



**BOYS & GIRLS CLUBS**  
OF SONOMA VALLEY

# **BGCSV - Policies for the Protection of Youth Packet**

## **THE SAFETY AND WELLBEING OF YOUNG PEOPLE IS OUR NUMBER ONE PRIORITY**

Boys & Girls Clubs of Sonoma Valley serves over 2600 members annually and staffs the Club's 8 sites. The goal of Boys & Girls Clubs of Sonoma Valley is to provide positive opportunities for youth and teens to learn, succeed and discover their full potential. 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 stance.

## **CULTURE OF SAFETY**

Boys & Girls Clubs of Sonoma Valley 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. We implement layers of safety policies and guidelines to keep our kids safe. We do mandatory and ongoing background checks on all potential and current staff and volunteer, each of whom must follow strict policies and procedures. We also offer routine staff trainings to build a culture of safety.

## **SAFETY POLICIES**

Boys & Girls Clubs of Sonoma Valley has comprehensive safety policies in place that protect youth – including, but not limited to the following. Furthermore, all staff, volunteers and board members are to be trained on these policies annually.

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## Child Abuse Prevention Policy (Page 1 of 2)

The priority of the Boys & Girls Clubs of Sonoma Valley is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Clubs of Sonoma Valley maintains a zero-tolerance policy for child abuse. Boys & Girls Clubs of Sonoma Valley implements policies and procedures for members, employees, volunteers, or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse. Boys & Girls Clubs of Sonoma Valley follows BGCA's National Child Safety Standards to ensure every Club environment is structured to protect all Club members. In addition, the Boys & Girls Clubs of Sonoma Valley does annual safety assessments of each local clubhouse and provides regular emergency procedure trainings for all staff. The Boys & Girls Clubs of Sonoma Valley has also engaged local partners, such as the Sonoma Police Department. Any violation of this policy could result in disciplinary action up to and including termination.

### DEFINITIONS

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

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff, volunteers, including minor staff (under age 18), and board members, 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, volunteer, board members or has a preexisting relationship agreement on file with human resources.

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

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

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

- Targeting specific youth for special attention, activities, or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions 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.



# Child Abuse Prevention Policy (Page 2 of 2)

## MANDATED REPORTING

The Boys & Girls Clubs of Sonoma Valley is committed to ensuring the safety of our members. Every staff member or volunteer of Boys & Girls Clubs of Sonoma Valley who becomes aware of or has suspicion of child abuse or neglect must immediately report to their direct supervisor and file a report with CPS. 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. See the full Mandated Reporter Policy & Procedure.

## REQUIRED TRAINING

Boys & Girls Clubs of Sonoma Valley conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

### Before providing services to young people, and annually thereafter:

1. BGCA-approved mandated reporting
2. The Member Organization’s policies, including ALL Safety Policies

## PHYSICAL INTERACTIONS

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

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult’s leg

## VERBAL INTERACTIONS

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

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten, or humiliate youth

## ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs of Sonoma Valley prominently displays BGCA-approved collateral that shares ethics hotline, crisis textline and safety helpline information with members, staff, volunteers, and families at all sites. We also share all safety policies with parents and guardians upon receiving a youth membership application.



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# Prohibition of Private One-on-One Interaction Policy

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Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment for members, staff, volunteers, and board members. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff, volunteers, and board members 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.

## DEFINITION OF ONE-ON-ONE INTERACTION

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
  - 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 volunteer or board member.
- **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.



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# Prohibition of Private One-on-One Interaction Policy

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## IMPACT ON TRAVELING TO OFF-SITE EVENTS AND ACTIVITIES

- When traveling to external events such as Keystone, Youth of the Year or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
  - Inviting parents or guardians to attend and/or chaperone their child.
  - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
  - Coordinating with other Clubhouses or nearby organizations to travel together.
  - Traveling with additional staff or members.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

## IMPACT ON TRANSPORTATION TO AND FROM THE CLUB

- When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.
- Consider the following to accommodate single children:
  - Modify bus or van routes so single children are not picked up first or dropped off last.
  - Use a bus aide if available.
  - Pick up and drop off children in groups.
  - Modify staff schedules to ensure multiple staff are present.

## EXCEPTIONS TO POLICY

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).
- When there is a Pre-Existing Relationship form on file.

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.



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## **Mandated Reporter Policy & Procedure (Page 1 of 1)**

### **MANDATED REPORTER**

The Boys & Girls Clubs of Sonoma Valley is committed to ensuring the safety of our members. California Penal Code Section(s) 11164 to 11174.4 are labeled “The Child Abuse and Neglect Reporting Act”. California Penal Code Section 11165.7 identifies positions/functions within organizations that are mandated reporters. All mandated reporters must adhere to California Penal Code Section(s) 11164 to 11174.4 with regards to reporting suspected child abuse. Violation of this policy could result in disciplinary action up to and including termination.

In California, mandated reporters are adults who, in the ordinary course of their work and because they have regular contact with children, are legally required to report when they have knowledge of, observe, or reasonably suspect that a child has been the victim of abuse or neglect. *Intentionally failing to report is a crime, with both civil and criminal repercussions.* The purpose of this policy is to identify BGCSV positions identified in the Penal Code as Mandated Reporters, create training requirements for each mandated reporter, and identify the procedures for employees to follow when reporting cases of suspected Child Abuse.

### **POSITIONS IDENTIFIED AS MANDATED REPORTERS**

California Penal Code Section 11165.7 identifies positions/functions within organizations that are mandated reporters. All positions at BGCSV fall under category (7), which defines mandated reporters as: “An administrator or employee of a public or private youth center, youth recreation program, or youth organization.”

### **TRAINING REQUIREMENTS**

On or before an employee’s first day of employment, the employee must complete the Child Abuse Mandated Reporter Training: California. The employee should provide to Human Resources a copy of the certificate of completion for the “General Training”.

The BGCSV staff will be trained annually regarding Mandated Reporting by Program

Directors or members of the Sonoma County Family, Youth and Children’s Services Division. Proof of this training will be maintained in each employee’s personnel file and training log. Trainings shall take place at the time of hire and annually during Winter Break.

### **PROCEDURES FOR REPORTING SUSPECTED ABUSE**

1. Call the Child Protection Hotline 24/7 to make the verbal report **707-565-4304** or **800-8707064**.
2. Complete the California Suspected Child Abuse (SCAR) report and submit the SCAR Report to CPS within 36 hours of making the call.
3. Email the completed SCAR report to **[FYCSCAR@schsd.org](mailto:FYCSCAR@schsd.org)**, or fax the printed form to **707-565-4324**
  - a. Complete the Clubs Accident / Incident Report
  - b. Keep the original copy of written reports for yourself.
    - i. The original copies must be kept in a sealed envelope and kept confidential in a locked file cabinet.
    - ii. If you choose not to keep a copy for yourself, know that if needed you may have access to the copy by requesting it from the Director of Child & Club Safety.
  - c. SCAR Reports should be turned in immediately to the Director of Child & Club Safety to be filed.
  - d. The SCAR form is available at each site, online at [https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss\\_8572.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf)

Violation of this procedure will result in disciplinary action, up to and including termination.



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## **Incident Management Policy (Page 1 of 4)**

The Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment and enforces the following Incident Management Policy.

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses. Club Leadership should be notified of all safety incidents. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA and executing the organization's Emergency Communications Plan.

