
Emergency Procedures

Background

AVBGC is responsible for all after-school programs. AVBGC applied for, and received, grants to serve Members after-school. Grant monies were given to AVBGC to run after-school programs at elementary, middle and senior high schools. Because these programs are run on school sites and AVBGC has the responsibility for the grants, AVBGC must know when emergencies or other incidents happen. AVBGC must report emergencies and incidents to the school.

Reporting Procedures

All emergencies and incidents are to be reported to AVBGC Program Directors and Administration.

Staff will report to their Program Director who shall report emergencies and other incidents immediately to the School District and School office as well as provide a copy of the incident report through our online incident report form. These emergency/incidents might include: when 911 is called, head injuries, talk of suicide, lockdown, shooting, toxic spill, child abuse, harassment, fighting, and neighborhood disturbances.

In case of a major emergency such as an earthquake, or lockdown, all program staff will help the Site Coordinator in managing the emergency, which may include in-house sheltering. This may include providing water, toilets, food, and sleeping facilities until every child is picked up.

All after-school or before-school staff may not leave unless released by an authorized official until the conclusion of the incident. This may take hours or possibly days. The basic Incident Command System includes Operations, Planning and Logistics sections. All decisions will be coordinated through the Director of Operations, to the Site Coordinator.

Member Release During An Emergency

Members may only be released to authorized persons who have been listed on their membership application (with ID verification) at a designated release location, and time. It is the site employees' responsibility to keep accurate kid counts and follow-through with the appropriate check-out process.

Unattended Child

Adult personnel must take steps to ensure the safe protection of children. AVBGC employees and agency staff must address the safety of any child left unattended at the close of after-school programs. AVBGC Programs are responsible for members on campus whether they are participating in a program or are unattended. AVBGC staff will address the needs of unattended children who are not enrolled in agency programs. In the absence of on-site Youth Services staff, AVBGC staff must supervise children. Contact must be made to the parent, appropriate AVBGC Office, school administration or authorities as needed.

Agency staff is responsible for enrolled Members in their program until they are picked up by a responsible, authorized adult. An AVBGC Supervisor/Worker will remain on the site to assist and support agency staff until all unattended children are reunited with their parents/guardians. AVBGC Site Supervisors can be contacted for assistance, if needed.

Procedure:

1. Contact all listed phone numbers on a child application in an attempt to reach someone to pick-up the child. Continue calling every 10 minutes until someone can be reached.
2. Call the appropriate AVBGC Program Director to inform them of the situation and to provide

assistance. (Do not contact the school office regarding a Club matter until you've been directed by your Program Director). Program Directors will contact the appropriate school staff.

3. Indicate site, name of child, age and telephone number you are calling from when you make the call.
4. If you contact AVBGC Office, continue to call every 15 minutes until the child is picked up by parents or child protective agency.
5. After one hour after closing time and the child has still not picked-up by the parent or guardian (and you have not reached a parent or guardian), call the local law enforcement agency and ask that they "pick- up the unattended child at the school." Ask for an estimated time of arrival. – ***With Program Director Approval***
6. Closing Staff is to remain until law enforcement arrives, make a copy of the child's emergency card for the officer. Do not give the original emergency card to the police.
7. When the child is picked up by the police, document the name of the officer and his badge number. A sign should be posted at the pick-up gate to notify the parent/guardian of the child's location (if no parent contact is made). ***Do not write the child's name on the sign.***
8. Before and then after the child has been picked-up by the police, call the AVBGC Program Director and the School Office and give them the name of the child, school, age, address and telephone number of the police station where the child was taken.
9. The Program Director or Director of Operations will contact the principal/school admin.
10. At no time should a staff person isolate themselves with one or fewer Members. Keep doors open and/or remain outdoors and in the view of other people.

Local Law Enforcement Contacts - TO BE POSTED AT EACH Club LOCATION:

Sheriff – Palmdale (661) 272-2400, Lancaster (661) 948-8466, Mojave (661) 824-7130, Cal City (760) 373-8606

Fire Department – Palmdale (661) 947-8700, Lancaster (661) 946-047, Mojave (661) 824-4581, Cal City (760) 373-4841

Department of Child and Family Services – Palmdale (661) 223-4200, Lancaster (661) 951-4106, Kern County (661) 824-7500

California Highway Patrol – (661) 948-8541

Mandated Reporting Hotline (800) 540-4000

Animal Control - Palmdale, (661) 575-2888, Lancaster (661) 940-4191, Kern (661) 868-7100

Poison Control - (800) 222-1222

Earthquake Drill Procedures

An earthquake is signaled when moderate or intense shaking of the ground occurs. If inside, do not attempt to leave the building. Staff and members are to take cover under a heavy desk, table, or against an inside wall. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. Assume "drop, cover, and hold on" position.

