



Boys & Girls Club of the Coastsides

## **Sport Groups Safety Policies**

Child Safety is job number one 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, 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. These promote child safety and protect young people from threats that are present in our society.

This document outlines our policies for our Sports programs and was last reviewed and approved by the BGCC Board of Directors on September 15, 2020.

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



## **BOYS & GIRLS CLUB OF THE COASTSIDE**

The Boys & Girls Club of the Coastsides has two club sites and several sports programs. These safety policies are intended as guidance for sports program staff and coaches while working with our members. Many of our Club facilities are located at Cunha Intermediate School. Club activities take place here as well. As such, the Cabrillo Unified School District safety security guidelines and policies 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, and board volunteers. Criminal background checks are also conducted on all volunteers who have direct, repetitive contact with children.

We ask staff and volunteers to participate in Child Abuse Mandated Reporter Training. We also require them to complete both the Federal background check and the Live Scan fingerprint check.

Through these searches we:

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

Such checks will be conducted prior to employment and at regular intervals. The Federal background check occurs once every year. The state fingerprinting process is completed once every 5 years.

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

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

## **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 unless the member is their child.

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 Program Director (or Executive Director if the Program 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.

## **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. Sports Program Leaders should contact the Program Director (or Executive Director if Program Director is not available). The Program Director, with Sports Program Leader, will decide if an incident requires reporting. Sports Club Leaders are responsible for reporting the incident within 24 hours. BGCC leadership is responsible for reporting to authorities and BGCA (within 24 hours) as well as 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 online at the BGCC website, and in the Incident Report binder at the check-in desk of 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:**

**Anyone injured? N      If yes, person(s) injured:**

**Type of injury: N/A**

**Treatment:**

**Parent/ Guardian notified?      Time Notified:**

**Disciplinary (if any) measures taken:**

**Comments:**

<b>Report filed by:</b>	<b>Supervisor's initials:</b>
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## Supervision

All Boys & Girls Club of the Coastside activities must be supervised by an appropriate adult. It is critical to maintain reasonable ratios for supervising youth. Factors such as member age and type of activity will be taken into consideration.

With younger children, closer supervision is required.

Recommended Ratios	One Adult per Number of Children
Elementary (ages 5-10)	10
Middle school (ages 11-14)	15
High school (ages 15-18)	20

*These ratios are a suggestion. Coaches can suggest ratios more suitable for their sport. Please keep foremost in mind that it is prudent and preferable to error on the side of caution then risk the safety of the children and staff.*

Suggested supervision ratio will be submitted in writing to BGCC Program Director, Executive Director and Safety Committee Chair for approval.

Supervision when traveling to away sport events:

- BGCC members (children) must remain under supervision by BGCC coaches and staff at all times.
- BGCC members (children) should never be put in a position where:
  - An adult or older teen from another organization is supervising them.
  - They are left alone with an adult or older teen of another organization.
  - An adult or older teen from another organization transporting, taking them to locker rooms, restrooms, etc.

## **Staff and Volunteer Training**

All sport groups shall conduct the following training for all staff and volunteers with direct, repetitive interaction with young people before providing services to young people and annually thereafter.

- Child abuse prevention
- Mandated reporting
- BGCC policies including safety policies

**Note:** Child abuse prevention training is available at no charge through BGCA. There is also other available training on relevant topics

## **CPR and First Aid**

All sport groups must have at minimum of one CPR certified and first aid trained staff (2 preferred) at every site during all operating hours when members are being served – including all practices and games.

## **Bathroom Usage**

BGCC is committed to providing a safe environment and enforces the following bathroom policy for members, staff, volunteers, and other adults. During outdoor activities at the Cunha sports fields, members are to use the restrooms located near the snack shack on the Cunha soccer field. They will be regularly monitored by BGCC staff from 3 to 6 when school is in session. Monitoring includes walk-throughs and inspections.

When away from Cunha facilities, youth are never to enter a restroom alone, unless it is a single stall restroom that is verified empty by staff. 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.

We recommend that coaches arrange for parent’s assistance with helping to organize and manage the kids. This includes accompanying children who are using bathrooms. Please keep in mind that volunteers who have direct, repetitive contact with children must be cleared by background check. It is best to have 2 - 3 parents that can be assistants for the season.