It is recommended that each individual site operated by the Boys & Girls Clubs of Sonoma Valley develop and document practical policies, procedures, and strategies for ensuring the safety in each facility. Violation of this policy could result in disciplinary action up to and including termination.

### **GENERAL INCIDENT DESCRIPTION**

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club- affiliated program or trip.

### **REPORTING SUSPICIOUS BEHAVIOR TO A SUPERVISOR**

All staff members have received specific training concerning the requirement to report violations of Organization Policies immediately to their supervisor. If the supervisor does not effectively respond, the staff members have been trained to notify the next level supervisor. Organization staff are expected to observe other staff members' behaviors, including that of supervisors, and to report any suspicions to that supervisor.

### **MANDATED REPORTER**

All organization staff members, volunteers and board members are mandated reporters with regard to child abuse. Any evidence of potential child abuse or observation of inappropriate contact by a parent, staff member, volunteer or other child will be reported to Child Protective Services in addition to above. To view our full policy on Mandated Reporter please reach out to the Director of Child & Club Safety or VP of Administration.



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## **Incident Management Policy (Page 2 of 4)**

### **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, time, and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

### **EXTERNAL INCIDENT REPORTING**

Boys & Girls Clubs of Sonoma Valley 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; or
- Children missing from the premises.

### **INCIDENT INVESTIGATION**

Boys & Girls Clubs of Sonoma Valley 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. The Organization will perform an investigation following any allegation of child abuse by a staff member, participant, volunteer, member, or board member. The Organization may utilize its insurance company, ARCH, or other agencies to interview staff, witnesses and /or children.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that 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. Depending on the severity of the incident the participant/volunteer may be terminated from the program.





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## **Incident Management Policy (Page 3 of 4)**

### **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.

Boys & Girls Clubs of Sonoma Valley 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.

### **INSURANCE COMPANY CONTACT**

Immediately after an allegation of abuse the Organization will notify its insurance company, ARCH. ARCH will be asked to render assistance with the investigation and other items. The following individuals are approved to contact Markel or Charity First. All claims will be opened directly with Insurance Broker – Don Ramatici Insurance via CEO or VP of Administration. Only in the absence of all of the above identified staff members should initial contact be made by any other Leadership team member. The phone number for insurance claims is (707) 782-9200

**Record Retention** – Following an allegation against a staff member, their personnel file will be sealed and locked in the VP of Administration's office. The file will have no items removed or added. It will only be moved from the locked location at the direction of the CEO.



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## **Incident Management Policy (Page 4 of 4)**

### **PROCEDURES FOR SAFETY REPORTING**

#### **For Program Staff - Inform your Site Director**

- a. If the Site Director is not there, report to the following in this order
  1. Director of Child & Club Safety,
  2. VP of Program Operations, Senior Program Director, or Area Director
  3. VP of Administration,
  4. or the CEO.
- b. Site Directors should notify the VP of Program Operations, Senior Program Director, Area Director (Direct Supervisor), Director of Child & Club Safety or another member of the Leadership Team

#### **If medical, fire, or police is needed call 911**

- a. \* Notify Leadership right away

#### **Complete a Club Accident/Incident Report**

- a. The accident/incident report form is available at each site.
- b. Once the form has been completed the director calls the parents of all members involved.
- c. Turn form into your direct supervisor.
- d. Directors are to turn in reports weekly, giving the original form to the Director of Child & Club Safety to be filed.
  - a. If you wish to keep a copy of forms, they must be kept in a locked file cabinet.

#### **If a SCAR report is needed**

4. Call the Child Protection Hotline 24/7 to make the verbal report **707-565-4304** or **800-8707064**.
5. Complete the California Suspected Child Abuse (SCAR) report and submit the SCAR Report to CPS within 36 hours of making the call.
6. Email the completed SCAR report to [FYCSCAR@schsd.org](mailto:FYCSCAR@schsd.org), or fax the printed form to **707-565-4324**
  - a. Complete the Clubs Accident / Incident Report
  - b. Keep the original copy of written reports for yourself.
    - i. The original copies must be kept in a sealed envelope and kept confidential in a locked file cabinet.
    - ii. If you choose not to keep a copy for yourself, know that if needed you may have access to the copy by requesting it from the Director of Child & Club Safety.
  - c. SCAR Reports should be turned in immediately to the Director of Child & Club Safety to be filed.
  - d. The SCAR form is available at each site, online at [https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss\\_8572.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf)

Violation of this procedure will result in disciplinary action, up to and including termination.



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## **Supervision and Facilities Policy (Page 1 of 2)**

### **SUPERVISION**

Boys and Girls Clubs of Sonoma Valley is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision. To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
  - Proper ratios when supervising members (1:20 – max)
  - Proper ratios when on Field Trips (1:10 – max)
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

### **ACTIVE SUPERVISION**

Boys & Girls Clubs of Sonoma Valley staff need to always keep track of all members under their supervision. It is not sufficient to just be present in the room/outdoor area and for children to be within their sight. Staff members need to be actively observing and noticing what all members are doing. If they feel the need to focus on a small group of children (for instance, to help with conflict resolution) and cannot observe the rest of the group, they need to call their director to come and support them.

- If a child needs to leave an area that is out of the sight of the supervising staff (to use the bathroom, etc.), the child needs to ask permission, and they need to go with a buddy. An exception would be if the students are inside the Maxwell Clubhouse and are going to the bathroom or water fountain and stay within Maxwell Clubhouse; they still need permission, but not a buddy. Middle school students need to ask for permission; however, they can leave the group by themselves.
- It is the responsibility of our staff, not the children, to keep the group together and within their eyesight. Also, when a child leaves a group to go to the bathroom, it is the responsibility of the staff to monitor when they return.
- If a child is leaving one program for another, going from a building to a building, or going from an outside area to a building, staff needs to radio that information to an appropriate team member with the name of the child and which building/room the child is heading to. The staff member needs to listen for a response that someone copied that information. If they did not get a confirmation, then they need to repeat that until the message is acknowledged. By acknowledging the message, that staff member is responsible for the child from then on; they need to make sure that the child has reached their destination and is under supervision.

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



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## **Supervision and Facilities Policy (Page 2 of 2)**

### **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.



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## Sign In & Out Procedure (Page 1 of 1)

The Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment and enforces the following Sign In & Out Procedure for staff. Having clear policies and procedures is an important step in assuring that all members are safe and accounted for. It is recommended that each individual site operated by the Boys & Girls Clubs of Sonoma Valley develop and document practical policies, procedures, and strategies for ensuring the safety in each facility.

### CHECK IN

Members must check in upon arrival to any Club Site by providing their Club membership number. If you have questions on where to check in per site, please contact your site Program Director.

### NOTE

Members may not be present on Club grounds without being checked in and participating in Club activities. Therefore, members should NOT be dropped off prior to the opening of the facility, or be on Club property after checking out, as Club cannot be held responsible for their supervision.

### CHECK OUT

We ask that all members be picked up by a parent/guardian or authorized contacts, as stated in their registration information. Please update your authorized contacts in your account as needed. For additional assistance or help contact the Membership Manager.

- In the case that a custody or visitation situation arises the Club can ONLY ban pickup if provided with legal documentation that states the arrangement or agreement.
- We ask that members 12 and under be escorted by a parent, guardian or authorized adult or older sibling when departing the Club. Please communicate departure expectations for your child with your Program Director.

