



Boys & Girls Clubs of Sonoma Valley Child & Club Safety Statement

At the Boys & Girls Clubs of Sonoma Valley (BGCSV), the safety and well-being of every child is our top priority. We are committed to providing a safe, positive, and inclusive environment where youth, staff, and volunteers thrive. Our mission to help youth learn, succeed, and discover their full potential is only possible in an environment grounded in physical and emotional safety.

We have a dedicated Senior Director of Child & Club Safety who leads our efforts and ensures the consistent implementation of safety standards across all programs and sites.

To ensure this, we have implemented a robust Safety Management System that includes layered protections, preventative policies, and proactive training. We conduct regular risk assessments, safety drills, and ongoing training for all staff, volunteers, and board members in areas including mandated reporting, supervision, behavioral management, trauma-informed care, and abuse prevention. All staff and volunteers must undergo criminal background checks and adhere to our strict safety and conduct guidelines.

We have zero tolerance for abuse, bullying, discrimination, or misconduct of any kind. All interactions between adults and youth must be observable and interruptible, and one-on-one contact is strictly prohibited outside of approved exceptions. Our Policies for the Protection of Youth outline clear protocols for reporting and responding to incidents, ensuring transparency and accountability. Incident reports and mandated reporting procedures are followed rigorously and reviewed regularly. Security cameras are installed in key program spaces, including our main Clubhouse and Teen Club, and controlled entrances and monitored restrooms further support our commitment to a safe environment. We are proud to work in partnership with our Safety Committee, a dedicated group of professionals from a variety of community backgrounds who help guide, review, and strengthen our safety practices and procedures throughout the year.

This Safety Statement is reviewed annually by our Staff, Safety Committee, and Board to ensure its continued effectiveness and relevance. We also review our practices in partnership with Boys & Girls Clubs of America (BGCA) to ensure they reflect national safety standards and best practices.

Brooke Padgett

Senior Director of Child & Club Safety
July 1, 2026

Kathy Bloch

BGCSV Board Chair
July 1, 2026



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 serve over 2,000 members annually and staff the Club's 7 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 update 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 volunteers, each of whom must follow strict policies and procedures. We also offer routine staff training 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, the physical and emotional safety of our members, staff, and volunteers. We have a zero-tolerance policy for child abuse. Procedures are in place to report any suspicion or allegation of abuse involving members, employees, or volunteers. We adhere to the BGCA National Child Safety Standards and conduct annual safety assessments of our Clubhouses. Additionally, we provide regular emergency procedure training and partner with local authorities like the Sonoma Police Department. Any violation of this policy may lead to disciplinary actions, including termination.

ONE-ON-ONE CONTACT PROHIBITION

The Boys & Girls Clubs of Sonoma Valley prohibits isolated one-on-one contact between staff, volunteers (including board members), and Club participants. This applies at the Club, in vehicles, and through any form of communication, including phone, text, and social media. Exceptions are allowed only for licensed professionals delivering approved medical or counseling services. Staff, volunteers, and board members are also prohibited from meeting with Club participants outside of Club-sponsored activities unless they are a family member or have a pre-existing relationship on file with human resources.

DEFINITIONS OF ABUSE

Child Abuse involves any action or failure to act that causes emotional or physical harm to a child. Sexual abuse or misconduct includes:

- Any sexual activity with a minor.
- Sexual activity with someone who is legally incompetent.
- Physical or sexual violence, such as rape or molestation.
- Unwanted sexual contact or behavior, including inappropriate touching or advances.
- Inappropriate electronic communications, comments, or gestures.

Grooming occurs when an individual builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, exploitation, or trafficking. Examples include:

- Targeting specific children for special attention or gifts.
- Isolating youth from their family or friends. 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.

MANDATED REPORTING

The Boys & Girls Clubs of Sonoma Valley prioritizes the safety of all members. Any staff member or volunteer who suspects or becomes aware of child abuse or neglect must report it immediately to their direct supervisor and file a report with Child Protective Services (CPS). Club leadership is responsible for promptly reporting the incident to the appropriate authorities, following statewide mandated reporting laws, and notifying the Boys & Girls Clubs of America (BGCA) through the critical incident system within 24 hours. For more details, please refer to the full Mandated Reporter Policy & Procedure.

REQUIRED TRAINING

All staff and volunteers with direct, repetitive contact with young people must complete BGCA-approved training on: (at the intervals noted for each).

