



Membership, Safety & Abuse Prevention Policies

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General Membership Information

Membership Eligibility

The Boys & Girls Club of Carbon County accepts any boy or girl who meets the following age requirements for the School Year & Summer Programs.

School Year: A member must be enrolled in kindergarten through 12th grade.

Summer: A member must have completed kindergarten the previous school year.

Non-Discrimination:

The Boys & Girls Club of Carbon County is committed to fostering an inclusive environment where all youth regardless of ability, race, gender, identity, or background are respected, supported, and able to thrive. We actively work to remove barriers, promote access, and celebrate the diverse strengths each young person brings. While we strive to be inclusive and accommodating, please note that our organization may have limitations in our ability to support all types of disabilities. We encourage families to contact us directly to discuss specific needs and explore how we can best support each child.

Membership Application Process:

A parent or guardian must complete the membership registration process for their child to be able to attend a school year or summer session. This process will include:

- An online registration form,
- Hard copy supplemental documents,
- A parent orientation each session, and
- A conversation with the Club leaders on fee payment or financial assistance.

Membership Fees:

There is a modest fee for each member to participate in both the school year and summer programs at the Boys & Girls Club of Carbon County, but the Board of Directors is committed to ensuring that absolutely ***NO CHILD*** will be refused membership for financial reasons. The Boys & Girls Club of Carbon County will provide all necessary financial assistance, and our Clubhouse leaders are empowered to work with each family to ensure your child(ren) can be part of the world-class experience we strive to provide.

Typical Hours of Operation

The Boys & Girls Club of Carbon County is typically Monday through Friday during the following times. However, from time to time there are closures, and each parent or guardian should remain informed of the schedule throughout the year.

<i>School-Year Program</i>	2:30 pm to 6:00 pm
<i>Summer Program</i>	7:30 am to 6:00 pm

Clubhouse Staff Holiday Closures

New Year's Day	Labor Day	Christmas Eve
Memorial Day	Thanksgiving	Christmas Day
Fourth of July	Friday after Thanksgiving	

Other Clubhouse Closures

The Boys & Girls Club of Carbon County is committed to the development of a world-class team of professionals, so from time to time there will be additional Clubhouse closures for professional development. While there may be other closures throughout the year, we will be closed for training:

- the week before the Summer Program begins.
- the week after the Summer Program ends,
- over the MEA break (*3rd Thursday and Friday in October*), and
- over the school district's Christmas Break.

Member Arrival & Departure

School Year

Check-In: Club staff members will pick up K-3rd grade students at Mountainview Elementary School and escort them to the Clubhouse. Club members in 4th – 12th grade are responsible for getting to the Club on their own, and the Club cannot be responsible for the actions of those children until they check in at the Club.

Checkout: Parents or an authorized pick-up will be required to pick a member up prior to the Club's posted closing time, unless the parent/guardian has authorized a member to check out on their own.

Summer

Check-In: Parents/guardians are responsible for arranging to get their child(ren) to the Club during the summer, and the Club cannot be responsible for the actions of those children until they check in at the Club.

Checkout: Parents or an authorized pick-up will be required to pick a member up prior to the Club's posted closing time, unless the parent/guardian has authorized a member to check out on their own.

Self-Checkout

A parent/guardian can choose to authorize their child(ren) to check out of the Club on their own and walk home, but this option is to be considered a privilege, and the Club can rescind self-checkout if a:

- Member tries to check in and out more than one time per day, or
- Family attempts to use it to avoid coming into the building for pick-up.

Late Departure Policy

Members are expected to depart the Club promptly at closing time by whatever means their parent/guardian stipulates on the registration form. In the absence of prior communication from the family, and if a staff is unable to contact an authorized pickup within 30 minutes of the posted closing time, the Red Lodge Police or the Carbon County Sheriff's Office will be called to pick the child up and connect them with their family.

Member Safety & Abuse Prevention Policies

Introduction

The Boys & Girls Club of Carbon County is a proud member of the Boys & Girls Clubs of America, and the physical and emotional safety of every member is our primary concern. As an organization, we are committed to a multi-layered approach to child safety and abuse prevention that utilizes industry best practices and exceeds the expectations of our families and the community. We recognize this goal is a moving target and a process, but we have designed our safety and abuse prevention policies and procedures to be adaptable to facilitate effective monitoring and supervision of our members to create a world-class daily experience that helps every child feel safe and welcome.

General Definitions

Physical Abuse is an injury that is intentionally inflicted upon a member.

Sexual Abuse is any contact of a sexual nature that occurs between a member and an adult or between two members. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other member.

Emotional Abuse is mental or emotional injury to a member that results in an observable and material impairment in the member's growth, development, or psychological functioning.