### PLEASE NOTE THE FOLLOWING

Boys & Girls Clubs of Sonoma Valley's after-school program is NOT a daycare; therefore, we must abide by California's License-Exempt Child Care Standards.

We strongly discourage families from allowing their children to leave Club premises prior to the end of the program day without an adult. However, it is the responsibility of the child AND parent/guardian to determine, understand, and enforce whatever arrival and departure methods they see fit prior to coming to the Club. We strongly discourage members from leaving the Club without an adult; however, we cannot legally require a member to stay. Children not mature enough to handle this responsibility should have the close supervision of other suitable programs. Staff will contact any parent/guardian who has not communicated permission for a child under 12 to leave the premises.

It is important to remember the Boys & Girls Club is NOT a daycare, this is what allows us to provide an after-school program which is financially accessible for any family. We have found through years of experience that your communication of expectations with your child regarding check in and departure, and our consistent staffing is able to keep children safe within parameters parents feel comfortable with.

*If you have any questions, please do not hesitate to reach out to the VP of Program Operation or the Director of Child & Club Safety.*

### LATE PICK UP

While we understand that situations can happen when you are running late, please understand that we have a responsibility to our staff to have them leave the Club promptly after their shift. If you are running late, please call the site to inform staff. If a child has not been picked up by closing, the parent is responsible for paying additional fees. A \$1 /minute fee will incur for each minute you are late to pick up your child – "official time" is that which is onsite and is due at time of pickup. Staff will fill out the time the child is picked up. If attempts to reach the parent/guardian or emergency contacts are not successful, children not signed out of the program may be placed in the custody of local law enforcement, or Child Protective Services (CPS). CPS may be reached at (866) 363-4276, 24 hours-a-day. If a parent is running more than 30 minutes late, we will determine if this is something that needs to be reported to CPS.



**BOYS & GIRLS CLUBS**  
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## **Restroom Usage & Restroom Monitoring Policy (Page 1 of 1)**

### **RESTROOM USAGE**

Boys & Girls Clubs of Sonoma Valley 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.
  - Restrooms located in the corridor outside the administrative office are for Adults, Volunteers, Coaches, Members of Teen Services Sonoma who are working/volunteering in the Maxwell Clubhouse – Keys are located in the administrative office
  - Restrooms located in the Game Room of the Maxwell Clubhouse have been designated for Members in K-8<sup>th</sup> grade.
  - Restrooms located at a school sites are designated for members in K-5<sup>th</sup> grade (Dunbar, El Verano, Flowery, Sassarini, Sonoma Charter) and 6<sup>th</sup>-8<sup>th</sup> grade (Altimira)
  - Restrooms located at Teen Services are single use and designated for all populates of the building.
- 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.
- During program time members should be given a bathroom pass when leaving program and going to the bathroom
- No more than two members should be out at a time
- Staff should be thoughtful when choosing the groups/pair for the restroom. Relationship and interaction between members should be considered to reduce the chance of inappropriate behavior and or bullying.
- 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:

- Intervene and notify Club leadership should inappropriate conduct be observed
- 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.



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## **VISITOR POLICY (Page 1 of 1)**

The Boys & Girls Clubs of Sonoma Valley is committed to ensuring the safety of our members. Violation of this policy could result in disciplinary action up to and including termination.

Visitors are defined as people other than staff members, members, parents/guardians, and volunteers involved in a specific member related task (i.e., Licensed Counselor, Child Protective Services Case Manager, Tutor, or similar profession).

All visitors will be required to report to the administrative office or to the Program Director (School Clubs) prior to any activity with the Club, where they will be required to sign a 'Visitors' book and will be assigned a visitors pass with their name. The badge must be worn at all times within the Club.

### **VISITORS ARE EXPECTED**

- To be outstanding role models for our members
- Work under the professional direction of the staff
- Speak in a friendly manner to all members and staff
- Keep a safe and professional distance from the members

Any visitor not participating in specific related task must be accompanied by program staff. It is the responsibility of the Program Director to ensure the safety of Boys & Girls Clubs of Sonoma Valley members and to prohibit any visitor without clear related task to wander freely about the Clubhouse and/or Club Site.

The sites Program Director or member or the Leadership Team reserves the right and has the authority to prohibit any potential visitor from entering or remaining at the Club.

The Clubs emergency management procedure will ensure that visitors within the Club at the time of the emergency or practice drill will be recognized and be appropriately accounted for.



**BOYS & GIRLS CLUBS**  
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## **Screening and Onboarding Policy (Page 1 of 3)**

The Boys & Girls Clubs of Sonoma Valley is committed to ensuring equal employment opportunity to all qualified individuals. Boys & Girls Clubs of Sonoma Valley is committed to selecting and retaining effective staff and volunteers to serve our youth. Boys and Girls Clubs of Sonoma Valley is committed to taking affirmative steps to create a workforce that reflects the diversity of our community and prohibits discrimination. Boys & Girls Clubs of Sonoma Valley believes a diverse workforce will enhance its ability to fulfill its mission of education, and public service. This policy describes recruitment and hiring policies and employment restrictions for all staff employees, volunteers as part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

### **LEVEL 1 & LEVEL 2 RECRUITMENT AND HIRING**

There are two (2) types of recruitment procedures to fill staff positions: Level 1 and Level 2. Level 1 procedures are used to fill the majority of staff positions, except Senior Staff positions. Level 2 procedures are used to fill senior level positions. The VP of Administration is responsible for ensuring the hiring process is conducted in accordance with this Policy.

- A. Level 1 Recruitment & Hiring. The Level 1 recruitment and hiring process is used for all staff positions excluding key senior staff positions. For Level 1 positions, the recruitment will be conducted through a local job search. The position will be posted on websites i.e., LinkedIn and Indeed.com, on some occasions university websites and industry specific websites may be used as well. Applicants will complete the Boys & Girls Clubs of Sonoma Valley application and may provide a resume and cover letter.
  - a. Interviews will be conducted by at least 2 managers, directors, or senior staff members. A second interview will be conducted by the VP of Administration or other senior staff member when necessary. A set of standard questions must be used for all candidates in the interview process and the candidates' answers must be documented and included in the hiring paperwork.
- B. Level 2 Recruitment & Hiring. A Level 2 process is used for key Senior Staff positions. In a Level 2 search, the hiring official must assemble a formal search committee to assist in actively recruiting candidates. Every search committee must have at least three (3) members. All Level 2 recruitments will use targeted recruitment strategies to create a broad and diverse applicant pool and require a minimum fifteen (15) calendar day posting period. Recruitment will occur by posting the position on websites i.e. LinkedIn.com, Indeed.com as well as websites specific to the industry; related to the senior staff position.
  - a. Interviews will be conducted by the entire search committee or a majority of members when the search committee has a panel of 5 or more. A second interview will be conducted by the CEO/President and at least one other Senior Staff member. A set of standard questions must be used for all candidates in the interview process and the candidates' answers must be documented and included in the hiring paperwork.

### **BACKGROUND CHECKS**

Boys & Girls Clubs of Sonoma Valley 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 and will be continuously monitored while employed at the Boys & Girls Clubs of Sonoma Valley. This includes FBI & DOJ.





