Introduction

Boys & Girls Clubs of Greater San Diego (BGCSD) is committed to the young people we serve. Each and every day, our staff are changing lives through the guidance they give and the quality programs they deliver. The most important thing we do is provide a safe environment for our Club members. If the Club is not safe, nothing else we do will matter.

Safety is our top priority and is everyone’s responsibility. It does not matter what your position is with the organization. Whether you are a bus driver, membership clerk, program leader, support staff, senior manager or branch manager, safety of our staff and members should always be a priority and we must always be aware of potential danger that may arise.

Staff SHALL:

1. Have everyone (parents, vendors, guests, staff and members) enter and exit the building through a main entrance. Additional exits should be locked to the outside.
2. Start your day with an inspection of the Club and your work area. Look for any hazards or potential safety issues and deal with them accordingly.
3. Be aware of your surroundings at all times. Pay attention to who is entering the Club or your area. Greet all adults and confirm that they are authorized to be there.
4. Communicate any concerns you have with your supervisor and co-workers.
5. Remain calm in all emergencies.
6. Keep the safety of all members a top priority. A medical emergency might be effecting one member, but don’t forget that all other members still need supervision. Whenever possible, move members away from the affected area.
7. Post critical numbers by all phones so that anyone can quickly locate and contact the appropriate authorities and senior managers.

Additional Resources:

- Emergency Preparedness & Prevention Binder
- Monthly Safety Topics
- Employee Handbook
Restroom Usage

BGCGSD is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers and other adults.

Restrooms shall be regularly monitored by designated staff. Monitoring includes walk-through and inspections.

Staff SHALL:

1. Only use designated adult restrooms if available. Should separate restrooms be unavailable staff shall use a private stall in a restroom locking stall door behind them.
2. Intervene and notify Club leadership should inappropriate conduct be observed.
3. In addition to notifying Club leadership as noted above; inappropriate conduct observed shall be documented in writing on a Club incident or accident report and provided to the observer’s direct supervisor immediately upon completion of the report. All incident and accident reports must be submitted as soon as practical/possible.

Staff observing unacceptable restroom conditions SHALL:

1. Immediately notify Club leadership to have restroom cleaned, sanitized and or/repaired.
2. Complete a Facility Repair Request and submit it to the Director of Facility and Maintenance.
Appropriate Boundaries/One on One Contact

Club staff/volunteers are in their current positions because they genuinely care about kids and want to help the Club create a positive and safe environment for our members. Staff/volunteers may have the best of intentions, but it is easy for the lines between staff, authority figure and friend to become blurred if one is not careful. The following policies are in place to protect the staff, volunteers and our members.

Staff shall NOT:

1. Be present when children are dressing.
2. Become intrusive or curious more than is necessary to monitor the health and safety of the member.
3. Allow Club members or visitors into private staff areas or parts of the facility that are not used for Club programs.
4. Exchange personal contact information with members.
5. Have a private meeting or communication with a member away from the Club. This includes in person meetings and virtual communications such as texting, video chat and social media.
6. Will not take pictures or videos of members without authorization from management.

Staff SHALL:

1. Respect the privacy of the child.
2. Protect your own privacy.
3. Use discretion about what you share with Club members and avoid details when discussing sensitive issues of your private life. Children are naturally curious and often ask personal questions about boyfriends, girlfriends, personal relationships, and sexual activity. Also, it is not unusual for children and youth to develop “crushes” on staff. These feelings, coupled with a natural curiosity, may engage a wild imagination and personal fantasies.
4. When alone with a child or youth, keep in view of others.
5. If you need to meet with a young person alone, do so in a place that is well away from the ears of other, but in view. Go outside (where people come and go) or to the far end of the pool or gym. Do not use private rooms with the door closed (unless there is another staff or parent present). You may need to provide more privacy in exceptional circumstances, i.e., if a child is making disclosures about abuse for example. In these cases, your supervisor should be made aware of the situation immediately.
6. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented on an incident/accident form and submitted to their supervisor immediately.

