



STAFF BOUNDARY POLICY STATEMENT

Our organization intends to foster a Club culture that is free of sexual intimidation or abuse, encouraging healthy interactions between all persons. Our organization's first and last priority is always the protection of the emotional, physical, and mental well-being of the children entrusted to the Club.

Introduction:

It is very important to understand and establish healthy boundaries between staff and our members. While our organization trusts our staff will behave appropriately with members, it is important to be mindful that some behavior and/or language can violate the necessary distance that must be always maintained between adults and members.

Good boundaries are the result of adult awareness and introspection. The good intentions of staff are not enough to protect them from an appearance of impropriety. Adults must ask themselves not only, "What do I intend?" but, "How might this look to someone else?"

Staff must always be mindful of their behavior with members of their own gender as they are of those of the opposite gender. Staff must be conscious of how they always appear to a member. These admonitions in no way are meant to encourage staff to be aloof, distant, or uncaring. Kindness, concern, and warmth can be properly conveyed without ever "crossing the line" of propriety.

General Guidelines:

In general, to protect members and to protect staff.

- It is the staff's job to build and maintain proper BOUNDARIES (not barriers) with members.
- Be as mindful of boundaries with members of the same sex and/or opposite sex.
- Members are not our peers, our siblings, or our children.

Media, Email, and the Internet:

- Staff members are not permitted to have any material on their Club computers that could be considered unprofessional, inappropriate, or unwholesome.

- Sexually explicit or provocative material does not belong on any computer in the Club.
- Members may communicate with staff only via their Club e-mail addresses.
- Personal or home e-mail addresses of Club staff should not be shared with members.
- Home or personal e-mail accounts should not be used to communicate with members.
- The content of such e-mail communication should pertain to Club matters only. The content of any reply by staff to a member's e-mail should be of a professional, appropriate, and wholesome nature.
- Instant messaging and/or chat sessions between staff and members are strictly forbidden.
- Staff members may not share any magazines, literature, photos, videos, or music with members that would generally be considered unwholesome or "adult." These same "adult" materials should not be present on Club premises.
- Personal photos in staff offices should be of appropriate content.

Cell Phones:

- Members may never communicate with staff via the staff's cell phone.
- Personal cell phone numbers of Club staff should not be shared with members.
- Personal cell phones should never be used by staff to communicate with members.
- Text messaging between staff and members is strictly forbidden.

Physical Contact:

- It is advisable for staff to express themselves to members without physical contact. Verbal expressions of approval and encouragement are emotionally satisfying to members.
- Physical contact between staff and members through athletic activities must be Club supervised. (No wrestling, unless it is a Club supervised, monitored activity.)
- A side-hug, a pat on the back, or placing arms around the shoulders of a member, when appropriate, should be done only in public or plain view of others.
- Do not let members hang on you or sit on your lap.
- Do not lift members.
- No pats on the buttocks, no back rubs, massages, or any other similar touching.

Verbal and Emotional Contact:

- Staff is reminded that anything they say can come back repeated by others and may cause embarrassment.
- Language of a sexual, vulgar, or provocative nature or in a teasing, deriding, or sarcastic tone has no place in the Club.
- Staff personal information should never be shared with Club members.
- Personal relationships between staff or members should not be shared with members.
- As a rule, we should not discuss our love life, sex life, romances, or any other deeply personal information with members.
- Staff should not share their home telephone number with a member. The only circumstance in which members should have and make use of a staff member's phone number should be in the context of Club activities or athletics.
- Staff should not call members at home or allow members to call them at home for social purposes.
- Phone conversations of a social nature between members and staff should not take place.

- If it is necessary to phone a member, it should be in direct relationship to Club matters and should be made from a Club phone.

Off-Campus Contact:

- On occasion, staff and members have contact beyond Club grounds and for activities not related to Club activities. For example, members may be asked to babysit and perform home repairs or maintenance chores and staff may be asked to tutor. In such instances, when the activity is not Club sponsored, the Chief Professional Officer must be notified.
- Staff members should not entertain members in their home without the presence of other adults, the knowledge and approval of the parent or guardian of the member(s) and having first notified the Chief Professional Officer.
- Staff should not enter the home of a member without the presence and approval of the member's parent or guardian and of the Chief Professional Officer.
- Staff shall not invite members to accompany them to any social event.

The Appearance of Impropriety:

- There should be few, if any, instances when staff must be alone with a member.
- When staff is conferring with a member, the office or room door must always be open even if the member wishes to speak in confidence.
- Do not let members wear your clothes or have access to your personal belongings.

Transportation:

- Staff may not drive a member alone in a vehicle.
- Staff may not drive a member home from the Club under any circumstances.

Secrets/Confidentiality:

- If a member asks a staff member not to reveal a secret, the staff member should advise the member that in some instances they may be required to reveal the secret especially if the secret carries potential harm to themselves or others in which case the staff member must reveal it to the proper authorities.

Accusations of Impropriety:

- Record keeping is a necessary means of protecting all staff and members. If you are accused of impropriety or are a witness to an incident that is the basis of such an accusation, write down all details (Date, time, who was present, who said what, who did what?) before memory fades in an Incident Report.
- Staff holds positions of great responsibility, and their first obligation is to members, who are entrusted to their care. During an investigation into accusations of impropriety, we must never withhold information or provide false or misleading information out of loyalty to a friend or co-worker.

Employee/Volunteer Printed Name	Date
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Employee/Volunteer Signature	Date
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