**BOYS & GIRLS CLUBS**  
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## Screening and Onboarding Policy (Page 2 of 3)

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

- Driver's license
- 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](http://www.bgca.net/childsafety)*).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

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

All background check findings shall be considered when making employment, volunteer or board member decisions, and Boys & Girls Clubs of Sonoma Valley will not employ potential staff or engage potential volunteers or board members 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. Arson
  8. Weapons
  9. Physical assault or battery
  10. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

The final candidate must complete a Mandated Reporter Training, and a tuberculin skin test on or before the first day of employment. If the candidate fails to pass any of these screenings, the job offer will be rescinded.

### INTERVIEWING

Boys & Girls Clubs of Sonoma Valley will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

### CRIMINAL BACKGROUND CHECKS

Criminal background checks are required for every staff member and volunteer who has direct contact with children. Boys & Girls Clubs of Sonoma Valley conducts two separate background screenings upon initial hire. Background checks are then conducted annually.



**BOYS & GIRLS CLUBS**  
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## Screening and Onboarding Policy (Page 3 of 3)

### REFERENCE CHECKS

Boys & Girls Clubs of Sonoma Valley 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. If more than one finalist is identified after the interview process, then reference checks on all identified finalists may also be conducted provided that consistent and defensible criteria are used to select finalists for reference checking. Additionally, Boys & Girls Clubs of Sonoma Valley provides reference materials when asked by other Member Organizations.

For Level 1 finalists at least 1 reference must be contacted in addition to previous employers. If the Level 1 finalist has no previous employer a character reference may be used instead. For Level 2 finalists at least three (3) previous supervisors should be contacted as well as at least 2 personal. A set of standard questions should be used for all reference checks with discretion for additional follow-up as needed. The answers must be documented and included in the hiring paperwork.

If a Level 1 or 2 candidate has previously worked at a Boys & Girls Club, the candidate must provide at least one reference from previous Club/s.

### STAFF AND VOLUNTEER ONBOARDING

All offers of employment should be completed in writing using the standard Boys & Girls Clubs of Sonoma Valley employee contract. Hiring salary is to be determined by the hiring manager with approval from the VP of Administration or CEO. 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 offered by the VP of Administration and or Human Resources. The new employee checklist must be completed and all documents should be placed in the New Employee file. The orientation 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 **Trainings by BGCA.**



**BOYS & GIRLS CLUBS**  
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## **Drug -and Alcohol-Free Workplace Policy (Page 1 of 3)**

### **DRUG AND ALCOHOL POLICY**

Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment for members, staff, volunteers, and board members. To further ensure their safety, the organization maintains a drug-and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform their job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform their job duties unless such a determination or reasonable accommodation has been made.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

This restriction does not apply to responsible drinking of alcohol in moderation at business meetings and related social outings or events; when alcohol consumption is approved by the organization at these meetings and/or outings or events. If an employee is unsure if consuming alcohol during a meeting, outing, or event is approved by the organization, and/or what is considered responsible moderate consumption, the employee(s) should ask their supervisor in advance of consumption. Employees should not under any circumstance drink and drive.

Boys & Girls Clubs of Sonoma Valley further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

The Boys & Girls Clubs of Sonoma Valley maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any organization employee, including themselves.



**BOYS & GIRLS CLUBS**  
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## **Drug- and Alcohol-Free Workplace Policy (Page 2 of 3)**

### **SMOKING POLICY**

Boys & Girls Clubs of Sonoma Valley will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, board members and members while on Club premises or during Club activities (on or off site).

### **REASONABLE SUSPICION**

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick;
- Being absent directly before or after holidays and weekends;
- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

### **INSPECTION AND TESTING**

Boys & Girls Clubs of Sonoma Valley reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above).



**BOYS & GIRLS CLUBS**  
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## **Drug- and Alcohol-Free Workplace Policy (Page 3 of 3)**

Screening, testing, and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

### **PRESCRIPTION MEDICATION AND LEGAL DRUGS**

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.



**BOYS & GIRLS CLUBS**  
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## **BULLYING PREVENTION POLICY (Page 1 of 1)**

Boys & Girls Clubs of Sonoma Valley is a safe and positive place for kids. Boys & Girls Club of Sonoma Valley develop and document practical policies, procedures, and strategies for ensuring the safety of members. The Boys & Girls Club of Sonoma Valley is committed to providing all members with a safe environment and will not tolerate any form of bullying at any Club activity on or off Club property.

All staff, volunteers, members, and board members shall read and abide by the Boys & Girls Club of Sonoma Valley Code of Conduct.

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 immediate, 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 Club leadership and document the incident in writing. Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. 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.

If a member's behavior is considered bullying, we will work the parents / guardians on age-appropriate interventions and consequences. If the bullying behavior does not stop, the Club member may lose their right to attend the Clubs.

For more information on bullying prevention, visit <https://www.stopbullying.gov/prevention/at-school/rules/index.html>



**BOYS & GIRLS CLUBS**  
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## **Discrimination & Inclusion Policy (Page 1 of 1)**

Boys & Girls Clubs of Sonoma Valley is committed in all areas to providing an environment that is free from discrimination and harassment. We will not tolerate discrimination and harassment based upon an individual's sex, race, ethnicity, national origin, age, sexual orientation, religion, or any other legally protected characteristics. All Club staff, youth members, and volunteers are expected and required to abide by this policy. We strive to engage youth in programs that support the development of cultural competency. Our programs help youth understand and respect their own culture and the cultures of others, where they are able to contribute to a multicultural society and demonstrate acceptance for differences among people. All people are welcome at Boys & Girls Clubs regardless of race, religion, sex, age, national origin, marital status, sexual orientation, gender assignment, political ideology, or ability.

### **DISCRIMINATION DEFINED**

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

### **INCLUSION POLICY**

Boys & Girls Clubs of Sonoma Valley seek to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. (This includes individuals with a physical, mental, or emotional need that substantially limits a major life activity, individuals with a record of such need, or individuals who are regarded as having such needs). Despite our best efforts, it may not be possible in certain circumstances for Boys & Girls Clubs to accommodate the disability or special needs of a particular child. This could occur in the following examples:

- The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to Boys & Girls Clubs youth programs or otherwise would present an undue burden for Boys & Girls Clubs.

For some children, special accommodation needs may appear later, or may differ over time. Boys & Girls Clubs will make ongoing assessments of your child's needs and will require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program. All children are expected to abide by the *Code of Conduct* or stated behavior expectations. An individual plan of care stating needs is required prior to starting the program.

### **OUR COMMITMENT TO INCLUSION**

We believe every kid has what it takes. The mission and core beliefs of Boys & Girls Clubs fuel our commitment to promoting safe, positive, and inclusive environments for all. Boys & Girls Clubs of America supports all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential.



**BOYS & GIRLS CLUBS**  
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## Technology Acceptable Use Policy (Page 1 of 5)

### 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 Sonoma Valley 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;





**BOYS & GIRLS CLUBS**  
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## Technology Acceptable Use Policy (Page 2 of 5)

- 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:** Boys & Girls Clubs of Sonoma Valley reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Sonoma Valley 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 Sonoma Valley 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 their 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.