Before providing services to young people, and annually thereafter:

1. California Mandated Reporter – every 2 years thereafter
2. BGCA-approved child abuse prevention
3. BGCA-approved mandated reporting
4. BGCA-approved grooming prevention
5. All the Club policies, including all safety policies, for Boys & Girls Clubs of Sonoma Valley



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Child Abuse Prevention Policy (Page 2 of 2)

PHYSICAL INTERACTIONS

Every staff, volunteers, and board members are expected to maintain appropriate physical interactions 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, volunteers, and board members are expected 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

BGCA-approved safety resources, including hotline and helpline information, are prominently displayed at all Club sites. These resources, along with safety policies, are shared with parents and guardians when they apply for membership for their children.



Prohibition of Private One-on-One Interaction Policy

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The Boys & Girls Clubs of Sonoma Valley is dedicated to maintaining a safe environment for all members, staff, volunteers, and board members. To ensure everyone's safety, one-on-one interactions between Club members and staff, volunteers, or board members are strictly prohibited. All staff, volunteers, and board members must follow these guidelines:

- Ensure that all meetings and communications between members and staff or volunteers are not private (see definition below).
- Hold in-person meetings in areas where other staff and/or members are present.
- Inform another staff member immediately if an emergency arises that requires an exception to this policy.
- Never initiate private or one-on-one contact with a member.
- Avoid private or isolated meetings or communications with a member. This includes in-person meetings as well as virtual communication like texting, video chats, or social media between a staff member or volunteer and a single member.
- Never transport one Club member alone in a vehicle, including Club or leased vehicles.

Exceptions are allowed only when medical or counseling services are being provided by a licensed professional. These exceptions must be documented and shared with Club leadership in advance.

If an emergency requires an exception to this policy, notify Club leadership as soon as possible, ideally before the one-on-one interaction takes place.

DEFINITION OF ONE-ON-ONE INTERACTION

One-on-one interaction is defined as any private contact or communication between a Club member and a single adult that is not observable by others.

Private Contact: Any contact (in-person or virtual) between one adult and one youth that is secluded or outside the knowledge of others. Examples include, but are not limited to:

- Meetings behind closed doors or in non-visible areas.
- Transporting one member alone in a vehicle.
- Text, video, or social media interactions between one adult and one youth.

Public Contact: Any interaction where at least three people are present. Examples include, but are not limited to:

- Meetings in observable areas.
- Group transportation, such as public transit or shared rides with multiple members.
- Group electronic communications.

IMPACT ON TRAVELING TO OFF-SITE EVENTS AND ACTIVITIES

The one-on-one policy applies to off-site events such as Keystone, Youth of the Year, or other outings. When transporting members, there must always be at least three people in the vehicle (e.g., two staff and one member). If needed, public transportation or additional staff and members should be arranged. Parents or guardians must provide written consent for any off-site travel but cannot authorize one-on-one interactions.

- When the Club is responsible for transporting members to and/or from an event, one staff member should never transport a single child alone. Arrangements must ensure at least three individuals are in the vehicle (e.g., two staff and one member, or one staff and two members). If this isn't possible, public transportation (e.g., taxi, Uber, bus) may be used.
- If staffing or budget limitations make this difficult, consider:



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Prohibition of Private One-on-One Interaction Policy

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- Inviting parents or guardians to attend or chaperone their child.
- Including additional youth (e.g., Junior Youth of the Year) and/or staff in the travel plans.
- Coordinating with other Clubhouses or nearby organizations to travel together.
- Arranging for extra staff or members to travel.

These practices should also apply when organizing field trips.

IMPACT ON TRANSPORTATION TO AND FROM THE CLUB

Single members should not be transported alone by one staff member. To prevent this, routes or group arrangements may be adjusted, and public transportation may be used if necessary.

EXCEPTIONS TO POLICY

Exceptions may be made in the following situations:

- When delivering medical or counseling services by licensed professionals.
- When a member's safety is at risk and a private conversation is required.
- In emergencies, where exceptions must be reported to leadership immediately.
- When a Pre-Existing Relationship form is on file.
- When providing therapeutic services under the care of a licensed therapist, with the following requirements:
 - One-on-one interactions are only permitted when services are provided by an approved provider who is a licensed therapist or under the direct supervision of a licensed therapist.
 - Interactions must occur in designated, pre-approved locations identified within the policy.
 - Written approval from parents/guardians is required prior to the initiation of services.
 - All service providers must successfully complete a comprehensive background check, including all BGCA-required components.
 - Therapeutic one-on-one sessions must be scheduled in advance and appropriately documented to ensure transparency and oversight.
 - These expectations and requirements will also be outlined in all Memoranda of Understanding (MOUs) with therapeutic service providers.
 - MOU's will be updated to reflect that all service providers have completed comprehensive background checks and are aware of all required BGCA components including but not limited to barrier crimes.