Staff shall immediately inform their direct supervisor or other Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.
Supervision

Club activities should be under continuous supervision by an employee of the BGCGSD and should maintain reasonable ratios when supervising youth. The recommended ratios for the organization are as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Adults</th>
<th>Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Camp</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Drop-in/After School</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>Swimming</td>
<td>1 Lifeguard and 1 Adult</td>
<td>15</td>
</tr>
<tr>
<td>Overnight</td>
<td>1 (with minimum of 2 adults)</td>
<td>10</td>
</tr>
<tr>
<td>Teams</td>
<td>1</td>
<td>15</td>
</tr>
</tbody>
</table>

✓ Child Development follows the ratios set by the state of California Child Care Licensing Program.

BGCGSD is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an employee at all times. Below are the staff standards for supervision.

Staff shall NOT:

1. Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members.

Staff SHALL:

1. Abide by the Organization’s one-on-one contact policy.
2. Abide by the Organization’s disciplinary policies and procedures.
3. Ensure at least three individuals are present when supervising members.
4. Maintain proper ratios whenever possible.
5. Be trained on appropriate active supervision tactics and behavior patterns.
6. Ensure that all volunteers are in the presence of a staff member.
7. Immediately notify their supervisor and/or submit an incident/accident report detailing supervision issues or incidents.
8. Have attended Active Supervision training.
Transportation

The purpose of the transportation program is to provide safe transportation of Club members. BGCGSD adheres to all CHP regulations regarding vehicles, drivers and safety procedures. Each vehicle used in this program has received California Highway Patrol Certification and each driver has a Youth Bus or School Bus Certification.

Staff shall NOT:

1. Transport members or teen volunteers in personal vehicles.
2. Use electronic devices such as cell phones or other communication devices while driving any club vehicles.

Drivers SHALL:

1. Only transport members in official club vehicles.
2. Immediately notify Club when there is a one on one situation.
   a. In the event a driver arrives at a school with only one member to transport, creating a one on one situation they will notify club that member attends and notify them before proceeding to next school pickup.
3. Perform and document daily Pre-Trip inspection on any club vehicle they are driving and report any issues to Transportation Coordinator.
4. Maintain an updated roster of all members picked up and dropped off.
5. Immediately notify club if there is any delay or issue while transporting members to and from the clubhouse or during club related activities.
6. Notify club and submit written reports detailing issues or incidents involving transporting members to the clubhouse or during club related activities.
7. Deliver licensed child care members to licensed child care staff identifying each member by name, number of members and make sure staff acknowledges count and names.
8. Walk the entire length of vehicle from front to back prior to departing and securing vehicle in bus yard.
9. As of 5/26/2018 all BGCGSD vehicles used to transport members are equipped with a Child Safety Alert System which requires the driver to walk to the rear of each vehicle and reset the system anytime the vehicle is shutoff or an audible alarm will sound; another safety feature to prevent leaving a child in the vehicle.
10. Strictly obey all safety laws.
11. Enforce bus rules, stopping if necessary to ensure orderliness of riders.
12. Drive defensively at all times.
13. Do not hurry, even if running late.
14. Practice evacuation procedures at least twice a year in local parking lots.
15. Drive in slow lane of freeway.
Drug/Alcohol Policy

The Club is committed to protecting the safety, health, and well-being of its employees and all individuals who come into contact with its workplace, and property, and/or use its products and services. As part of this mission, the Club is committed to maintaining a Drug-Free Workplace.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use or misuse of lawful substances, including alcohol, medical marijuana and prescription drugs, will not be tolerated. The Club also prohibits the illicit use, possession, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, cultivation or manufacture of illegal drugs, prescription medications, marijuana, intoxicants, or controlled substances in any amount or in any manner. It is a condition of employment at the Club to refrain from using illegal drugs, and unlawfully using lawful substances, including alcohol, medical marijuana, and abusing prescription medicines, and to abide by the guidelines of the Club’s Drug-Free Workplace Policy.

On-The-Job Use, Possession or Sale of Alcohol and Drugs

1. Having alcohol or illegal drugs or the metabolites of such drugs in your bodily system while on Club property or while performing organization business is strictly prohibited.
2. The use, possession, sale, transfer, or purchase of any drug, which, under the circumstances is illegal, including medical marijuana, is also prohibited both on Club property and at any time that you are working or representing the organization.
3. The consumption of alcohol while on Club property or while you are working is prohibited.