How to Drop, Cover, Hold On:

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand
 - If a sturdy table or desk is nearby, crawl underneath it for shelter
 - If no shelter is nearby, crawl next to an interior wall (away from windows) · Stay on your knees; bend over to protect vital organs
- **HOLD ON** until shaking stops

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

Specific Situations:

In a classroom Drop, Cover, and Hold On. Kitchens, laboratories or other settings may require special considerations to ensure safety. Members should also be taught what to do at home or other locations.

Indoors Drop, Cover, and Hold On. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. However, do not try to move more than 5-7 feet before getting on the ground. Do not go outside while shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor: bend forward, Cover your head with your arms, and Hold On to your neck with both hands.

Outdoors Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then Drop, Cover, and Hold On. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

In a stadium or gym Lean over as much as possible if seated in the bleachers, then Cover your head with your arms (as best as possible), and Hold On to your neck with both hands until shaking stops. Then walk out slowly, watching for anything that could fall during aftershocks.

Persons with disabilities If an individual has difficulty getting onto the ground, or cannot get back up again without the help of a caregiver, then follow these recommendations:

- For individuals with a cane: follow the Drop, Cover, and Hold On instructions on the previous page, or sit on a chair, bed, etc. and cover your head and neck with both hands. Either way, keep your cane near you so it can be used when the shaking stops.
- For individuals that use a walker: LOCK your wheels (if applicable) and carefully get as low as possible. If your walker has a seat, sit and COVER your head/neck with your arms, a book, or a pillow. If there is no seat, try to get down with your head lower than the top of the walker. Bend over,
- then HOLD ON until the shaking stops.
- For individuals that use a wheelchair: LOCK your wheels. COVER your head and neck with your arms, a book, or a pillow. Bend over and HOLD ON until the shaking stops.

When shaking stops, look around to make sure it is safe to move. Site / Program leads must follow these evacuation procedures:

- Obtain Emergency Bag and take it to the Evacuation Area
- Check for injuries and/or trapped individuals in the room. Assure trapped students that help will be forthcoming. Do not move seriously injured persons unless they are in immediate danger of further injury.
- After checking for blocked exits and hazards immediately outside the room, give command to evacuate. Follow the pre-established evacuation routes (see Evacuation Map posted near exit) or an alternate if the primary route is unsafe. Evacuate all students who can't be moved to designated staging/assembly areas. Leave classroom doors open.
- In the assembly area, take attendance using daily attendance folders or class rosters located in red emergency bags to account for each child.
- Students from another classroom other than your own are to remain with your class until given permission to rejoin their class.
- Keep students in orderly and silent lines. Do not allow anyone to re-enter buildings. · Report missing or injured students to the Incident Command Center.
- Administer first aid, if necessary.

Fire Drill Procedures

Once a month each site will conduct an emergency fire drill. This will be conducted by the Site Coordinator with the assistance of any staff on hand during that time. Each site will have a posted evacuation route at the front desk area (or a specific location within the classroom), and will refer to that when teaching the kids how to evacuate

in case of emergency (should be mirrored to the school procedures.) Each site will keep current membership applications on file in a travel size tote container, or folder; they will be responsible for taking this file , along with the emergency kit outside with them in case of an emergency. Emergency books should be on site at all times, within reach and in each area AVBGC operates.

What to have:

- Have a quick print list of kids in attendance for each day (sign in sheet).
- Have whistles for each staff person.
- Each staff person should have a radio, and cell phone at all times (personal phone should be used for emergencies only).
- Know where each fire extinguisher is located and how to operate properly.
- Have a pre-planned escape route printed and taught to the kids in monthly fire drills (school policy).
- Have access to current applications with emergency contact numbers, easily removed from site in case of fire or emergency (emergency kit).