## Technology Acceptable Use Policy (Page 3 of 5)

**Parental notification and responsibility:** While the Boys & Girls Clubs of Sonoma Valley 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 Sonoma Valley 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 Sonoma Valley 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 Sonoma Valley 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, VOLUNTEER, AND BOARD MEMBER USAGE

Before a staff, volunteer or board member can use Club technology equipment or a personal device, they shall 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 any violation of this policy could result in disciplinary action up to and including termination:

**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:** Shall 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 are not sure of the permissibility of a particular use of technology prior to engaging in that use.



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## **Technology Acceptable Use Policy (Page 4 of 5)**

**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 Sonoma Valley 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, they 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.



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## **Technology Acceptable Use Policy (Page 5 of 5)**

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 Sonoma Valley 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 (local name) 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.



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## **Electronic Communication Policy (Page 1 of 1)**

The Boys & Girls Clubs of Sonoma Valley recognizes that social media sites, such as Facebook, Twitter, LinkedIn, Instagram, and YouTube, have become important and influential communication channels for our community. If you choose to participate in these platforms or any other social media sites, we have developed general guidelines and rules of engagement that apply to all Boys & Girls Clubs of Sonoma Valley (BGCSV) employees and volunteers. Violation of this policy could result in disciplinary action up to and including termination.

A major component of the abuse prevention code of conduct used by the Boys & Girls Clubs of Sonoma Valley is that no communication with members is allowed outside of Club activities. Current technology has made monitoring and enforcement of that standard extremely challenging; yet it must be done to protect both our staff, volunteers, and board members as well as the children in our programs.

### **TELEPHONES/CELL PHONES**

Employees, volunteers are prohibited from initiating or receiving personal phone calls with youth who are in, or whom they have met through, BGCSV programming. A call is considered personal if it does not involve both a BGCSV phone and program-specific subject matter. Staff members and volunteers are required to report incoming calls to their supervisor immediately.

### **TEXT MESSAGES\***

Regardless of the instrument of origin or receipt, text messaging with youth (as defined above) is strictly forbidden. If a text message is received from such a party, BGCSV policy requires immediate notification to a supervisor.

\*Teen staff may use the BGCSV Teen Programs cell phone to communicate with teen members. The text must comply with the guidelines for telephone/cell phone use

### **EMAIL/INSTANT MESSAGING**

Staff, volunteers, and board members may not share any personal email address or instant message name or nickname with youth. Staff may neither initiate nor respond to email or instant message communication from youth while using any personal (i.e., non-BGCSV) connection to the Internet.

### **SOCIAL NETWORKING WEBSITES**

Any communication with youth using this medium (e.g., Facebook, WhatsApp, Snapchat, Instagram, Tumblr, Twitter, Kik, etc.) must use BGCSV sponsored or approved sites and logins— no personal blog or social networking website or login may be used.

- Any staff, volunteer, or board member's profile or blog must be private and inaccessible to youth; the site should not have pictures of, or make references to, specific youth.
- Staff, volunteers, or board members with profiles on social networking sites may neither request to be friends with, nor accept as a friend, a youth, as described in the policy.

### **APPROPRIATE PROTOCOLS**

All communication with youth must be from BGCSV email accounts and/or phones. Email communication from youth must be forwarded to supervisory staff, and the youth's parents or guardians must be notified. All communication with youth must be documented immediately with the staff member's supervisor. Teen programming requires communicating with teens and being effective necessitates use of their preferred methods. BGCSV requires teen staff to use only BGCSV phones or computers for such communication and may regularly monitor the contact records to identify excessive texting to any individual numbers.



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## **Transportation Policy (Page 1 of 3)**

Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Transportation Policy is to ensure the safety of its Team and Members when using Club owned vehicles. Boys & Girls Clubs of Sonoma Valley only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. Any violation of this policy could result in disciplinary action up to and including termination.

### **DRIVERS:**

- Provide the agency with a copy of their current driver's license.
- Must be 21 years or older and have a driver's license for a minimum of two year(s) in order to drive Club Members for the Club.
  - Staff with an out-of-state driver's license will be required to obtain a California driver's license within 30 days of approval. All drivers must be pre-approved.
- Birthdate and DL information will be submitted to insurance company by the VP of Administration.
- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
  - Staff may not drive if they have 2 or more points on their DMV record.
- Read and authorize the agency Vehicle agreement.
  - Failure to do so precludes the employee from operating an agency vehicle.
- Accept financial responsibility for all moving violations, parking violations, bridge tolls etc., which they incur while in possession of the vehicle.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Complete the Vehicle Log at the time of taking a vehicle and returning the vehicle
- Return vehicles clean, on schedule, and with at least a half of tank of gas (regardless of how you found it).
- Must ensure that all members have proper safety restraints – seat belts, car seats or booster seats as needed.
- Employees and all passengers **MUST** wear a seat belt at all times.
- 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.
- Using agency vehicles, employees are permitted to provide transportation to non-employees or non-member youth under very limited circumstances. Examples include: Board members, volunteers, donors, partnering non-profits, government officials, and members of our National staff. Exceptions must be authorized by a member of the Leadership Team.



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## **Transportation Policy (Page 2 of 3)**

VP of Administration is responsible for submitting the DMV authorization form to the agency's insurance carrier for approval. Once approved, the employee and supervisor will be notified and will then be allowed to drive. Upon an employee's termination, the VP of Administration is responsible for notifying the insurance carrier of the change.

### **NON-EMPLOYEES ARE NEVER ALLOWED TO DRIVE AGENCY VEHICLES**

#### **EMPLOYEE DRIVING RESTRICTIONS**

- Employees driving on company time **MUST** use a hands-free device when driving and talking on a cell phone.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.
- Using your cell phone while operating a Club vehicle could result in immediate termination.
- All California laws must be followed and use the utmost caution.
- Must never transport Club members in personal vehicles.

#### **VEHICLE**

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

#### **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.



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## Transportation Policy (Page 3 of 3)

- 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 a member of the Leadership or Director Team if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
  - In case of a breakdown, and roadside assistance is needed. Move safely to the side of the road and contact emergency services or roadside assistance. If you need support Contact a member of the Leadership or Director Team.
- All accidents in Club vehicles, regardless of severity, must be reported to the police and a member of the Leadership or Director Team. Do not leave the scene until cleared by police and/or admin team.
- Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible).
- Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
- 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.
- An Club accident report will need to be completed. If members are present, calls must be made to all member’s parents/guardians involved in the accident.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

### USE OF PERSONAL VEHICLES

Employees are **NOT ALLOWED** to use their personal vehicles to transport members.

In the **rare** and **extreme** case, the supervisor must give approval. If the approval is granted, the employee must provide the VP of Administration with their personal proof of insurance and a completed incident report by the end of the following day.

Employees may not use company vehicles for personal use. **BGCSV’s insurance does not cover personal use.** Failure to adhere to this policy endangers our youth and staff and opens employees up to personal liability in the case of an accident.

### PARKING TICKETS

Employees must pay immediately for any parking violations or inform their director to arrange for payment. Failure to pay or notify their director on a timely basis may result in disciplinary action up to and including termination. Employees who fail to make payment for their parking violation will have the amount of the ticket (plus any penalties for late payment) deducted from their paycheck. Employees will be notified in advance of the deduction.