If exceptions are made, the Club will implement policies to monitor interactions, including:

- Notifying Club leadership of the meeting and regularly checking in with the member and adult during conversations.
- Setting time limits for the conversation.
- Holding meetings in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, informing another staff member before engaging in one-on-one interaction.



Mandated Reporter Policy & Procedure (Page 1 of 1)

MANDATED REPORTER

The Boys & Girls Clubs of Sonoma Valley is dedicated to protecting the safety of our members. Under California law (Penal Code Sections 11164 to 11174.4, "The Child Abuse and Neglect Reporting Act"), certain positions are identified as mandated reporters. These individuals are required to report suspected child abuse or neglect as outlined in the law. Failure to comply with this policy can result in disciplinary action, including termination.

In California, mandated reporters are adults who, through their work and regular contact with children, are legally required to report any knowledge, observation, or reasonable suspicion of child abuse or neglect. Failing to report is a crime with both civil and criminal consequences. This policy outlines the mandated reporter positions at BGCSV, the training requirements, and the procedures for reporting suspected child abuse.

POSITIONS IDENTIFIED AS MANDATED REPORTERS

According to California Penal Code Section 11165.7, all positions at BGCSV are classified as mandated reporters under category (7), which includes: "An administrator or employee of a public or private youth center, youth recreation program, or

TRAINING REQUIREMENTS

New employees must complete the Child Abuse Mandated Reporter Training: California on or before their first day of work. They must submit a copy of their "General Training" completion certificate to Human Resources. BGCSV staff will complete the following required trainings, with documentation maintained in each employee's personnel file and training log:

California Mandated Reporter Training – completed upon hiring and every two years thereafter.

BGCA's Foundations: Preventing Abuse in Youth-Serving Organizations – completed upon hiring and annually during Closure Weeks or Winter Break online or conducted by the Sr. Director of Child & Club Safety

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. Fax the completed SCAR report to **707-565-4324** (preferred), or email the form to FYCSCAR@schsd.org

Additional Steps

- a. Complete the BGCSV's Incident Report
- b. Keep the original written reports for yourself and make a copy for the Sr. Director of Child & Club Safety
 - i. The **ALL** copies must be kept in a sealed envelope and kept confidential in a locked file cabinet.
 - ii. If you choose not to keep the original copy for yourself, know that if needed you may have access to the document by requesting it from the Sr. Director of Child & Club Safety.
- c. SCAR Reports should be turned in immediately to the Sr. 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

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

Please note, we prioritize the safety and privacy of all children at our Clubs. Our policy is to treat accident / incident reports as internal documents to ensure confidentiality and protect the privacy of everyone involved. Therefore, we can only share these reports under specific legal circumstances.



Incident Management Policy (Page 1 of 4)

The Boys & Girls Clubs of Sonoma Valley is committed to ensuring a safe environment and adheres to a strict Incident Management Policy.

Staff and volunteers are required to immediately report and document any safety incidents that may impact staff, volunteers, members, or visitors. All safety incidents must be reported to Club Leadership, who will notify authorities and BGCA as needed and implement the organization's Emergency Communications Plan, unless otherwise directed.

Each Club site is encouraged to create and document specific safety policies, procedures, and strategies appropriate to its location. Failure to follow this policy may result in disciplinary action, 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 regards 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 the above. To view our full policy on Mandated Reporter please reach out to the Sr. Director of Child & Club Safety or the COO.



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 externally reportable incidents. The Organization will perform an investigation following any allegation of child abuse by a staff member, participant, volunteer, member, or board member. The Organization will utilize its insurance company.

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.
- l) 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 the Insurance Broker – Don Ramatici. The insurance Broker will be asked to render assistance with the investigation and other items. All claims will be made directly with the Insurance Broker – Don Ramatici Insurance via CEO or COO. Only in the absence of all 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 HR 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

Procedure for Program Staff

1. Inform your Site Director
 - a. If the Site Director is unavailable, follow this reporting order:
 1. Senior Director of Child & Club Safety
 2. VP of Program Operations or VP of Youth Development & Community Engagement
 3. COO
 4. CEO
2. Site Directors
 1. Notify your Direct Supervisor (VP of Program Operations, VP of Youth Development & Community Engagement), the Senior Director of Child & Club Safety, or another member of the Leadership Team.
3. In Case of Emergency (Medical, Fire, or Police)
 1. Call 911 immediately.
 - a. Notify the Sr. Director of Child & Club Safety as soon as possible.
 2. Complete a Club Accident/Incident Report
 - a. Accident/incident report forms are available at each site.
 - b. After completing the form, the director must call the parents of all members involved.
 - c. Submit the completed form to your Direct Supervisor.
 - d. Site Directors must turn in reports weekly, giving the original form to the Senior Director of Child & Club Safety for filing.
 - i. If you choose to keep a copy, it must be stored in a locked file cabinet.