Procedure:

- Locate emergency supplies and procedures. (School sites should mirror the school emergency procedures).
- Staff must immediately gather their entire group, verify kid counts and evacuate to an empty field or lot clear of the building.
- Keep students in orderly, silent lines. Once outside do not allow anyone to re-enter buildings.
- The Site Coordinator should be free at all times in order to inform each staff member of what is taking place and assist as needed. Radios should always be utilized to maintain ongoing communication with other groups. .
- Site Coordinators and support staff are to ensure each kid is accounted for (Staff are expected to do a headcount periodically, and be aware at all times of the number of children they are supervising).
- Site Coordinators will do a sweep, and roll call to be sure kids and staff are also accounted for by name.
- Calls are to be made in the following order to Emergency personnel, Program Directors, parents. Program Directors must contact the Director of Operations once notified, DOO will then contact school admin.
- Children are to be kept contained and engaged until an approved parent/guardian picks them up. It is important that we keep ourselves, as well as our members calm and comfortable during a stressful situation.
- Staff must limit responses to parents during incidents. Allow the Site Coordinator, or Program Director to update parents on a situation with only the necessary information.

Lockdown Procedures

A lockdown can serve several functions during an emergency. If presented with a threat, staff should follow the below lockdown procedures. A threat may include an outside intruder, any individual displaying inappropriate or intimidating behavior (including parents or guardians), a shooting, fight, or neighborhood disturbance, etc.

- Call 911, or other appropriate authorities. If you are in doubt, call 911. It is always better to be on the safe side.
- At the same time, staff should be gathering all members into the classroom(s) and locking doors once all members and staff are accounted for. As a reminder, school gates should be locked at all times.
- Move away from windows and doors. Keep students on the floor with the lights off. Keep students as quiet as possible.
- The Site Coordinator should be free at all times in order to inform each staff member of what is taking place and assist as needed (including gathering kids who may not be in their group). Radios should only be utilized when sound will not draw unwanted attention to your group. Shut off as needed. During lockdown situations, staff correspondence should take place over the phone or silently (text) as needed.
- Site Coordinators and support staff are to ensure each kid is accounted for (Staff are expected to do a headcount periodically, and be aware at all times of the amount of children they are supervising.)
- Site Coordinators will do roll calls to be sure kids and staff are also accounted for by name (by phone or radio if groups are in separate rooms.)

- Staff and kids are to remain on lockdown until notified by authorities, school admin, or the Program Director who will determine that the threat has been cleared. Ignore fire alarm activation.
- Once given an all clear, children are to be kept contained and engaged until an approved parent/guardian picks them up. It is important that we keep ourselves, as well as our members calm and comfortable during a stressful situation.
- Staff must limit responses to parents during incidents. Allow the Site Coordinator, or Program Director to update parents on a situation with only the necessary information.
- SCRIPT: If you get calls, tell families protective measures are in place and reaffirm that children are safe. Instruct parents/guardians not to come to the school, and that a follow up call will be placed when the lockdown ends.

Site Coordinators are to present their evacuation/fire/lockdown drill plans to staff meetings regularly for updating and or discussion.

ON-SITE PROGRAM PROCEDURES & EXPECTATIONS

Supervision and Facilities Policy

SUPERVISION:

The Antelope Valley Boys and Girls Club is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 or over) is present when supervising members.
- Must always maintain proper supervision ratios and maintain line-of-sight supervision.
- Must never leave program spaces unattended, even for short periods. If a personal emergency arises, another authorized staff member must be notified to cover the space.
- Must never delegate supervision to junior staff or volunteers without prior approval from Club leadership.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents, safety concerns, inappropriate behavior, or student/staff misconduct. (e.g., low staffing, aggressive behavior, restroom misuse, etc.)
- Must ensure to be actively engaged with youth members at all times. (e.g., maintain active supervision of all assigned youth at all times, including proper positioning, visual scanning, and movement throughout the workday.)
- Prohibited from taking naps or sleeping during their scheduled shift.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

Failure to report supervision concerns or critical incidents in a timely manner may result in disciplinary action up to and including termination.

RESTROOM USAGE:

The Antelope Valley Boys and Girls Club 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.
- When using restrooms at public facilities during field trips, a minimum of three youths will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING:

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain authority supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.