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## **Medication Policy & Procedures (Page 1 of 2)**

The Boys & Girls Clubs of Sonoma Valley (BGCSV) is deeply committed to protecting and preserving the health and well-being of the children whom the Club serves and the staff and volunteers who provide services to these children. BGCSV staff may administer medication **ONLY** when a Request & Authorization for Administration of Medication (RAM) form signed by parent/guardian **AND** a physician is on file. This form is available at the Maxwell Clubhouse. Any violation of this policy could result in disciplinary action up to and including termination.

The Boys & Girls Clubs of Sonoma Valley (BGCSV) is not legally obligated to administer medication to any child. BGCSV can administer medication to children for whom a plan has been made and approved by the Director of Child & Club Safety. Because medication poses an extra burden on staff and having medication in the facility is a safety hazard, parents/guardians are asked to check with the child's health care provider to see if a dose schedule can be arranged that does not involve the hours the child is in care of BGCSV. Parents/guardians may come to administer medication to their own child during the day.

### **MEDICATION**

1. All prescription medications shall be maintained with the child's name, shall be dated, and stored in the administrative office. Children are not allowed to keep and self-administer medication without supervision.
2. Medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored in a cooler provided by parents/guardians.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting BGCSV personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

### **ASTHMA INHALERS & EPIPENS**

Members who have a completed Request & Authorization for Administration could keep their Asthma Inhaler or EpiPens with them with. In an emergency, the Boys & Girls Clubs staff can help assist to administer the EpiPen as prescribed by a physician for a particular child.

### **MEDICATION PROCEDURES**

1. Medication is kept in a locked Medical Box in the administrative office, filed with the child's name and RAM form attached.
2. Director and/ or authorize staff **ONLY** can assist with administration of medication.
3. Staff assisting the child needs to cross-reference the RAM form with labeled medication. Child's name, medication administration details (medication name, time, and dosage instructions) need to match.
4. After administration of medicine, staff is to fill out monthly medication record in the Medication binder, including their name and initial.
5. All medication is to be filed with the RAM form back in the Medical Box.
6. Upon completion of medication cycle, medicine it to be returned to parents.
7. If we run out of medicine before completion of authorized medication cycle (i.e., child has used the last dose, but child needs to continue receiving medication), staff must notify parents the same day.



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## **Medication Policy & Procedures (Page 2 of 2)**

### **EPIPEN PROCEDURES**

1. Parent and physician have completed the Request & Authorization for Administration of Medication (RAM) form.
2. EpiPen is stored in safe place inaccessible to children but available to all staff.
3. EpiPen has all original labeling and is labeled with child's name and any specific directions.
4. EpiPen is stored to protect it from exposure to light and extreme heat and expiration date is checked to make sure it has not expired.
5. The staff have not been trained on the administration of the EpiPen but can assist the member in using it.

In the event of an emergency where the EpiPen is administered, staff are to immediately call emergency personnel, notify the parent and the BGC office – Director of Child & Club Safety or another available member of the leadership team.

Administration of an EpiPen is considered an Incident and staff need to complete an ACCIDENT/INCIDENT FORM to the Director of Child & Club Safety no later than the next day to be filed.



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## **Security Camera Policy (Page 1 of 3)**

The purpose of this policy is to provide guidelines for the use of security cameras on property owned and/or utilized by the Boys & Girls Clubs of Sonoma Valley in a way that enhances security and aids law enforcement while respecting the privacy expectations of the members and staff.

The primary purpose of utilizing security cameras in public areas is to deter crime and to assist law enforcement in enhancing the safety and security of the staff, volunteers, members, and families, while at the Club. The primary use of security cameras will be to record video images for use by law enforcement and Club Executive Leadership charged with investigating alleged violations of law or Club policy.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

### **RESPONSIBILITIES AND AUTHORITY**

Responsibility for oversight of installation, maintenance, and utilization of security cameras and associated policies, standards, and procedures is delegated by the CEO, VP of Administration, VP of Program Operations and/or Director of Child & Club Safety.

This responsibility includes:

- Creation, maintenance, and review of a Club strategy for the procurement, deployment, and use of security cameras, including this and related policies;
- Designation of the standard campus security camera system or service;
- Authorizing the placement of all security cameras;
- Authorizing the purchase of any new security camera systems;
- Reviewing existing security camera systems and installations and identifying modifications required to bring them into compliance with this policy;
- Creating and approving club standards for security cameras and their use; and
- Creating procedures for the use of security cameras.

### **TRAINING**

- All personnel involved in the installation, maintenance or monitoring of security cameras: (a) will be instructed in the technical, legal, and ethical parameters of appropriate camera use; and (b) will receive a copy of this policy and provide a written acknowledgment that they have read and understood its contents.

### **SECURITY CAMERA PLACEMENT**

- The Club shall be solely responsible for the oversight of temporary or permanent security cameras on Club premises. This includes the Teen Services located at 17440 Sonoma Hwy. and the Maxwell Park Clubhouse. As such, all installations must be approved by CEO, VP of Administration, VP of Program Operations, or Director of Child & Club Safety.
- Consistent with the requirements of state law, security cameras utilized by the Club will not record or monitor sound. Audio recordings shall be prohibited unless permitted by law.
- Use of security cameras shall be limited to public areas. Video surveillance shall be not conducted in private areas of the Club. If needed, electronic shielding will be placed in the security camera so that the security camera cannot be used to look into or through windows into private areas.



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## **Security Camera Policy (Page 2 of 3)**

- Where Security Cameras are permitted in private areas, they will, to the maximum extent possible, be used narrowly to protect persons, money, real or personal property, documents, supplies, equipment, or pharmaceuticals from theft, destruction, or tampering

### **SECURITY CAMERA MONITORING AND REVIEW**

- The Club(s) may monitor, and review security camera feeds and recordings as needed to support investigations and to enhance public safety. It is not intended or expected that security cameras will be routinely monitored in real time.
- CEO, VP of Program Operations, Teen Services Sr. Director, and Director of Child & Club Safety may monitor and review security camera live feeds and recordings for purposes of public safety.
- Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. Seeking out and continuously viewing people becoming intimate in public areas is prohibited.

### **NOTIFICATION REQUIREMENTS**

- Except in emergency or investigative situations, all locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras.
- Notification signs shall be placed in conspicuous areas in close proximity to the security cameras. For buildings with interior cameras, this shall include, at a minimum, the placement of signs at all primary building entrances.

### **USE OF RECORDINGS**

- Security camera recordings, with the approval of a member of the Executive Leadership Team, Director of Child & Club Safety, shall be used for the purposes of enhancing public safety, discouraging theft and other criminal activities.
- Security Camera recording to ensure compliance of Club policies.
- Capture & store images to aid in the investigation of an incident in which someone's personal safety may be compromised.
- However, the Club may utilize routine security camera recordings in support of disciplinary proceedings against staff, members, or volunteers, or in a civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding.
- Records of access to and release of, Security Camera recordings must be sufficient so as to demonstrate compliance with this policy

### **PROTECTION AND RETENTION OF SECURITY CAMERA RECORDINGS**

- Video footage will be stored on servers accorded appropriate computer security with access by authorized personnel only.
- Any recorded images obtained and retained shall be stored and secured as required by appropriate protocols are followed and to prevent unauthorized access, modification, duplication, and accidental destruction.
- Recorded images shall be stored for a period of no less than 30 days and no more than 90 days unless the following exists:



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## Security Camera Policy (Page 3 of 3)

- The images are being retained by law enforcement as part of a criminal or civil investigation or court proceeding. Any such images copied and retained by law enforcement shall be retained and secured in accordance with applicable evidence laws and club policies.