If a SCAR report is needed

1. Call the Child Protection Hotline 24/7 to make the verbal report **707-565-4304** or **800-870-7064**.
2. Complete the California Suspected Child Abuse (SCAR) report and submit the SCAR Report to CPS within 36 hours of making the call.
3. Fax the completed SCAR report to **707-565-4324** (preferred), or email the form to FYCSCAR@schsd.org

Additional Steps

- a. Complete the Club's 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 Sr. Director of Child & Club Safety.
- c. SCAR Reports should be turned in immediately to the Sr. 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

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

Please note, we prioritize the safety and privacy of all children at our Clubs. Our policy is to treat incident reports as internal documents to ensure confidentiality and protect the privacy of everyone involved. Therefore, we can only share these reports under specific legal circumstances.



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Supervision and Facilities Policy (Page 1 of 2)

SUPERVISION

Boys & Girls Clubs of Sonoma Valley is dedicated to providing a safe environment. All Club activities and program spaces are continuously supervised. To ensure proper supervision, staff and volunteers must: Follow the policy prohibiting private one-on-one interactions.

Adhere to the organization's disciplinary policies and procedures.

Ensure at least one adult staff member (18 or older) is always present when supervising members.

Maintain appropriate supervision ratios:

- 1:20 ratio for general supervision.
- 1:10 ratio for TK groups.
- 1:10 ratio for field trips.
- Be trained in supervision tactics and appropriate behavior patterns.
- Ensure that youth staff and volunteers are supervised by an adult staff member (18 or older).
- Immediately inform Club leadership or submit written reports on any supervision issues, accidents, or critical incidents.
- Avoid using personal electronic devices, such as cell phones or other communication tools, while supervising members unless it is for Club-related purposes, as outlined in the Acceptable Technology Use Policy.

ACTIVE SUPERVISION

Boys & Girls Clubs of Sonoma Valley staff must actively supervise all members under their care. Simply being present in the room or outdoor area and having children in sight is not enough. Staff must be aware of what all members are doing at all times. If a staff member needs to focus on a small group (e.g., for conflict resolution) and cannot supervise the rest of the group, they must call their director for support.

- **Members Leaving the Area:** If a member needs to leave the supervised area (e.g., to use the bathroom, or get water), they must ask permission and go with two other members. The exception is for members inside the Maxwell Clubhouse going to the bathroom or water fountain within the building; they still need permission but not a buddy. Middle school members must also ask for permission but may go alone.
- **Staff Responsibility:** It is the staff's responsibility to keep the group together and within their sight. When a member leaves the group, staff must monitor when they return.
- **Movement Between Programs or Areas:** If a member is moving from one program, building, or area to another, staff must radio the member's name and destination to the appropriate staff. The receiving staff must confirm the message. If confirmation is not received, the message must be repeated until acknowledged. Once acknowledged, the receiving staff is responsible for the member and must ensure the member reaches their destination and remains under supervision.

ENTRANCE AND EXIT CONTROL

- All Club facility entry and exit points must be controlled and monitored by paid adult staff (18 or over) during all hours of operation. A system must be in place to track and monitor everyone in the facility.
- All exit doors must be locked and have an audible alarm to discourage unauthorized access to or from the facility.
- School sites: motion sensor door chimes will be used to monitor all exits and entries since permanent sensors cannot be installed.
- Staff supervising scheduled activities are responsible for the security of their program space during that time.



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Supervision and Facilities Policy (Page 2 of 2)

FACILITY CONDITION

All program spaces must have clear visibility and be actively monitored by adult staff when in use. Areas not in use should remain locked and accessible only to adult staff members.

Interior and exterior areas, including hallways, stairs, and stairways, should always be monitored, well-lit, clean, and free of hazards. Storage closets and other unused spaces must remain locked during operating hours.

Any damage to Club facilities must be addressed promptly. If the damage poses an immediate risk to the health or safety of members, staff, or volunteers, repairs must be made immediately. If this is not possible, Club leadership will determine whether temporary or permanent closure of the area is necessary. Any critical damage must be reported to the appropriate authorities.

At school sites, damage must be reported right away to the school's office administrator, who will submit a work order to the school district's maintenance department. The site director is responsible for ensuring timely follow-up on any repairs, particularly when there is a safety concern.

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, or lighters shall be properly and securely stored.