- Document, in writing, restrooms conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

ENTRANCE AND EXIT CONTROL:

- All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.
- All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.
- Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION:

- All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.
- All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.
- Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK:

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

Snack & Meal Program

Order snacks from Program Director (NOT ALL SITES)

- Adjust orders according to participation, seasonal needs and /or special events, etc. to avoid excessive leftovers. A minimum of one week's notice must be given for adjustments.
- The number of Members served snacks/meals cannot exceed the number of Members in attendance.
- It is the employee's responsibility to track the inventory of snacks.
- Staff must comply with all Food Service /HACCP Handling Procedures

Student Wellness Policy

Purpose: The Antelope Valley Boys & Girls Club (AVBGC) is committed to ensuring the health and well-being of all students in our care. This policy outlines the procedures staff must follow when a student is feeling unwell while attending our program.

Policy: When a student reports feeling unwell, AVBGC staff will take the following steps to ensure their safety and comfort:

1. Assessment & Nurse Consultation

- If a school nurse or other qualified medical personnel is available, staff will contact them for an assessment of the student's condition.
- Staff will follow the nurse's recommendations regarding the student's ability to continue participation in the program.

2. Parental Notification & Student Accommodations

- If the nurse determines that the student should go home, staff will contact the student's parent or guardian for pickup.
- If the student cannot be picked up immediately, they will be provided with a quiet and comfortable space to rest until a parent or guardian arrives.

- If the student is deemed well enough to return to the program, but still requires a quieter environment, they will be offered a quiet space to regroup before rejoining activities.

3. **Commitment to Care**

- AVBGC does not turn away students who are feeling unwell, as they are expected to remain safely in our care after school until a parent or guardian can pick them up.
- Staff will provide appropriate supervision and support while ensuring the student's comfort and well-being.

Implementation & Review

All AVBGC staff members will be trained on this policy to ensure consistent implementation. This policy will be reviewed periodically to align with best practices and the needs of the students and families we serve.

Prohibition of Private One-on-One Interaction Policy

The Antelope Valley Boys and Girls Club is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all on-on-one interactions between Club 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 meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur at Club Sites. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit sites.

GENERAL INCIDENT DESCRIPTION:

Safety incidents can include but are not limited:

- 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.

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 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:

The Antelope Valley Boys and Girls Club 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 limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

INCIDENT INVESTIGATION:

The Antelope Valley Boys and Girls Club takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

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.

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 by a youth towards another youth at a Club site or during a Club-sponsored activity.
- b. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- c. 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.
- d. 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.
- e. Any failure to comply with requirements set forth by child care licensing agencies or organizations.
- f. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- g. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- h. 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.
- i. Negative media attention that could compromise the reputation of the Member Organization of the Boys & Girls Club of America brand.
 - j. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Technology Acceptable Use Policy

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 Cub 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: 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: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

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

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

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication 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;
- 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: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, the Antelope Valley Boys and Girls Club 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. The Antelope Valley Boys and Girls Club 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 the 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 Antelope Valley Boys and Girls Club's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for the Antelope Valley Boys and Girls Club to monitor or enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable

Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Antelope Valley Boys and Girls Club 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 Antelope Valley Boys and Girls Club 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 AND VOLUNTEER USAGE:

Before a staff member can use Club technology equipment or a personal device, he/she 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:

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 Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff may not use 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: The Antelope Valley Boys and Girls Club 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 undergo disciplinary action up to and including termination.

Loss and Damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at

large are not responsible for the security and condition of the staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

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

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she 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: The Antelope Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse 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. The Antelope Valley Boys and Girls Club reserves the right to monitor communication and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff and 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 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.

Transportation Policy

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

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles/
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in the vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

VEHICLE:

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

SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway

and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.

- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

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 recover from an emergency.

Emergency Operations Plan Policy

EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs 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 (tornado, flooding, hurricane, etc.)
 - Lockdown (for interior or exterior threat)
 - Bomb threat
 - Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members.
- Developed and shared with local first responders, such as fire departments and law enforcement agencies.

EOP ANNUAL REVIEW

The Antelope Valley Boys and Girls Club 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 AND CPR TRAINING

The Antelope Valley Boys and Girls Club maintains a minimum of one CPR or first-aid-trained staff on site during all operating hours when members are being served.