Bullying is one individual using force, coercion, hurtful teasing, comments, or threats, in order to abuse, aggressively dominate, or intimidate a second individual. Bullying is not a single experience but repeated and habitual behavior by an individual or group of individuals.

Neglect is the failure to provide for a member's basic needs or the failure to protect a youth from harm.

Safety & Abuse Prevention Training Requirements

The Boys & Girls Clubs of Yellowstone County requires every staff member to complete BGCA-approved child abuse prevention and response training prior to working with youth in any capacity. All staff members are required to complete the BGCA approved child abuse prevention and response training annually thereafter.

Code of Conduct with Members

The following policies are intended to assist staff and volunteers in making decisions about interactions with members. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

The Boys & Girls Club of Carbon County strives to provide each member with the highest quality daily experience, and we are committed to creating an environment for each member that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from the Club. Our Club will cooperate fully with law enforcement and other outside agencies if allegations of abuse are made that require investigation.

The Code of Conduct outlines specific expectations of Club staff and volunteers as we strive to accomplish our mission together.

1. Members will always be treated with respect.
2. Members will always be treated fairly without regard to race, religion, color, disability, national origin, orientation or family income.
3. Staff and volunteers will follow the Club's policies regarding contact with members outside of Club programs.
4. Staff and volunteers will adhere to uniform standards of displaying affection as outlined in this manual.
5. Staff and volunteers will avoid affection with any member that cannot be observed by others.
6. Staff and volunteers will not use profanity or tell off-color jokes.
7. Staff and volunteers will not discuss their sexual encounters with or around members or in any way involve members in their personal problems or issues.
8. Staff and volunteers will not date or become romantically involved with any member.
9. Staff and volunteers will not use or be under the influence of alcohol, marijuana, or illegal drugs in the presence of members.
10. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on Club property.
11. Staff and volunteers will not have secrets with a member(s).
12. Staff and volunteers will not stare at or comment on a member's body.
13. Staff and volunteers will not engage in electronic communication with members unless it is through authorized, Club approved platforms.
14. Staff and volunteers are prohibited from working one-on-one with members in a private setting unless authorized by Clubhouse leadership. Staff and volunteers are encouraged to use common areas when working with an individual member.
15. Staff and volunteers will not abuse members in any way including (but not limited to) the following:

Physical Abuse: hitting, spanking, shaking, slapping, unnecessary restraints

Verbal Abuse: degrading, threatening, cursing

Sexual Abuse: inappropriate touch, exposing oneself, sexually oriented conversations

Mental Abuse: shaming, humiliation, cruelty

Neglect: withholding food, water, shelter

16. Members are prohibited from engaging in the following:

Hazing

Bullying in any form

Derogatory name calling

Games of Truth or Dare

Ridicule or humiliation

Sexual activity

17. Staff and volunteers will report concerns or complaints about other staff and volunteers, other adults, or members to the:

- Program Director before going home, or
- Chief Executive Officer at 406-294-4518, or
- Anonymous Club Care Helpline at 866-607-SAFE

18. The staff and volunteers at the Boys & Girls Club of Carbon County are required by law to serve as Mandatory Reporters; therefore, all staff and volunteers will promptly report allegations or incidents of abuse to the proper local or state authority. In this context, promptly means as soon as safe and practicable but no later than the end of the employee's shift that day.

19. Staff and volunteers may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

Physical Contact

The Boys & Girls Club of Carbon County has established a physical-contact policy to promote a positive, nurturing environment while protecting members, staff, and volunteers from misunderstandings. The following guidelines are to be carefully followed by all staff and volunteers working with members:

Appropriate Physical Interactions	Inappropriate Physical Interactions
• Side Hugs • Shoulder-to-Shoulder hugs • Pats on the shoulder or back • Handshakes • High-fives & hand slapping • Verbal praise • Pats on the head • Touching hands, shoulders & arms • Arms around shoulders • Escorting young members by holding their hand	• Full frontal hugs • Kisses • Showing affection in isolated areas • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing child to cling to an employee's or volunteer's leg • Any type of massage by or to a youth • Any form of affection that is unwanted by the youth or the employee or volunteer • Compliments relating to physique or body development • Touching bottom, chest or genital area

Verbal Interactions

Staff and volunteers are prohibited from speaking to members in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with members. Staff and volunteers are not permitted to discuss their own sexual activities with members.

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
• Positive Reinforcement • Appropriate Jokes • Encouragement • Praise	• Name-calling • Discussing sexual encounters or in any way involving youth in personal problems or issues of staff and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks about the youth or his/her family • Harsh language that may frighten, threaten or humiliate youth

Discipline of Youth

Staff and volunteers are prohibited from using physical punishment for member behavior management. No form of physical discipline is acceptable. Staff and volunteers will have age-appropriate expectations and guidelines that minimize the need for discipline.