Sign In & Out Procedure (Page 1 of 1)

Boys & Girls Clubs of Sonoma Valley is committed to ensuring a safe environment for all members and follows a strict Sign In & Out Procedure. These policies help ensure that every child is accounted for and safe during Club activities. Each Club site should develop and document procedures to maintain safety in their facility.

CHECK IN

All members must check in upon arrival at any Club site. If you're unsure where to check in at a particular site, please contact your site's Program Director.

NOTE

Members may not be present on Club grounds without being checked in and participating in Club activities. 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

Members must check out before leaving their Club Site. We ask that all members be picked up by a parent/guardian or authorized pickups, as stated on their registration information. Please update your authorized pickups in your account as needed. For additional assistance or help contact the Membership Coordinator.

- 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, authorized pick up 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 the Club 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 child 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 given 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 Senior Director of Child & Club Safety or Senior Director of Youth Services.

LATE PICK UP

While we understand that situations can happen when you're 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
OF SONOMA VALLEY

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.
- Clubs will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- **Maxwell Clubhouse:**
 - 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 in the administrative office.
 - Restrooms located in the Gamesroom have been designated for Members in K-8th grade.
- **School Site Locations:**
 - Restrooms located at school sites are designated for members in K-5th grade (El Verano, Flowery, Sassari, Sonoma Charter) and 6th-8th grade (Altimira)
 - Adult restrooms are in different locations on each campus and are separate from member bathrooms
- **Teen Services Sonoma:**
 - Restrooms will be used as single use and designated for all populates of the building.
- **Field Trips:**
 - When using restrooms at public facilities during field trips, a minimum of three youths will be escorted by one staff member, who ensure the restroom is empty and then 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 members using restrooms at the same time.
- During programs members are given a bathroom pass.
 - Members in TK-K should go as a group with their staff, and staff monitor the restroom during this time.
 - This can be scheduled during the day and other groups should avoid sending members during this time.
- Members in 1st & 2nd grade should be sent in groups of 3 to avoid any one-on-one contact.
 - Using bathroom passes, writing names on the white board and setting a 3-4 minute timer.
 - No more than 3 members should be out at a time.
- Members in 3rd grade and above should be sent 1 at a time.
 - Using bathroom passes, writing names on the white board and setting a 3-4 minute timer.
 - No more than 2 members should be out at a time.
- Based on the age group, members should be sent in groups of 1 or 3 to avoid any one-on-one contact.
- Staff should be thoughtful when choosing the groups for the restroom. Relationships 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.

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.



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 tasks 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 a clear related task from wandering freely about the Clubhouse and/or Club Site.

The site's 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.



Screening and Onboarding Policy (Page 1 of 3)

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 & 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

Level 1 (PA's, Program Directors, Coordinator) will have two interviews. The first interview will be conducted by an HR representative or member of the Senior Leadership Team and hiring manager. A second interview will be conducted by the hiring manager and or a member of leadership team. 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.

Level 2 (Sr. Directors, VP's, COO and CEO) 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.

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.

Reference Checks:

References must be checked on the final candidate. However, 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.

- For Level 1 finalists for a PA position at least 2 references must be contacted, 1 professional and 1 from the previous employer. If the Level 1 finalist has no previous employer, at least 2-character references may be used instead. For Level 1 finalists who are coordinator, manager, or director at least 3 references must be contacted with at least one being a previous employer and two professional.
- For Level 2 finalists at least (3) three previous supervisors should be contacted as well as at least 2 personal references. 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 the previous Club/s.

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 the 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*).
- 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 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)

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 COO 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 Human Resources, Sr. Director of Child & Club Safety and Sr. Director of Program Quality & Training. 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 **Child Abuse Prevention Trainings** approved by BGCA.



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.



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
OF SONOMA VALLEY

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 develops 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 Clubs 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>



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 Sonoma Valley and 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.



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 always keeping devices with them. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;



Technology Acceptable Use Policy (Page 2 of 5)

- 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.

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 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.



Technology Acceptable Use Policy (Page 3 of 5)

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.

Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club 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 are brought to the Club. Staff may refuse to allow such inspections. If so, the Club may take disciplinary action up to and including termination of the staff member.



Technology Acceptable Use Policy (Page 4 of 5)

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 members' personal devices.

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, 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.

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.



BOYS & GIRLS CLUBS
OF SONOMA VALLEY

Technology Acceptable Use Policy (Page 5 of 5)

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.