Volunteers/Visitors

All volunteers and visitors must have prior approval from the Volunteer Coordinator and/or the Program Director to be on-site. Inquiries regarding Volunteering for the AVBGC should be directed to the Volunteer Coordinator for screening and placement. Club Employees do not have the ability to approve visitors or volunteers without confirming with their supervisor and following the proper volunteer processing procedures.

Assigned volunteers are expected to adhere to all of the rules and safety policies outlined in the Volunteer Application, including youth volunteers/visitors. Club Employees are responsible for understanding and implementing these policies for all potential volunteers/visitors. School volunteers/visitors who extend their stay into the after-school program are expected to follow these same procedures.

Playground Rules

- Follow all school rules.
- Always treat others with respect.
- Choose nice and respectful words when speaking to others.
- Always keep your hands and feet to yourself.
- Play only in designated areas on the playground. No children are to play behind or between buildings or anywhere where they are not visible by Club staff.
- Playing is never allowed in the restrooms. Please clean-up after yourself when finished using the restroom.
- Climbing of fences, poles, trees or buildings and throwing of rocks is never permitted.
- Bicycles, skateboards, skates, rollerblades, and scooters are not to be used on any part of the school grounds. Please walk them on or off campus.
- No sitting on playground balls or tetherballs.
- Benches and tables are not to be stood on or moved.
- No playing in bare feet, socks, or sandals.
- No Free Play – Always use structured activities.

Be Safe – Play Fair – Have Fun

Classroom Management Plan

Prevention:

- The best way to prevent concerns/behavior issues at the Club is to keep members informed and engaged at all times.
- Club Members should be aware of Club Rules and given reminders when needed. This means all Staff must also be well informed on Club Rules and School Policies, when necessary.
- Children's attention may wander if they are not motivated or interested in the activities we are offering. Make the proper adjustments to be sure members are always having a great time while at the Club.
- Be a role model for the behavior you expect to see within your group of members.
- Use your weekly Program Plan guide to reference age appropriate activities and be sure you are fully prepared for the day before students arrive at the Club.
- Always be clear with expectations and directions for members during the day. The less you allow for "downtime", the less our members will

Understanding:

- As youth workers, it is extremely important that you understand that a child's needs will vary.
- When possible, work on understanding why a child might present difficult behavior or reluctance to listen. These issues may stem from other concerns and it is our role to provide as much support as possible to each of our members.
- When possible, allow parents/caregivers to provide insight on positive approaches and successful tools that work for their child.
- For ongoing issues, notify your Program Director to initiate an individualized strategy.

Implementation:

- Use fun tools that help gather members' attention when needed "class, class", "the clap", "waterfall" (can be found in AVBGC Program Plans/BGC Back pocket Guide)
- Never move forward with an activity or discussion until you have gathered the attention of your entire group. Discuss why you are waiting for everyone's attention.
- When presented with disruptions, use positive responses when asking members for their attention.
- When possible, remove the child from the group setting to discuss expectations and understand their behavior
- If issues with a particular member persist, discussions with the Site Coordinator, Supervisor and parents should take place.
- When necessary, the implementation of an individual behavior/support plan can be used.

Positive Reinforcement:

- Point out positive behavior whenever possible.
- Provide encouragement to ALL members, regardless of past behavior issues. Small progress is a big deal.
- Utilize reward strategies for members such as “treasure box” & “Junior Staff”. Resources can be referenced in the Program Plan.
- It is always important to ensure that every member feels safe and heard while in our programs. Always offer opportunities for members to share ideas and their thoughts on the programs we offer.
- Circumstances between each member may vary. Do your best to understand the behavior before providing redirection.
- Use kind words not only in your group setting, but also with co-workers and school staff to help set the standards of Club Representation.

If you are ever unsure of how to approach a situation or gain proper respect & attention of your group, please reach out to your Program Director for guidance.

Keys & Closed Campus Policy

- School keys should only be issued to Club Staff who have been approved by the district to receive keys.
- Always keep school keys on your person, not on a table.
- Do not take school keys home, unless assigned otherwise.
- Never give school keys to a Member.
- Doors should always be locked when leaving a classroom
- All school campuses have a “Closed Campus Policy”, meaning all school gates must remain locked while not in use for safety purposes.