### RELEASE OF RECORDED MATERIAL

- All requests for the distribution of recorded Images must be submitted to a member of the Executive leadership team. Formal California Public Records Act requests should be processed in coordination with the BGCSV administration office.
- Significant Public Interest: The recorded Images depict or document conditions or activities that are public in nature and do not violate any individual's expectation of privacy and are of significant importance to the general public (e.g., building construction, earthquake, traffic patterns, weather conditions).
- Explicit Consent: If an individual(s) that is clearly depicted in the recorded Images provide(s) explicit consent to its distribution.
- Legal Requirement: All requests to access recorded Images to satisfy a legal requirement (e.g., requests under the California Public Records Act, subpoenas, warrants, court orders and other legal documents) must be delivered immediately to a member of the BGCSV leadership team.
- Law Enforcement Action: If an external law enforcement agency (e.g., FBI, Sonoma PD) executes a search warrant or other order for immediate access or confiscation of recorded Images, BGCSV should first seek legal advice, and if not possible, document the actions of law enforcement officers, and notify legal counsel and safety committee. Whenever possible, operators should take reasonable steps to document and preserve a copy of any recorded Images being removed.
- Emergency Situation: In response to an emergency at the Club when deemed to be necessary by the incident commander or other competent authority. Such use will be documented and reported to a member of the leadership team.
- Incident Investigation: Distribution of the recorded Images are necessary to investigate or adjudicate a claim against BGCSV

### COMPLIANCE

It shall be the responsibility of the CEO, VP of Administration, VP of Programs and/or Director of Child & Club Safety to see that records related to the use of security cameras and recordings from security cameras are sufficient to demonstrate compliance with this policy. Units that maintain or support security camera technology must also maintain records and configure systems to ensure compliance with this policy. Before procuring security camera systems, units will need to ensure compatibility with the system

### EXCEPTIONS

Uses of security cameras beyond those described in this security camera policy shall be governed by applicable Club policies and procedures. Persons having questions about the use of monitoring cameras not subject to this policy should direct those questions to the CEO, VP of Administration, VP of Program Operations or Director of Child & Club Safety.



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# Data Breach Policy (Page 1 of 1)

## EMERGENCY OPERATIONS PLAN (EOP)

The purpose of this policy is to provide a process to report suspected thefts involving data, data breaches or exposures (including unauthorized access, use, or disclosure) to appropriate individuals; and to outline the response to a confirmed theft, data breach or exposure based on the type of data involved. This policy covers all computer systems, network devices, and any additional systems and outputs containing or transmitting Boys & Girls Clubs of Sonoma Valley (BGCSV) Data, including membership, donor, and secured Department of Justice (Personnel Background checks) information.

## REPORTING OF SUSPECTED THEFTS, DATA BREACHES OR EXPOSURES

Any individual who suspects that a theft, breach, or exposure of BGCSV data has occurred must immediately provide a description of what occurred via email to [dholman@bgcsonoma.org](mailto:dholman@bgcsonoma.org) OR by calling 707-938-8544 ext. 103. This email address and phone number are monitored by the VP of Administration. The Information Security Team as defined below will investigate all reported thefts, data breaches and exposures to confirm if a theft, breach, or exposure has occurred. If a theft, breach, or exposure has occurred, this team will follow the appropriate procedure depending on the class of data involved.

The CEO will chair a response team (the "Information Security team") to handle the breach or exposure. The Information Security team may include members from the Leadership Team, as well as Contract IT. The CEO (or his/her designee) will be responsible for all including communications with the public, employees and third parties regarding any suspected or confirmed data breach or exposure.

If the incident is a suspected theft, the team will determine whether a local law enforcement agency should be contacted based on the location and details of the incident.

## CONFIRMED THEFT, BREACH, OR EXPOSURE OF BGCSV PUBLIC DATA

The CEO will be notified of the theft, breach, or exposure, as soon as possible. Contract IT will analyze the breach or exposure to determine the root cause. IT will work with the appropriate parties to remediate the root cause of the breach or exposure. IT will also examine any involved systems to ensure that they did not also house BGCSV data. If the systems are found to also contain BGCSV Protected data CEO will be notified and the "Confirmed data breach or exposure of BGCSV section of this policy will be invoked. If a theft of physical property occurred, law enforcement will be notified accordingly.



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# Emergency Operations Plan Policy (Page 1 of 1)

## EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs of Sonoma Valley serves over 2600 members annually and staffs the Club's 8 sites. The goal of Boys & Girls Clubs of Sonoma Valley is to provide positive opportunities for youth and teens to learn, succeed and discover their full potential.

Although the mission of BGCSV is positive, it is not immune to negative circumstances. Circumstances such as earthquakes, fire, accidents, or negative media coverage could affect the Club at any time. While great lengths are met daily to prevent these types of crises, it is important to be aware that they can happen at any time.

Boys & Girls Clubs of Sonoma shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
  - Fire
  - Weather (severe rain, severe wind, tornado, flooding, hurricane, etc.)
  - Earthquake
  - Intruder (Lockdown - for interior or exterior threat)
  - Explosion
  - Bomb threat
  - Suspicious package
  - Infectious Disease
- Training/drill schedule and reporting procedures for staff, volunteers, and members.
  - Fire, Earthquake, and Intruder/Lockdown Drills – each conducted quarterly
  - Training Logs kept on file
- Developed and shared with local first responders, such as fire department and law enforcement agencies.

## EOP ANNUAL REVIEW

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

## FIRST AID AND CPR TRAINING

Boys & Girls Clubs of Sonoma Valley 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.



**BOYS & GIRLS CLUBS**  
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## **Employing Minors Policy (Page 1 of 4)**

Boys & Girls Clubs of Sonoma Valley (also referred to as the “Club”) is committed to providing a safe environment for youth workers. As part of that commitment, the Club implements policies, procedures and training for the protection of youth workers.

“Youth worker” is used as an umbrella term to describe all minors, defined as youth under the age of 18, who work in the Club as official staff/employees. For the purposes of this policy, “youth workers” are also referred to as “Minor Employees”.

Boys & Girls Clubs of Sonoma Valley may hire minor employees who are no less than 15 (or other age based on the requirements of your state labor office) to 17 years of age.

Almost all minors under the age of 18 are subject to California's child labor protections. Under the California Labor Code, "minor" is defined as any person under the age of 18 years required to attend school under the provisions of the Education Code, and any person under age six. "Dropouts" are subject to California's compulsory education laws, and thus are subject to all state child labor law requirements. Emancipated minors, while subject to all California's child labor laws, may apply for a work permit without their parents' permission.

Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment for members, staff, volunteers, and minor employees. To further ensure safety, the Club follows and adheres to all child labor laws when working with all minor employees.

The federal child labor provisions authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities. When it comes to the legal aspects of managing youth workers, Boys & Girls Clubs of Sonoma Valley always follows the stricter law or regulation if more than one applies (e.g., state, federal, tribal, local or international).

### **Work Permits**

Except in limited circumstances defined in law and summarized in the [Child Labor Law Booklet](#), all minors under 18 years of age employed in the state of California must have a permit to work.