Electronic Communication Policy (Page 1 of 1)

The Boys & Girls Clubs of Sonoma Valley recognize that social media sites, such as Facebook, Twitter, LinkedIn, Instagram, YouTube, etc., 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, including board members are prohibited from initiating or receiving personal phone calls with youth who are in, or whom they have met through, BGCSV programs. A call is considered personal if it does not involve both a BGCSV phone and program-specific subject matter. Staff members, volunteers and board members are required to report incoming calls to their supervisor or the CEO 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, TikTok, 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.



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 valid driver's license.
- Must be 21 years or older and have a valid driver's license for a minimum of two years to drive Club members for Club activities or field trips.
- 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 the insurance company by the Director of Human Resources.
- 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 a calendar request for the Club vehicle and get approval.
- 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 or booster seats as needed.
- Employees and all passengers **MUST** always wear a seat belt.
- Must confirm that no children are left in a vehicle after every trip (based on a seat-by-seat scan of each vehicle); a log must be signed daily to ensure compliance.
- You must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- You must submit written reports detailing issues or incidents involving the 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 the vehicle.
- Using Club 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 National staff. Exceptions must be authorized by a member of the Leadership Team.

Director of Human Resources 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 Director of Human Resources is responsible for notifying the insurance carrier of the change.



BOYS & GIRLS CLUBS
OF SONOMA VALLEY

Transportation Policy (Page 2 of 3)

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.
- Never use cell phones, 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 Club vehicle must meet all local, state, and federal inspection and licensing requirements.
- Regular vehicle maintenance must be performed, with proper documentation kept on file.
- Vehicles must provide a seat belt for every passenger and comply with all seat belt regulations.
- Each vehicle must carry a complete first-aid kit that meets state licensing requirements.
- A working and current fire extinguisher must be present in each vehicle, as required by state regulations.
- Reflective traffic warning signs (e.g., triangles or flares) must be securely stored in each vehicle.
- Vehicles must be kept clean, and any exterior damage must be repaired promptly.

SHARED-USE RESTROOMS

- On field trips 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” when using public restrooms, with at least three youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- The driver should immediately notify a member of the Leadership or Director Team if there is a delay or issue (e.g., breakdown, accident, emergency) when 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.



Transportation Policy (Page 3 of 3)

- 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 cases, the organization will take appropriate disciplinary action, up to and including termination.
- A 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 Human Resources 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 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.



BOYS & GIRLS CLUBS
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Medication Policy & Procedures (Page 1 of 2)

Boys & Girls Clubs of Sonoma Valley (BGCSV) is 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 is 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 REQUIREMENTS

1. All prescription medications shall be maintained with the child's name, shall be dated, and stored in the administrative office in a locked cabinet. 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.

Medication Authorization Forms must be updated annually and whenever there is a change to the child's medication, dosage, or instructions.

ASTHMA INHALERS & EPIPENS

Members who have a completed Request & Authorization for Administration could keep their Asthma Inhaler or EpiPens with them. 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 authorized staff ONLY can assist with administration of medication.
3. Staff assisting the child need 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 are 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 is 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.



BOYS & GIRLS CLUBS
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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 a 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 and turn it into the Director of Child & Club Safety no later than the next day to be filed.



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, COO and/or the Sr. 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 Teen Services located at 17440 Sonoma Hwy. and the Maxwell Park Clubhouse. As such, all installations must be approved by the CEO, COO, or the Sr. 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 not be 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.
- 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.



BOYS & GIRLS CLUBS
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Security Camera Policy (Page 2 of 3)

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.
- The CEO, COO, VP of Youth Development & Community Engagement, and the Sr. 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, Sr. Director of Child & Club Safety, shall be used for the purpose of enhancing public safety, discouraging theft and other criminal activities. Including:
 - 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 according to 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:
 - The images are being retained by law enforcement as part of a criminal or civil investigation or court proceedings. Any such images copied and retained by law enforcement shall be retained and secured in accordance with applicable evidence laws and club policies.



Security Camera Policy (Page 3 of 3)

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: 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, COO, and/or the Sr. 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, COO, or the Sr. Director of Child & Club Safety.

Please note, we prioritize the safety and privacy of all children at our Clubs. Our policy is to ensure the confidentiality and protect the privacy of our members and staff. Therefore, video surveillance footage will only be released under specific legal circumstances.



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 OR by calling 707-938-8544 ext. 103. This email address and phone number are monitored by the COO. 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 Executive 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 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 systems involved to ensure that they did not also house BGCSV data. If the systems are found to also contain BGCSV Protected data, the 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.

Artificial Intelligence (AI) Use Policy (Page 1 of 2)

Boys & Girls Clubs of Sonoma Valley (BGCSV) recognizes that Artificial Intelligence (AI) tools can enhance productivity, support innovation, and assist staff with research, communication, and administrative tasks.