General Club Rules (For Club Members)

The following rules are intended to promote Club safety and provide a positive environment for all Club members. It is our goal to provide support and guidance to all of our members before implementing citations, suspensions or removals. Failure to follow the rules may result in a 1) verbal warning, 2) time-out 3) written apology & citation 4) suspension from Club and activities, 5) suspension & parent interview required for return and 6) Removal from program. Policies may be adjusted to take into consideration the severity of each situation and may not follow the exact guide above. Obtaining 3 or more citations may result in the removal of your child. If requested, a parent/guardian must attend a meeting with the Site Coordinator and/or Program Director to discuss the matter. Re-entry into the program will be based on a limited time return for the following school year which will be reviewed and determined by staff and supervisor.

***Breaking any of the following Club rules may result in immediate removal from the Program.
ZERO TOLERANCE FOR VIOLENCE - ZERO TOLERANCE FOR BULLYING**

1. School Rules supersede any Club rules IF AT School Site!
2. No Profanity, foul and inappropriate language.
3. Absolutely no physical and/or verbal confrontations or intimidating behavior.
4. No Cameras, Cell Phones or Electronic devices in Club areas – put it away or leave it at the front counter.
5. No backpacks carried around Club areas – leave in designated space.
6. No Drugs, Tobacco, and/or Alcohol.
7. No Gum and/or Sunflower Seeds.
8. No Yelling, Screaming, and/or Running.
9. No Excessive Baggy, Obscene Gestures/Content, or Paraphernalia Allowed on Clothing.
10. No Weapons allowed of any kind.
11. No Improper Misuse of Club Equipment is allowed. Parents will be responsible for replacing any type of equipment that has been damaged or broken by their child.
12. No Vandalism.
13. You must clean up after yourself. Throw all trash away in the trash cans.

14. Respect all Staff and Club Members.
15. All Club members must be picked up from AVBGC at the closing time or when otherwise noted. Late fees may apply. See Parent Handbook for details.
16. If you are suspended from school, you are also suspended from The Boys & Girls Club. You may not enter the building during the suspension period.
17. Food is allowed ONLY in designated eating areas.

General Member Discipline Actions

1st Infraction (mild) Conversation & Reflection time – No more than 5 Minutes

2nd Infraction (mild) – Conversation, written apology and reflection time

This may include 1st time infraction (citation) if a Member has excessive issues.

3rd Infraction – Conversation, phone call to parent & sent home for the day with a citation. Three citations can result in removal from the Program depending on severity of the situation. Must have supervisor approval.

4th Infraction – Suspended (depending on incident up to 3 days – **MUST HAVE PROGRAM**

DIRECTOR APPROVAL

- Mild conversation regarding timeouts and repercussions should occur between staff, member and parent.
- Citations should be filled out/signed and a copy sent home with the parent. (Club copy goes in member file)
- Face to Face or phone conversation occurs with a child being sent home for the day or suspended.
- Parents should be contacted immediately if their child is involved in any Club incident.
- Suspension form is filled out and signed by both child and staff person for each suspension. One copy goes home with the child/parent; another copy goes in the member's file.
- Suspensions **MUST** have prior approval from the Program Director.
- Members are never to be sent home without contacting the Program Director, and parent/guardian.
- Members are never to be sent home to an empty house.
- Zero Tolerance for Violence or Bullying.
- Infractions that include physical or mental threats will be treated on a case by case basis.

***Please note: it is our goal to provide positive reinforcement for any child displaying a difficult behavior. It is crucial that all staff explain the situation in order to calm the child and provide the best possible advice to produce a better outcome moving forward. We do not 'yell' or scold a child for their actions. Excessive difficult behaviors should be discussed with your Program Director.

Infractions that include violence or bullying:

- Case by Case and WITH PRIOR PROGRAM DIRECTOR APPROVAL
- Suspended until further notice upon review by the Executive Director.
- Parent may be required to meet with the Executive Director before readmission.
- Schools Site Suspensions and Expulsions will be handled on a case by case basis beyond the standards listed above. **Sites are not empowered to expel or extend suspensions beyond 3 days without prior administrative decisions.**

This set of standards may vary depending on the attitude of the child/parent and the severity of the infraction. Threats of bodily harm, bullying or vandalism are to be dealt with seriously and may be handled up to and including immediate removal from the program.