Prior to permitting a minor to work, employers must possess a valid [Permit to Employ and Work](#). The Permit to Employ and Work are issued on the same form. A Permit to Employ and Work in industries other than entertainment is usually issued by an authorized person at the minor's school. During summer months or when school is not in session the work permit is obtained from the superintendent of the school district in which the minor resides.

### **Summary of Hours of Work**

#### **School In Session:**

- Age 15: 3 hours per day
- Age 16 & 17: 4 hours per day

#### **Non School Days:**

- Age 15: 8 hours per day
- Age 16 & 17: 8 hours per day





**BOYS & GIRLS CLUBS**

## **Employing Minors Policy (Page 2 of 4)**

The Club defines the roles & responsibilities of a minor employee as:

- Minor employees must participate in & complete BGCSV-Teen Services' Ready to Work Program prior to becoming a minor employee.
- Minor employees are members of BGCSV's Teen Services program. Teen Services program participation is separate from working with other BGCSV programs, as Teen Services is located at another facility and separate from our K-8 programming.
- When a minor employee is working at a program site, having a weekly check-in with their supervisor or participating in a Club training, they are considered to be working.
- When a minor is participating in a teen program other than with Teen Services, such as College & Career, receiving homework help, volunteering, or another teen-focused-only program, they are considered a member.
- Minor employees will support after-school programming for programs serving members K- 8<sup>th</sup>.
- Minor employees may work at Operation Bicycle or the Culinary Program.
- Minor employees must abide by all the same policies & procedures as an adult staff, volunteer, or board member. This includes no 1:1 with an adult staff, volunteer, or board member. There should always be at least three people present. Two adults and one minor or two minors and one adult.
- Minor employees should not be left alone with a group of members on their own. An adult staff member must always be present.
- Minor employees cannot drive a Club vehicle, nor should they be alone in a Cub vehicle with an adult staff, volunteer, or board member.
- Minor employees are not counted as part of the ratio unless they have completed the Ready to Work Program, have at least 6 months in their role, a satisfactory review, and are recommended by their site supervisor.
- Minor employees will wear a shirt that is a different color than adult staff. This will allow for minor staff to be easily identifiable and differentiate between minor and adult team members.
- Minor employees will wear the required lanyard which includes photo name badge and emergency contact cards.

### **Background Checks on Minors**

Boys & Girls Clubs of Sonoma Valley 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 members per the Background Check Policy. This applies to all minor employees. Because the minor does not have legal authority to enter into an agreement or give consent in his or her own capacity, it is necessary to acquire parent or legal guardian consent to authorize the background check.



## Employing Minors Policy (Page 3 of 4)

### Training for Supervisors and Coordinators

Boys & Girls Clubs of Sonoma Valley ensures that all supervisors and coordinators of minor employees understand their rights and responsibilities. All Club staff who supervise minor employees, shall complete Boys & Girls Clubs of America-developed training annually, after which they will:

- Understand and communicate the roles and responsibilities of minor employees.
- Provide leadership, supervision, training and coaching to staff as relates to organizational role, responsibilities, policies and procedures for minor employees.
- Maintain current knowledge about, communicate and follow child labor laws.
- Assess the individual and collective strengths of minor employees against the knowledge, skills and information needed to fulfill their roles safely.
- Identify and implement training for minor employees to ensure they understand and can implement their role.
- Prepare and supervise minor employees for their roles in the Club.
- Ensure systems, practices and procedures for the documentation and notification of suspected child abuse, neglect and physical, verbal and sexual harassment in accordance with state laws and organizational policies when youth workers report incidents are in place.

### Training and Onboarding for Youth Workers

Boys & Girls Clubs of Sonoma Valley is committed to ensuring that minor employees understand the safety implications of working in the Club. All minor employees will participate in the required number of hours of safety training each year before they work with any Club members. These trainings meet the requirements for child sexual abuse prevention, grooming prevention, and mandated reported trainings for youth workers. Trainings will be incorporated into the onboarding of youth workers. After participating in these trainings, minor employees at a minimum will:

- Know their rights and responsibilities as a minor employee at the Club.
- Understand their role as minor employees and expectations around safety.
- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement Club-wide rules and policies that pertain to safety.
- Understand their role in supervising other youth.

### Prohibition of Private One-on-One Interaction

Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment for members, staff and volunteers, including minor employees. Boys & Girls Clubs of Sonoma Valley has put systems in place to prevent 1:1 interaction between members who are minors and all Club staff and volunteers.

All staff and volunteers, including minor employees shall abide by the Club's policy to prohibit 1:1 contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

All staff and volunteers, including minor employees, are strictly prohibited from meeting Club participants outside of any Club-sponsored activities, unless the Club participant is the child or sibling of a staff member or volunteer.



**BOYS & GIRLS CLUBS**  
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## **Employing Minors Policy (Page 4 of 4)**

### ***Adult-to-Youth Interactions***

All staff, whether they supervise minor employees or not, will understand and adhere to the Club's policy governing one-on-one interactions. Staff will remember to treat minor employees as youth in and outside the Club environment. This includes making sure that adult staff will not:

- Carpool with youth workers for any reason.
- Invite youth workers to after-work non-Club-sponsored events.
- Text, use social media or participate in online gaming with teens.
- Interact with youth workers 1:1 or outside of the Club.

### ***Interactions with Youth Outside of Assigned Duties***

Youth who work in the Club as employees or volunteers may have pre-existing relationships with Club members. Youth are expected to disclose those relationships with Human Resources and complete all necessary disclosures/forms.

### **Mandated Reporting**

Boys & Girls Clubs of Sonoma Valley is committed to providing a safe environment for members, staff and volunteers, and minor employees. Every staff member, volunteer and minor employee who becomes aware of or has suspicion of child abuse or neglect shall immediately report to Club leadership. In such cases, minor employees may report the incident to their supervisor or another designated Club employee, who will then report to the appropriate authorities.

All adult staff and volunteers will be educated on the protocols and procedures for reporting before minor employees become involved. The Club will provide support mechanisms for youth workers to access once their report has been submitted, to help limit any traumatic effects. Minor employees will receive such support on a timely basis.

### **Internal Reporting Policies and Procedures for Youth Workers**

Boys & Girls Club of Sonoma Valley is committed to providing a safe environment for members, staff volunteers, and minor employees. As part of this commitment, any minor employee who becomes aware of an incident, as defined in this policy, shall immediately report, and submit the incident to the Club leadership. Club leadership will assist minor employees in completing an incident report.

*The following information shall be included on an Incident Report:*

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (including youth and staff, if applicable)
- All notifications made (first responders, parents, leadership, etc.)

## **Confidential Help Hotline (Page 1 of 1)**



**BOYS & GIRLS CLUBS**  
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## **NATIONAL CHILD ABUSE HOTLINE**

**800-422-4453**

- Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

## **CHILD SAFETY HELPLINE**

**866-607-7233**

- Praesidium provides employees, volunteers, parents, and youth with anonymous helpline for reporting of suspicious or inappropriate behaviors regarding children.

## **ETHICS POINT HOTLINE**

**866-295-3701**

- Provides employees, volunteers, and parents anonymous reporting of any unethical or illegal workplace activities.

## **CRISIS TEXT LINE**

**TEXT CLUB TO 741741**

- Provides free 24/7 access for adults and youth to confidential support with professional crisis counselors.

## **REPORT TO CHILD PROTECTIVE SERVICES # 707-565-4300**

- Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.