



Boys & Girls Club of the Coastside

Safety Policies

Child Safety is Job No. 1 at the Boys & Girls Club of the Coastside (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 Coastside 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 and updated January 2022.

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 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. All staff, volunteers, and members shall read and abide by the Boys & Girls Club of Coastside 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

Who	When to Communicate	Who is Communicating	Channel	More
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	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

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 in the Incident Report binder at the check-in desk of the Cunha site.

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

Date:	Time:	Staff Person:
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Where did this incident occur?

Person(s) involved:

What occurred?

Action steps taken:

Anyone injured?	If yes, person(s) injured:
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Type of injury:

Treatment:

Parent/ Guardian notified?	Time Notified:
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Disciplinary (if any) measures taken:

Comments:

Report filed by:	Supervisor's initials:
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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.

Recommended Ratios for Activity Types	Adults	Youth
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 Policy

BGCC does not own any vehicles. BGCC depends on staff, coaches, volunteers and parents to transport members to sport events.

There are 2 classifications of drivers:

1. Employees of BGCC (coaches, staff paid by BGCC)
2. Volunteer drivers (coaches, parents, volunteers who are not employed by BGCC.)

Employees of BGCC Who Wish to Driver (Staff)

- Must be at least 21 years in age
- Must maintain an acceptable Motor Vehicle Report (MVR)
 - o MVR's are reviewed annually. –
 - o MVR's will be on file with BGCC
- Must provide Proof of insurance on file with BGCC
 - o \$100,000 per person/\$300,000 per accident
- Will ensure at least three individuals are present when transporting BGCC members thereby abiding by the **BGCC One-on-One Policy** (there is an exception if transporting their own child)
- Will refrain from use of electronic devices such as cell phones, PDA's or other communication devices while transporting members

Volunteer Drivers (coaches, parents, volunteers – not employed by BGCC)

BGCC makes the following recommendations for volunteer drivers:

- Will ensure at least three individuals are present when transporting BGCC members thereby abiding by the **BGCC One-on-One Policy** (there is an exception if transporting their own child)
- Refrain from use of electronic devices such as cell phones, PDA's or other communication devices while transporting members.

This policy was updated January 2022.

Appendix A– BGCC Crisis Communication Team

Appendix B-- Crisis Communication Procedure

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

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Appendix E – Cunha Intermediate School Site Safety Plan

Appendix A

Crisis Communication Team List as of August 10, 2020.

Name	Title	Cell Phone	Email	Key Internal Role	Alternate Contact
Roger Estrella	Safety Committee chair	650.255.8916	hmbrae@gmail.com	spokesperson	Virginia Perry
Virginia Perry	President of BGCC	650.245.5229	virperry@sprynet.com	Board Liaison	Kevin Kelly
Jill Jacobson	Executive Director	650.712.9710 or 650.740.4487	jill@bgccoastside.org	Staff Lead	Amanda Larson
TBD				Counsel	
John Sanchez	Local law enforcement representative	650 207-5956		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.

Appendix D –Cunha Student User Agreement for Classroom Technology

Cunha Student User Agreement for Classroom Technology Cunha Intermediate believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources.

Our goal in providing these services is to enhance the educational development of our students. Appropriate uses of technology are devoted to activities that support teaching and learning. The use of technology is a privilege, not a right, and inappropriate use will result in the suspension or cancellation of privileges.

Each student at Cunha will be required to sign a Technology Agreement that will be co-signed by a parent/guardian as well.

Terms of Agreement

1. I will only use my school assigned student account for school work and assignments.
2. I will access only my own assigned computer, account, and/or files. I will not delete files, icons, or software that do not belong to me.
3. I will download only under teacher direction.
4. I will use the camera/recording functions only when directed by the teacher.
5. I will come to class fully prepared, including printing prior to class, when necessary.
6. I will focus my technology use on class assignments or task. If I am unsure if an activity is acceptable, I will ask permission.
7. I will share with the classroom teacher any document or collaborative work I share with another student.
8. I will not damage classroom hardware or software, delete school files or those belonging to others, use unauthorized software, attempt to bypass school filters, send viruses, or make modifications to system files.
9. I will not participate in cyberbullying by spreading gossip, insults, or other unkindness, and/or accessing any social network, website, blog, etc. with the purpose of creating, viewing, or participating in the humiliation of others, even when meant as a joke.
10. I will not retrieve material that is obscene, profane, violent, discriminatory, or depicts or describes illegal activities.

11. I understand that accidental or intentional damage or destruction of classroom hardware or software may require financial compensation.

Consequences for inappropriate use include, but are not limited to:

- Verbal and written warnings;
- Loss of computer or technology privileges for the remainder of the day;
- Loss of computer or technology privileges for one week or more;
- Referral or other consequences as deemed appropriate by classroom teacher or administration;
- Complete loss of technology privileges on campus;
- Financial compensation for damaged technology

Appendix E – Cunha Intermediate School Site Safety Plan

Not included in this draft to keep the length manageable. See separate document.

