **Technology and Social Media**

Club computers operate within the Cabrillo Unified School District technology frameworks and use the district's internet access. The district has established firewalls to protect students and BGCC operates within these firewalls.

All Cabrillo Unified school students sign Student User Agreement for Classroom Technology each school year. A copy of the current (2020) agreement for Cunha is included in Appendix B. All Club members (regardless of where they go to school) are expected to abide by all these same guidelines.

Adults (staff, volunteers, and Board members) shall NOT:

- Have any private communication with a member including virtual communications such as texting, video chat, and social media.
- Accept "friend requests" from members on social media platforms.

## **Transportation**

The BGCC does not own any vehicles. BGCC provides transportation to and from the Clubhouse and various approved off-site locations in vehicles approved by Club leadership including private vehicles and rented vehicles.

### **When Using Private Vehicles**

#### *Staff shall not:*

- Transport one member at a time.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

#### *Staff shall:*

- Ensure at least three individuals are present when transporting members
- Abide by the one-on-one policy when transporting members.
- Maintain insurance coverage levels of \$1,000,000 per person, \$300,000 per occurrence, and \$50,000 property damage per accident. As proof of insurance, a copy of the Declaration Page showing limits of liability coverage shall be on file at the Club.

### **Rented Vehicles**

- Ensure at least three individuals are present when transporting members
- Abide by the one-on-one policy when transporting members.
- Rent only from professional, reputable, licensed companies with experience transporting youth. These companies may be asked to provide proof of insurance and drivers' license.

**Appendices are not included in this website version of the BGCC  
Safety Manual.**

**Appendix A**– BGCC Crisis Communication Team

**Appendix B**-- Crisis Communication Procedure

**Appendix C**-- Boys & Girls Club of America Resources and Partnerships

**Appendix D** –Cunha Student User Agreement for Classroom Technology

**Appendix E** – Cunha Intermediate School Site Safety Plan