Drug and Alcohol Testing of Current Employees

Where BGCGSD has reasonable cause to believe an employee is in violation of the Drug and Alcohol Free Workplace Policy, BGCGSD may require testing of blood, urine and/or saliva to determine drug and alcohol content. An employee’s consent to submit to such testing is required as a condition of employment, and the employee’s refusal to consent will result in further disciplinary action, up to, and including termination.

Smoke Free Workplace

California prohibits smoking in all enclosed workplaces, both private and public, including vehicles, parking garages, covered parking lots, and common areas such as lobbies, restrooms, break rooms, stairwells, and elevators. Smoking is prohibited within 20 feet of main entrances, exits, operable windows, or ventilation system intakes. Smoking and/or the use of any tobacco, E-Cigs, Vaping or spit tobacco are prohibited inside all areas of the Club buildings, on Club property (whether owned or leased), in Club vehicles, or within the proximity of the youth we serve.
Technology Acceptable Use Policy – Staff

BGCSD’s Communications Systems (including, but not limited to: computers, laptops, e-mail, telephones, cell phones, text messaging, video conferencing, voice mail, facsimiles, internet and networks) have been provided by BGCSD for the sole purpose of conducting BGCSD-related business. All communications and information transmitted by, received from, or stored in these systems are BGCSD records and property of BGCSD. BGCSD reserves the right, without notice, to limit or restrict any individual’s use, and to inspect, copy, remove or delete any unauthorized use of its Communications Systems.

Staff Members SHALL:

• Use Communications Systems only for BGCSD business purposes.
• Exercise care when sending or receiving sensitive, privileged or confidential information electronically.
• Respect all copyrights and licenses to software and other online information.
• Comply with the law at all times.
• Maintain the confidentiality of BGCSD’s trade secrets and private/confidential information.

Staff Members SHALL NOT:

• Use the Communications Systems to send a message that is harassing or offensive.
• Engage in any discriminatory, harassing or retaliatory behavior.
• Violate the privacy of information of others.
• Transmit, display, store, publish, or purposely receive any pornographic, obscene or sexually explicit material.
• Alter, copy, transmit or remove BGCSD information, proprietary software, or other files without proper authorization from BGCSD.
• Read, copy, record or listen to messages and information delivered to another person’s email or voice mail boxes without the proper authorization, based on legitimate business reasons.
• Post confidential information about BGCSD, its employees or its Club Members without prior approval from the President/CEO or Human Resources.
• Exchange personal contact information with members.
• Have a private meeting or communication with a member away from the Club. This includes in person meetings and virtual communications such as phone calls, texting, video chat and social media.

Personal devices are not to be used while supervising members. Staff are responsible for their own personal devices. Supervisors and BGCSD are not responsible for the security and condition of any staff member’s personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.
Technology Acceptable Use Policy – Club Members

The Club recognizes that technology is used to support learning and to enhance instructions. It is a general policy that all technology be used in a responsible, efficient, ethical and legal manner. Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. BGCGSD expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Members SHALL:

- Only use technology for the purpose directed by the staff in charge.
- Use the Internet for educational purposes.
- Access the internet only when they have the permission of staff and will visit only approved sites.
- Follow all copyright laws, including those relating to computer software.
- Respect the rights and privacy of other users.
- If they accidentally come across something that is illegal, dangerous or offensive:
  - Clear the screen and
  - Immediately and quietly inform the staff member.

Members shall NOT:

- Eat or drink anything in the computer lab.
- Play with or damage any of the equipment in the computer lab such as screens, keyboards and mouse.
- Tell anyone private information such as another person’s address or phone number.
- View or spread any obscene, offensive, pornographic or illegal materials.
- Engage in cyberbullying, threaten abuse or harass any other youth or staff.
- Send offensive, racist or sexist messages.
- Download or print information without permission from the staff member.
- Use chat channels or any other social networks.
- Attempt to change or mess with the Club’s computer network in any way.

BGCGSD 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.

Members are responsible for keeping personal 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.
Participation

The Club serves children of all races, colors, religions and genders. The Club is committed to providing the best possible experience for all participants.

To ensure the safety of all participants, the Club will not serve children:

- Whose behavior is likely to result in injuries to themselves or others
- Who are a risk to leave the premises without permission
- Whose disability is so severe, they cannot participate in a majority of Club activities
- Who require assistance to use the toilet
- Who require a personal aide while attending school and whose aide does not accompany them at all times at the Club