Staff and volunteers are *prohibited* from using the following techniques for discipline under any circumstances:

Inappropriate Discipline Practices	
• Hitting • Spanking • Shaking • Slapping • Using physical exercise as a consequence • Withholding food, light or medical care • Name-calling • Shoving	• Pulling hair or ears • Biting • Pinching • Shaming • Derogatory remarks • Ostracizing • Mechanical tape or rope restraints • Punishment for toileting accidents • Angry yelling

One-on-One Interactions

Most adult-on-child abuse occurs when an adult is alone with a youth. Our Club strives to eliminate these situations and prohibits private one-on-one interactions unless approved in advance by Clubhouse leadership.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions
• When meeting one-on-one with a youth, do so in a public place in view of others. • Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes. • If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by. • Inform other staff and volunteers that you are alone with a youth and ask them to randomly drop in. • Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Staff/Member Off-Site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put members, staff and Club at increased risk.

The Boys & Girls Clubs of Carbon County discourages our staff members from one-on-one interaction with members outside of Club programs and expects our staff members to limit off-site contact with Club members to:

- incidental meetings at public venues (i.e. stores, restaurants, entertainment venues),
- scheduled public events such as a member's sporting activity or school performances.

However, while we are committed to the safety of our members, we recognize our community is small, and staff members may either have children who attend the Club or have friends or family whose child(ren) attend the Club, and we expect a staff professional to disclose these relationships to their supervisor.

As an organization, we recognize specific situations resulting from these pre-existing relationships will, from time-to-time, lead to off-site interactions that do not fit the established expectations listed above. In these situations, with approval from a member's parent/guardian and notification of the employee's supervisor, the following forms of staff/member off-site contact are appropriate:

- Club members, along with other children attend parties for a Club staff member's child,
- A Club staff member's child(ren), along with other children attend another member's party,
- Family gatherings which involve Club members and their parents/guardians.

Volunteer/Member Off-Site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put members, volunteers and the Club at increased risk.

The Boys & Girls Club of Carbon County expects our volunteers to limit off-site contact with Club members to:

- incidental meetings at public venues (i.e. stores, restaurants, entertainment venues),

However, while we are committed to the safety of our members, we recognize our community is small, and volunteers may either have a child(ren) who attend the Club or have friends or family whose child(ren) attend the Club, and these relationships must be disclosed to a supervisor.

As an organization, we recognize specific situations resulting from these pre-existing relationships will, from time-to-time, lead to off-site interactions that do not fit the established expectations listed above. In these situations, with approval from a member's parent/guardian and notification of the employee's supervisor, the following forms of staff/member off-site contact are appropriate:

- Club members, along with other children attend parties for a Club volunteer's child,
- A Club volunteer's child(ren), along with other children attend another member's party,
- Family gatherings which involve Club members and their parents/guardians.

Electronic Communications

Staff and volunteers are prohibited from sending emails, text or other social media platform messages to members and/or replying to messages from Club members. If a member attempts to communicate with staff or volunteers via email, text or other social media platform, the staff or volunteer must immediately notify their supervisor.

Staff and volunteers should consider restricting access to their social media profiles and platforms to keep them private and inaccessible to Club members. Staff and volunteers with profiles on social media platforms may not request to be friends with members or approve friend requests from members.

At the Boys & Girls Club of Carbon County, any electronic or social media communication with Club youth will occur from a Club sponsored account, and all messages must be approved by a supervisor prior to being sent.

Gift Giving

Child predators routinely groom youth by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from parents. For this reason, staff and volunteers should only give gifts to groups of members, and only under the following circumstances:

- Club leadership is made aware of and approve the gift
- Each parent is notified of the gift

Member Supervision

The Boys & Girls Club of Carbon County is committed to providing a safe environment and as such, all Club activities shall always be under continuous supervision by an appropriate adult who is at least 18 years old.

Staff shall not:

- Use electronic devices such as cell phones while supervising members unless it is part of an approved program or activity.
- Leave their assigned group or program space without approval.

Staff shall:

- Ensure all youth are supervised by an adult staff member and that unused rooms will be secured.
- Strive to always maintain appropriate staff to member ratios.
- Abide by the Organization's one-on-one contact policy and strive to ensure at least three individuals are present when supervising members.
- Abide by the Organization's disciplinary policies and procedures.
- Be trained in appropriate supervision tactics and behavior patterns.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

Restroom Safety Policy

Boys & Girls Club of Carbon County is committed to safeguarding the health, safety and dignity of all persons who use a Clubhouse restroom and enforces the following restroom policy for members, staff, volunteers, and other adults.

The Club will designate a separate restroom for staff and other adults to ensure adults and minors never utilize a restroom at the same time. Additionally, all restrooms will be either

- A single user restroom or
- A multi-user restroom equipped with single stalls that can be secured from the inside.

The Club will ensure that restrooms are regularly monitored by designated staff to ensure cleanliness, functionality and safety to ensure that the restrooms meet the organization's standard of care.

- ***Cleanliness:*** means all restroom fixtures, hardware, accessories and surfaces within reach must be regularly cleaned.
- ***Functionality:*** means all restroom physical features are fully functional.
- ***Safety:*** means procedures for restroom usage, including how many children can use a restroom at the same time, and rules for conduct are established and enforced.

To ensure the safety of our members, staff, volunteers and guests while using the restrooms, it is expected that staff or volunteers observing unacceptable restroom conditions shall immediately notify Clubhouse leadership so corrective action can be taken.

Staff or volunteers observing inappropriate and unsafe conduct by members or adults shall intervene to stop the behavior and immediately report it to clubhouse leadership. All unacceptable restroom incidents shall be documented in compliance with the Club's Incident Reporting Policy.

Off-site Restrooms

During field trips, when using off-site restrooms at public facilities, a minimum of three Club members of the same gender will be escorted by a staff member, who will wait outside the main entrance of the restroom. Observation of inappropriate or unsafe conduct involving Club members off-site will be immediately reported to Clubhouse leadership and any additional authorities deemed appropriate by Club leadership.

Member Transportation Policy

The Boys & Girls Club of Carbon County is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club will only provide transportation from a member's school to the Club and to various approved off-site locations as part of the daily Clubhouse experience. The Club only transports youth in Club owned/rented/leased vehicles or when approved in advance a Club professional's personal vehicle. While no driver shall transport more individuals in a vehicle than the vehicle's maximum capacity, each driver is expected to take into consideration the variation in the size of members of different ages when determining how many members can safely and comfortably ride in each vehicle.

When transporting members or operating a Club owned/rented/leased vehicle:

Drivers shall not:

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

Drivers shall:

- Strive to ensure at least three individuals are present when transporting members.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club-related activity.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

Incident Management Policy

Boys & Girls Club of Carbon County is committed to responding to incidents that occur in the Clubhouses or during off-site activities with clear procedures and reporting policies. Club staff and volunteers must at a minimum report and document all safety incidents that might affect staff, volunteers, members, and others who visit our Clubhouses or participate in off-site activities.

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and above) and youth.
- Inappropriate activity between multiple youth.
- Allegations of abuse.
- Bullying behavior.
- Inappropriate electronic communication between adults and youth.
- Inappropriate electronic communication between multiple youth.
- Minor and major medical emergencies.
- Accidents involving physical injury.

- Threats made by or against staff, volunteers and/or members.
- Physical assaults and injuries.
- Missing children.
- Criminal activity.
- Other incidents as deemed appropriate by Club leadership.

Internal Incident Reporting

Any Boys & Girls Club of Carbon County staff member or volunteer who becomes aware of an incident, as defined in this policy, shall immediately notify Club leadership and document the incident in our member management system as well as complete any additional written reports required for the incident.

Minimum documentation must include:

- Date and location
- Incident details
- Names of all involved
- Witness and contact information
- All notifications made

External Incident Reporting

Boys & Girls Club of Carbon County follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws for the protection and safety of youth. Types of incidents that must be reported include but are not limited to:

- Inappropriate activity between adults (18 and above) and youth
- Inappropriate activity between multiple youth
- Allegations of abuse
- Any form of child pornography
- Criminal activity
- Children are missing from the premises.

BGCA Critical Incident Reporting

The Boys & Girls Club of Carbon County shall immediately report any allegation of abuse or potential criminal matter to appropriate law enforcement agencies, and shall also report the following critical incidents to Boys & Girls Clubs of America within 24 hours:

- 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 incident by a former employee or volunteer.
- 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.
- Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.

- Any major emergency involving a child, staff member or volunteer at a Club site or a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- 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, sexual misconduct, harassment, or exploitation against a volunteer or visitor.
- Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.

Incident Investigation

Boys and Girls Club of Carbon County takes all incidents seriously and is committed to supporting external or internal investigations of all reported incidents and allegations. Federal, state, and local criminal and/or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. Internal investigations are not a substitute for required criminal or child protective services investigations.

In the event an incident involves an allegation against a staff member, volunteer, or Club member, the Club shall immediately put that individual on paid leave or suspended until the conclusion of the investigation.