AI is a tool intended to support staff efficiency and effectiveness. It does not replace human judgment, decision-making, or supervision.

This policy provides guidelines for the responsible, ethical, and secure use of AI technologies while protecting the privacy, safety, and well-being of Club members, staff, volunteers, and organizational information.

SCOPE

This policy applies to all BGCSV:

- Employees
- Volunteers
- Contractors
- Interns

When using Artificial Intelligence tools while performing work for BGCSV.

At this time, this policy primarily applies to **Generative AI**, which refers to tools that generate text, images, or other content based on user prompts (such as ChatGPT, Microsoft Copilot, Google Gemini, or similar platforms).

Definitions

Artificial Intelligence (AI):

Technology systems that can generate content, analyze information, and assist with tasks based on user input.

Personally Identifiable Information (PII):

Any information that can be used to identify an individual, including but not limited to names, addresses, phone numbers, email addresses, student records, health information, or any combination of data that could identify a Club member, family member, or staff.

Acceptable Uses of AI

AI tools may be used to assist with work-related tasks such as:

- Brainstorming ideas for programs or projects
- Drafting emails, letters, or reports
- Summarizing research or documents
- Creating outlines or presentation content
- Developing spreadsheets or formulas
- Editing or improving written communication
- Generating training or program ideas

AI tools may be used to assist with work; however, staff are responsible for all final content.

Staff should use approved or organization-supported AI tools when available. Free or public AI tools should be used with caution, as information entered may be stored or used to train AI systems.

Prohibited Uses

AI tools must not be used to:

- Enter or share **Personally Identifiable Information (PII)** of youth, staff, or families
- Enter **incident reports, disciplinary information, or confidential records**
- Share **financial or proprietary organizational data**
- Generate official policies or legal guidance without review
- Create or distribute content that is harmful, discriminatory, inappropriate, or not aligned with BGCSV values



Artificial Intelligence (AI) Use Policy (Page 2 of 2)

Data Privacy and Youth Protection

Protecting the privacy of youth and families is a priority.

Staff must never enter the following information into AI tools:

- Member names or personal information
- Health or behavioral information
- Family contact information
- Incident or accident reports
- Background check information
- Staff personnel information
- Internal organizational data

When using AI tools, staff should avoid including any information that could identify a Club member or family

Review and Accuracy

AI tools can sometimes produce inaccurate, incomplete, or biased information.

Before using AI-generated content, staff must:

- Review all content carefully
- Verify important facts using reliable sources
- Ensure information aligns with BGCSV policies and procedures

Staff are responsible for how AI tools are used and for ensuring that all final work products are accurate, appropriate, and aligned with BGCSV policies.

AI-generated content should never be copied and used without review and editing.

Ethical Use

BGCSV supports responsible and ethical technology use.

AI tools must not be used to:

- Violate human rights
- Promote discrimination or bias
- Misrepresent BGCSV programs or services
- Mislead staff, members, donors, or partners

Staff should be aware that AI tools may produce biased or incomplete information and should ensure content is fair, inclusive, and appropriate.

All AI use must align with the mission and values of the Boys & Girls Club.

Compliance with Existing Policies

Use of AI tools must comply with all existing BGCSV policies, including:

- Employee Handbook
- Technology and Computer Use Policy
- Code of Ethics
- Youth Protection Policies

Violations of this policy may result in disciplinary action.

Policy Review

This policy will be reviewed at least annually; however, due to the rapidly changing nature of artificial intelligence and related technologies, additional reviews and updates may be conducted throughout the year as needed.



Emergency Operations Plan Policy (Page 1 of 1)

EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs of Sonoma Valley serve over 1,600 members annually and staffs the Club's 7 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 Emergency (Intruder/Lockdown) Drills – each drill will be conducted 2-3 times a year.
 - Training Logs kept at sites, then given to the Sr. Director of Child & Club Safety and filed at the end of each school year.

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 two CPR- and first-aid-trained staff at sites 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.



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- 8th.
- 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.



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.)



Immigration Policy (Page 1 of 2)

Boys & Girls Clubs of Sonoma Valley is dedicated to supporting our members and families, regardless of immigration status, as well as ensuring the physical and emotional safety of our members, staff, and volunteers as our top priority.

OVERVIEW OF CURRENT GUIDANCE

The Department of Homeland Security

("DHS") has rescinded previous guidance restricting Immigration and Customs Enforcement ("ICE") and Customs and Border Protection ("CBP") from taking enforcement action near certain protected areas, such as churches, hospitals, and schools. Whether DHS will issue additional guidance remains unclear; this document will be updated to reflect any further policy changes.