Remind and emphasize to youth the procedure for bathroom use. If the sport teams travel to away from regular facilities, and the sport group cannot comply with the “rule of three,” then the sport group is required to develop a bathroom policy that incorporates key principles including

- Policies for youth use
- Procedures for adult use – both coaches and visitors
- Monitoring procedures

These procedures are to be shared in writing with the BGCC Program Director, BGCC Executive Director, and BGCC Safety Committee Chair for approval.

Approved procedure is to be reviewed annually with all adult leaders of the impacted sports groups.

### **Transportation**

**Please note:** *Transpiration for children to sport events is the sole responsibility of the parents. This includes carpooling when traveling to away sport events. BGCC does not provide transportation services.*

**Staff shall not:**

- Transport club members in personal vehicles unless the member is their child or the member’s parents have given their approval
- Transport one member at a time that is not a personal child
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from sport activities

**Staff shall:**

- Ensure at least three individuals are present when transporting members
- Abide by the one-on-one policy when transporting members

## **Bullying Prevention**

The Boys & Girls Club of Coastside 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.

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 making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Staff or volunteers who observe an act of bullying shall take appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to Head Coach and document the incident in writing using our Incident Report Form. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline, or referral to law enforcement will be used to remedy the victim's impact and change the perpetrator's behavior, up to and including terminating membership.

## **Technology and Social Media**

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

## **Crisis Communication Plan**

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

**The Crisis Communication Team list is 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	BGCC President & Safety Committee Chair	face-to-face meeting	First ensure the situation is being communicated to the direct stakeholders involved in any incident.
Board	Within 24 hrs.	BGCC President	Email-Board letter	Hold emergency board meeting
BGCA	Within 24 hrs.	Safety Committee Chair	email	BGCA report format
Local Law Enforcement	Within 24 hrs.	Safety Committee Chair	Meeting	
Club Staff	Within 1-2 days	BGCC Executive Director	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)	BGCC Executive Director in conjunction with head coach or advisory board chair	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	Within 1 – 3 days or more pending issue			??? – HMB Review

## **Annual Safety Assessment**

Each sport group shall complete an annual assessment that identifies safety needs and areas of improvement

## Appendix A– BGCC Crisis Communication Team

<b>Name</b>	<b>Title</b>	<b>Cell Phone</b>	<b>Email</b>	<b>Key Internal Role</b>	<b>Alternate Contact</b>
Roger Estrella	Safety Committee chair	650.255.8916	<a href="mailto:hmbrae@gmail.com">hmbrae@gmail.com</a>	Spokes person	Virginia Perry
Virginia Perry	President of BGCC	650.245.5229	<a href="mailto:virperry@sprynet.com">virperry@sprynet.com</a>	Board Liaison	Kevin Kelly
Jill Jacobson	Executive Director	650.712.9710 or 650.740.4487	<a href="mailto:jill@bgccoastside.org">jill@bgccoastside.org</a>	Community & Staff Liaison	Program Director
John Sanchez	Local law enforcement representative			Liaison with local law enforcement	

## **Appendix B – Crisis Communication Procedure**

**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.”*

### **Never:**

- Say “No Comment”
- Argue with a reporter
- Talk off the record with a reporter
- Engage in a phone or on-camera interview with a reporter

### **Always:**

- Get the reporter’s email and escalate to the correct internal contact as rapidly as possible
- Be polite and courteous
- Remember the impact of positive body language and authentic tone

### **Key Responses:**

- Any allegations of abuse are heartbreaking to us all and we very saddened by the news of possible inappropriate behavior.
- Safety of our Club members is and always has been our highest priority.
- We know our Club is a safe place for young people in our community and we are committed to continuing to make it so.

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

**24-hour Toll-free Child Safety Hotline:** Boys and Girls Club of America provides a confidential, toll-free Child Safety Helpline to all current or previous Club staff, members or families to report any incident or situation in which they feel unsafe. To access the Child Safety Helpline, call 866-607-SAFE (7233) or email **SafeClub@Praesidiuminc.com**.

Boys & Girls Clubs of America works with leading experts in the areas of safety, security, and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, comprised of local Club leaders charged with providing input on the safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

Boys & Girls Clubs of America has advocated the passage of the **U.S. PROTECT Act**, which improved background screening systems and access.

The national organization has also partnered with the **FBI**, the **National Center for Missing & Exploited Children** and the **Centers for Disease Control** to contribute to the development of safety practices that benefit ALL youth-serving organizations.