



Wakeman Boys & Girls Club (WBGC) is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person one-on-one meetings and communications between adult staff and minor staff and volunteers are never private.
 - Every communication (text, email, in person, and on phone) should include at least 3 participants, as defined as “Public Contact/Communication.”
 - For in person interactions, doors should remain open if a staff finds themselves in a one-on-one situation.
 - Staff can use phone or walkie talkie to alert other staff members of one-on-one situation.
 - Phone calls between staff and minor should be made with a third person in the room, ideally with the phone on speaker so the witness can hear both sides of the conversation.
 - If a member or minor initiates an email, text, etc. staff should respond with including a third person on the communication.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. All transportation of WBGC members must be in accordance with the WBGC's Transportation Policy.

Definition of one-on-one interaction

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

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - One staff member transporting one member in a vehicle.
 - Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.



- **Public** contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:
 - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
 - Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.
 - Modify staff schedules to ensure multiple staff are present.

Exceptions to policy

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by WBGC leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the WBGC could be a safety risk).
- If the Club participant is a child or sibling of a staff member or volunteer or the two persons had a relationship prior to joining the club and the relationship is disclosed to, and approved by, WBGC supervision.

Should exceptions need to be made, the WBGC shall have procedures in place to monitor interactions, including but not limited to:

- Immediately disclosing the meeting to WBGC leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction within 24 hours.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

Gift Giving and Off Duty Relationships

Employees and volunteers are prohibited from providing gifts to members, unless it is a food or beverages, or small token gifts, that are provided to an entire group of members that is engaged in a program. This does not apply to items paid for by WBGC funds through approved procedures. Also, employees and volunteers are prohibited from providing services, such as babysitting, to members under their supervision at the WBGC. An exception is made for pre-existing relationships prior to employment/volunteering. Employees/volunteers are required to make any pre-existing relationships known to their supervisor.

All Club employees are strictly prohibited from socializing with WBGC members while off duty except in circumstances outlined in the WBGC Child Abuse Prevention Policy.