PREPARATION FOR ONGOING CHANGES TO IMMIGRATION LAWS AND ENFORCEMENT

BGCSV will remain informed about ongoing policy changes and their impacts on immigrant communities, working closely with the Board of Directors to address these changes. This includes staying updated on new laws, enforcement priorities, and available resources. BGCSV will also identify an immigration attorney or advocate to help develop or review any necessary policies and protocols in the event of immigration enforcement action at the Club. Additionally, BGCSV will build and strengthen relationships with community organizations, such as legal aid and local law enforcement, to support immigrant families.

We will create a response plan for potential immigration enforcement actions that could occur in or around the Club, using the provided information and resources. This plan will include modifying or expanding existing policies to address situations where members' parents are detained while the members are at the Club. For example, we will expand the list of emergency or backup contacts provided for each member and develop a strategy for handling custody concerns if no emergency contacts can be reached. In extreme cases, BGCSV may involve Child Protective Services. We will also establish a communication and support plan for families affected by enforcement actions, ensuring alignment with current laws, regulations, and executive orders.

BGCSV already has policies that protect the privacy of our youth members, preventing the disclosure of personal information to third parties without a formal legal process. These policies may apply to immigration officers, depending on the situation. We will regularly review and update our privacy policy to ensure compliance with all relevant laws and regulations under the new administration.

Potential ICE Enforcement Action at Boys & Girls Clubs

In the event of any enforcement action by ICE or CBP affecting the Club, BGCSV will immediately contact its immigration attorney or advocate. I, Brooke, will serve as the organizational point of contact with the immigration officers to ensure clear and direct communication. I will document all key details of the visit, including the date and time, names of agents and badge numbers, the stated reason for the visit, any documents provided (such as warrants or I-9 audit papers), names and ages of individuals detained, and areas searched.

Additionally, I will activate the Rapid Response network and phone tree that the Club has put in place, ensuring a coordinated and timely response to the situation.

Enforcement Action in the Club

BGCSV will ensure that staff are prepared to respond appropriately if immigration agents attempt to enter Club property. Immigration agents cannot enter private property without permission from the owner or have a judicial warrant. However, they may access public areas, such as parking lots or lobbies.

If agents have a judicial warrant, it must be signed by a federal or state court judge (not an administrative office



Immigration Policy (Page 2 of 2)

or agency) and specify the private areas to be searched. Upon arrival, agents will be directed to the Program Director, who will then immediately contact the Senior Director of Child & Club Safety. The Club will follow BGCSV's established protocols for interfacing with immigration agents, reviewing the warrant, and making decisions regarding entry. If agents enter private areas of the Club, the Club's point of contact can/will accompany them throughout their search, document relevant information as set out above. Information about children, families, and staff should not be provided without valid documentation.

If a BGCSV Clubhouse is located within a school, we will collaborate with the school's administration in advance to understand their protocols and ensure a coordinated approach to any enforcement action.

I-9 Audits

In the case of a Form I-9 audit, BGCSV will reach out to an immigration lawyer or advocate for guidance. These audits typically require documentation within a specified timeframe, though additional time may be requested. Since BGCSV is legally required to verify the employment eligibility of staff and conduct background checks, the risk of issues arising from an I-9 audit should be minimal. However, maintaining compliant records remains a top priority.

ICE/CBP on Premises

The safety of everyone on Club premises is BGCSV's top priority. If ICE agents arrive without valid paperwork or authorization, staff will remain calm and composed. While staff are not required to make statements, they should remain courteous and non-confrontational. BGCSV will not instruct staff to refuse to speak to agents, but children and members will be kept in designated spaces, away from the enforcement action. If ICE attempts to detain minors, BGCSV will follow its check-out policies, which prohibit the release of minors to unauthorized individuals.

After any enforcement action, BGCSV will follow its communications plan to inform families and provide appropriate support.

Enforcement Action around the Club

Immigration agents are allowed to be on public property without a warrant, which includes areas like parking lots. In the event of enforcement actions or detentions occurring in public spaces around the Club, BGCSV will prioritize the safety of staff, members, and families. We will follow the guidance outlined above, document the situation, and seek additional advice from local immigration counsel and advocates as necessary.

For further guidance, BGCSV will refer to resources such as the

- Article from JD Supra: Workplace Raids: A Guide for Employers on Your Rights and Responsibilities.



BOYS & GIRLS CLUBS
OF SONOMA VALLEY

Confidential Help Hotline (Page 1 of 1)

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.

CHILD PROTECTIVE SERVICES

707-565-4300

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

NATIONAL SUICIDE PREVENTION LIFELINE

988

- Callers are connected to trained counselors who will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary.