



BOYS & GIRLS CLUB OF GREATER KINGSPORT

Safety Policies

Policies for the Protection of Youth

As per the membership requirements, The Boys & Girls Club of Greater Kingsport adopts the following safety policies. These policies are reviewed and voted on by the Board of Directors annually. Staff and volunteers are trained on these policies annually.

POLICY:

Child Abuse Prevention

- Prohibition of Private One-on-One Interaction

Supervisions & Facilities (Includes Restroom Policy)

Screening & Onboarding

Drug-and -Alcohol Free Workplace

Incident Management

Technology Acceptable Use

Video Surveillance

Transportation

Emergency Operations Plan

Aquatic Plan

Child Abuse Prevention

The priority of The Boys & Girls Club of Greater Kingsport is the physical and emotional safety of its members, staff, and volunteers. The Boys & Girls Club of Greater Kingsport maintains a zero-tolerance policy for child abuse.

The Boys & Girls Club of Greater Kingsport implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

One-on-Contact Prohibition: The Boys & Girls Club of Greater Kingsport prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minors (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

Child abuse is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities, or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other "accidental" touches.

MANDATED REPORTING

Every staff member or volunteer of The Boys & Girls Club of Greater Kingsport who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system. As a mandatory reporter, staff are able to report anonymously through the proper channels, which are posted throughout the Club, if they feel reporting is warranted.

REQUIRED TRAINING

The Boys & Girls Club of Greater Kingsport conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

Before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Annually:

- All the policies, including all safety policies, for The Boys & Girls Club of Greater Kingsport.

PHYSICAL INTERACTIONS

Every staff member and volunteer of The Boys & Girls Club of Greater Kingsport is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult's leg

VERBAL INTERACTIONS

Every staff member and volunteer of The Boys & Girls Club of Greater Kingsport is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten, or humiliate youth

ABUSE AND SAFETY RESOURCES

The Boys & Girls Club of Greater Kingsport prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

The Boys & Girls Club of Greater Kingsport 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 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.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

Definition of one-on-one interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club 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.

Impact on mentoring programs

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible but not heard.
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

Impact on partnerships with local mentoring organizations

- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all Club safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- Every interaction between mentor and youth will be documented and maintained

Impact on travelling to off-site events and activities

- When travelling to external events such as Keystone, Youth of the Year or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - Coordinating with other Clubhouses or nearby organizations to travel together.
 - Travelling with additional staff or members.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

- When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.

- Consider the following to accommodate single children:
 - Modify bus or van routes so single children are not picked up first or dropped off last.
 - Use a bus aide if available.
 - Pick up and drop off children in groups.
 - Modify staff schedules to ensure multiple staff are present.
- See exceptions policy for procedures when an unplanned emergency occurs.

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 Club 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 Club could be a safety risk).

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

- Disclosing the meeting to Club 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.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

If an unplanned emergency arises that necessitates an exception to this no one-on-one policy, the emergency exception shall be communicated to Club leadership as soon as practicable, ideally before engaging in one-on-one interaction. For bus situations that cannot be prevented, bus driver/staff will need to call and remain on the phone with Club leadership hands-free until there is no longer a one-on-one situation. Document on bus log.

Supervision & Facilities:

SUPERVISION

The Boys & Girls Club of Greater Kingsport 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 and over) is present when supervising members.
- Must always maintain proper supervision ratios (1 staff; 20 youth).
- 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.
- 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.

RESTROOM USAGE

The Boys & Girls Club of Greater Kingsport is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults. At the Eastman site:

- There are three designated adult restrooms to ensure adults and minors never utilize a restroom at the same time. Adult restrooms are in the sick bay, staff locker room, and upstairs in the administrative offices.
- The Club 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.

At the Riverview Site:

- The adult-use restroom is the single-use, family restroom. Adults do not use the restroom when a youth is at the restroom.
- The site does not have single-use restrooms. The restrooms do have single use stalls that can be secured. Only one youth will be allowed to leave the group to use the restroom at the same time. Staff will monitor restroom use from hallway door.
- 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 staff. Monitoring includes walk-throughs, inspections and reporting any maintenance or cleanliness issues. Staff will encourage youth to primarily use single-use restroom facilities, except for restroom emergencies. If there is a restroom emergency and multiuse restrooms need to be used (gym), staff should monitor and limit it to one user at a time. At Riverview, maintenance for restrooms will be reported to building staff.

- Staff observing unacceptable restroom conditions or incidents shall:
 - Immediately notify the Club leadership of the incident.
 - Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

USING OUTDOOR SPACES

When utilizing outdoor spaces at the Boys & Girls Club Eastman site (not the playground), it is the policy of BGCGK that the group of youth should not be with less than 2 staff members. Staff members should ensure that communication with the walkie-talkie system is still consistent in the outdoor spaces. No child should be allowed to return to the building alone. Youth should be escorted back to the building, also considering the no one-on-one rule, it is best to walk back to the building with a group of students so as to not be one-on-one with youth. When possible, a additional staff may meet halfway to escort youth back to the building.

At the Riverview site, one staff member may accompany teens outside so long as to remain in a 1:20 staff to youth ratio. It is preferred that two staff accompany youth during the use of outdoor spaces if possible. The staff member(s) should remain alert and only allow youth to be within direct line of sight during outdoor activities.

PLAYGROUND SUPERVISION POLICY

The purpose of this policy is to provide guidelines for staff when supervising the youth on the playground at the Boys & Girls Club of Greater Kingsport. This policy provides guidance to reduce injuries, provide a positive play environment, help youth develop social skills, and prevent bullying.

The playground supervision prefers at least two staff during playground time, but one staff member is acceptable so long as the ratio of 1:20 is still observed. It is the staff's responsibility to ensure that the playground is clean and safe upon entrance with youth. Staff should obtain the door key so that they can safely re-enter the building. Should the key not be available, please make sure the door is propped open for re-entry (at the Eastman site, never at the Riverview site), since the playground itself is locked from entry from outside.

At Eastman, if one staff member is on playground supervision, that staff should be constantly moving throughout the playground to monitor all child play activity. If two staff are on playground supervision, one staff member should be on the sidewalk near the doors and one on the opposite side of the playground so that both sides of the play structure can be monitored. At Riverview, due to size, staff should be moving and/or be located in a position to see all youth in the outdoor play area. Staff may need to limit play area if only one staff is available.

Staff should monitor that youth are using the play structures appropriately. Active supervision helps to ensure proper use of equipment and reduces the risk of playground injury.

ENTRANCE AND EXIT CONTROL

The Club's main entry and exit 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. At the Riverview site, the main door shall remain locked and will not be opened until a staff member has confirmed that the person trying to gain entrance is an approved party.

All additional entry and 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.

Screening & Onboarding

The Boys & Girls Club of Greater Kingsport is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

The Boys & Girls Club of Greater Kingsport conducts criminal background checks of all employees, board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (*a current list of jurisdictions can be found at www.bgca.net/childsafety*).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months. They are reviewed by the Chief Financial and Administrative Officer who orders the background checks.

All background check findings shall be considered when making employment or volunteer decisions, and The Boys & Girls Club of Greater Kingsport will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Background check shows the conviction of a felony consisting of:
 1. Murder
 2. Child abuse
 3. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault
 6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING

The Boys & Girls Club of Greater Kingsport will conduct in-person behavioral-based interviews with every candidate

for employment or program volunteer service.

REFERENCE CHECKS

The Boys & Girls Club of Greater Kingsport conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, The Boys & Girls Club of Greater Kingsport provides reference materials when asked by other Member Organizations.

STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.

EMPLOYMENT OF MINORS

Employment at Boys & Girls Clubs of Greater Kingsport is available only to individuals who have reached their eighteenth birthday, as of the date of application, and have at least a high school diploma or equivalent, with an exception for seasonal work. Age must be verified and documented on the employee's I9 documents. BGCGK does not host a work-based learning program for minors. Minors may volunteer with the Boys & Girls Club of Greater Kingsport as one-time or reoccurring volunteers but must follow the minor volunteer policies and procedures and be at least 15 years old.

DRUG & ALCOHOL-FREE WORKPLACE

Employees are prohibited, while on -duty and/or supervising children, from being under the influence of alcohol and/or illegal drugs or from being impaired by excessive use of prescription or over the counter drugs. Moreover, employees may not possess, sell, solicit, or receive alcohol or illegal drugs while on duty or on property. The violation of this policy is grounds for immediate termination.

The Club reserves the right to require employees, while on duty or while on property (including parking lots), to agree to inspections of their persons, lockers and personal property when the organization has reasonable suspicion of a violation of the policy. If an employee withholds consent to such an inspection, the organization may discipline the employee, up to and including termination.

The Club will test each prospective new employee for substance use/abuse. Offers of employment are contingent upon satisfactorily passing a drug screen. Each prospective new employee will be required to sign an authorization form on their application which will permit both pre-employment alcohol/drug screens and throughout employment. Prospective new employees who refuse to sign the authorization form will not be employed.

All applicants for employment will be subject to a pre-placement drug screen. Employees may also be required to submit to a drug and/or alcohol screen under any one or more of the following circumstances: (1) As a part of a return to work/fitness for duty physical examination; (2) As part of any other physical examination an employee may be required to undergo; (3) When an employee is involved in an on-the-job accident or injury and the employee's supervisor or other member of management determines that the employee's conduct (act or omission) caused or contributed to the accident or injury (in which case the drug test must be taken during the shift that the accident or injury occurred); (4) Due to decreased job performance, increased absenteeism or tardiness, or other behavior or conditions indicating the possibility of alcohol or drug abuse; (5) Upon the reasonable belief that an employee is using or has used drugs or alcohol in violation of this policy or that an employee is involved in the theft or misdirection of any drugs in the organization; (6) Upon returning to work following completion of an alcohol or drug treatment program (random screens during subsequent employment in accordance with a signed agreement).

If an employee refuses to submit to a drug or alcohol test when requested by the Club, the Club may discipline the employee, up to and including termination.

All drug testing will be performed by a qualified laboratory including chain of custody procedures for specimen collection and handling. Test results will be the Club's property and will remain confidential. If an employee tests positive for the use of alcohol or drugs, a confirmatory test will automatically be completed on the sample by the reference laboratory. If an employee also tests positive on the confirmatory test, the organization may discipline the employee, up to and including termination.

These guidelines are not all-inclusive and may be expanded at the discretion of the Club.

Prescription Medication and Legal Drugs

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that

a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

Smoking and Tobacco Use Policy

The Boys & Girls Club of Greater Kingsport will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

Narcan Policy

Boys & Girls Club of Greater Kingsport's Policy and Procedures for Emergency Management of a Potentially Life-Threatening Opioid Overdose. The Club will maintain a plan for addressing a potential life-threatening opioid overdose reaction and storage of the controlled substance Naloxone-based NARCAN.

As part of the Club's commitment to safety, it has adopted a policy for trained staff to have access to Naloxone medication at both Club sites to ensure its immediate availability to youth, staff, and building visitors. Recognizing that fatal and non-fatal overdoses from opioids play an increasing role in the mortality and morbidity of youth, our organization hopes to help combat opioid overdose-related deaths through education and the use of life-saving measures (if required). We hope to aid in the opioid crisis by reducing opioid overdose deaths through the provision of free naloxone in addition to youth programming and free family resources.

Club Action

- Policies and procedures
- Oversight to monitor the program
- Training per Club protocols for all Site Directors, Director of Operations, and Bus Drivers
- Integration of local emergency medical services (EMS)

Severe Opioid Reaction (Overdose) Definition:

An overdose occurs when the body has more drugs in its system than it can handle, resulting in potentially life threatening dysfunction. People can overdose on many different substances including other drugs or alcohol. During an opioid overdose, such as those with drugs like Fentanyl, there are so many opioids or a combination of opioids and other drugs in the body that the victim becomes unresponsive to stimulation and/or breathing becomes inadequate.

Naloxone is a life-saving medication that reverses an opioid overdose while having little to no effect on an individual if opioids are not present in their system. Naloxone works by blocking the opioid receptor sites and reversing the toxic effects of the overdose. It has few known adverse effects and no potential for abuse. Naloxone is administered when a patient is showing signs of opioid overdose. Naloxone-based NARCAN medication can be given by intranasal spray.

Procedures

Training:

At minimum the Site Directors, Director of Operations, and Bus Drivers will receive training annually. Any additional employees are encouraged to attend the training and receive the certification. The training provided may be in-person or online.

Storage:

All NARCAN will be stored on-site at both sites. The medication will be stored at each location in the locked medicine box and clearly identified as NARCAN medication.

Emergency Response:

Trained staff will respond to any member of the Club community when on Club property with a life threatening opioid overdose. The management of a Life-Threatening Opioid Overdose takes a multidisciplinary approach of collaboration between Club Staff and emergency responders. Awareness, prevention and emergency preparedness are crucial elements in the management of a person with a potential Life-Threatening Opioid Overdose.

Responding to an Opioid Overdose:

- Call 911 to get help
- Administer Naloxone
- Recommended but not required for Club staff to perform rescue breathing to provide oxygen if needed
- Place in recovery position and stay with the person until help arrives

Individuals who overdose can die because they choke on their own vomit (aspiration). This can be avoided by putting the individual in the recovery position. The recovery position is when you lay the person on their side, the body supported by a bent knee, with their face turned to the side. This position decreases the chances of the individual choking on their vomit.

If you have to leave the person at all, even for a minute to phone 911, make sure you put them in the recovery position referenced above.

Signs and Symptoms of Opioid Overdose:

- Blue skin tinge- usually lips and fingertips show first
- Body is very limp
- Face is very pale
- Pulse (heartbeat) is slow, erratic or not there at all
- Throwing up
- Passing out
- Choking sounds or a gurgling/snoring noise
- Breathing is very slow, irregular or has stopped
- Unresponsive

Assessing for Responsiveness and Breathing

In order to determine if the individual is experiencing an overdose, the most important things to consider are presence of breathing and responsiveness to stimulation. There are some relatively harmless ways to stimulate a person. These strategies are:

- Yelling their name
- Rubbing knuckles over either the upper lip or up and down the front of the rib cage (this is called a sternal rub)

If an individual responds to these stimuli, they may not be experiencing an overdose at that time. It is best to stay with the person, to make sure the person wakes up and is ok. It is possible that the person could become unresponsive and require further assistance. Continued attempts at stimulation will waste valuable time in helping the individual breathe.

Trained Staff Responsibilities

Trained staff are the key resource for medical direction, assessment and response to a potential Life-Threatening Opioid Overdose. Untrained staff should immediately call 911 and seek out a trained staff member to assess the situation and administer NARCAN medication if necessary.

1. Call 911. It is important to report to the dispatcher if the victim's breathing has slowed or stopped, if they are unresponsive, and the exact location of the individual. If Naloxone was given and if it did/did not work, this is important information to tell the dispatcher.
2. Administer Nasal Naloxone-based NARCAN. NARCAN is a medication that reverses overdose from heroin, Fentanyl or other opioids. NARCAN may work immediately, but can take up to 8 minutes to have an effect. The effect of the NARCAN will last for about 30 to 90 minutes in the body. Because most opioids last longer than 30 to 90 minutes, the NARCAN may wear off before the effects of the opioids wear off and the person could go into an overdose again. This depends on several things, including:
 - the quantity and purity of opioids used
 - the presence of other drugs or alcohol
 - the effectiveness of the liver to filter out the drugs
3. NARCAN administration may be repeated without harm if the person overdoses after the first dose wears off. Due to the complex nature of each of these medical emergencies, it further highlights the necessity of calling 911.
4. Monitor the victim until help arrives. Place victim in the recovery position if vomiting occurs.
5. After a Life-Threatening Opioid Overdose incident, responding staff should immediately notify the Chief Executive Officer and Club leadership to implement the Incident Command System as necessary.
6. A critical incident report should be filed with Boys & Girls Clubs of America within 24 hours.
7. The NARCAN Inventory List should be updated with any medication used and supply replaced as needed.

Incident Management

Clear reporting policies and procedures are an important element in responding to incidents that might occur in The Club location, staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit The Boys & Girls Club. Hotlines with all reporting phone numbers and resources are posted throughout the Club location. All staff and consistent volunteers have mandatory reporter training.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- 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 Boys & Girls Club of Greater Kingsport 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 not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;

- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

INCIDENT INVESTIGATION

The Boys & Girls Club of Greater Kingsport 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

Boys & Girls Club of Greater Kingsport 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:

- Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- Any major 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.
- 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.
- Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- 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.
- Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- 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

Club members will be required to participate in a technology safety presentation at The Boys & Girls Club of Greater Kingsport. The following policies are in place for technology usage at The Boys & Girls Club of Greater Kingsport for Club members:

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 Club 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: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club 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.

Appropriate 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 Boys & Girls Club of Greater Kingsport 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 their personal devices. 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 is prohibited in any public or private messages, as well as material posted online. 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 Boys & Girls Club of Greater Kingsport reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, The Boys & Girls Club of Greater Kingsport 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 are not to be used at the Eastman Club without prior permission. At the Riverview Teen Center, members must follow Club procedures and policies.

Parental notification and responsibility: While The Boys & Girls Club of Greater Kingsport 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 Boys & Girls Club of Greater Kingsport to monitor and 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 Boys & Girls Club of Greater Kingsport 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 Boys & Girls Club of Greater Kingsport 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 The Boys & Girls Club of Greater Kingsport's 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 & Volunteers

The Club may provide equipment, computers, printers and other electronic and mobile devices (hereinafter collectively referred to as "devices") to its employees to perform their job functions. These devices and all related materials, including the Club's Network and software, are Club property and are intended for Club business.

Only software that is authorized by the Club may be used, copied, or installed on the Club's devices. Employees may also not insert and/or attach personal electronic storage media, e.g., external hard drives, flash drives and memory cards, to any drive on a Club device unless such device has been provided by BGCGK or received at a Club sanctioned training. All data contained on the Club's electronic devices belong to the Club. No confidential data stored on the Club's devices may be released to any person or outside the Club unless as authorized as stated by the Confidentiality policy. Once employment with BGCGK has ended, all network access is terminated.

Employees who access the Club's Network or electronic files from remote locations are governed by the terms of this Policy and may not download the Club's electronic files to their own personal devices or other remote locations. Employees who are authorized to work on Club business either from home or remote locations must virus check any Club's devices. During working hours, outside computer services such as the Internet, e-mail, instant messaging, blogging, or use of social media or social networking, may be accessed and used for Club business only. The Club's devices and/or services may not be used to solicit or create any threats of violence or messages that are obscene, false and malicious, or bullying. The Club devices and/or services shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, financial data or similar materials or information unless it is a business need as approved by the CEO. All messages composed, sent or received on the Club's devices or through the Club's email domain are and remain the property of the Club; they are not the private property of any employee. The Club may review, audit, intercept, access and disclose all messages created, received or sent using the Company's e-mail domain or Network for any purpose without the permission of the employee; the confidentiality of any electronic message should not be assumed.

Computer-related passwords and security codes assigned to employees may not be communicated to any other employee or third party unless specifically authorized by the Chief Executive Officer. Employees may not retrieve or read any electronic messages that are not sent to them. Any exception to this Policy must receive prior approval from the Chief Executive Officer.

Any employee who is provided a Boys & Girls Club of Greater Kingsport owned device for business purposes must review and sign The Boys & Girls Clubs of Greater Kingsport Technology Use Agreement provided in the Employee Handbook.

Video Surveillance Policy

The Boys & Girls Clubs of Greater Kingsport recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection. Video surveillance, without or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles.

Video surveillance shall be in accordance with all applicable laws pertaining to such use. Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected). Video surveillance equipment will not be used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion. Video monitors shall not be in an area that enables public viewing.

The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law. The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO and CFAO. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed. Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Boys & Girls Club personnel: CEO and CAO. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who become aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the CEO. Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of the Boys & Girls Clubs of Greater Kingsport and may be reproduced only in accordance with applicable law and board policy.

Video recording data shall be kept for approximately 365 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained until after any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secure computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

Video recording data will not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law. Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property.

Transportation Policy

The purpose of this policy is to define procedures concerning the management and use of Boys and Girls Club of Greater Kingsport owned/leased (company) vehicles provided for employee use and/or assignment.

ELIGIBILITY:

Employees eligible for use of a Boys & Girls Club vehicle are selected based on established criteria and at the discretion of the CEO. Prior to vehicle use and/or assignment, the employee must provide a copy of their driver's license and sign a release to allow employer to secure and review the employee's Motor Vehicle Record (MVR) for purposes of determining eligibility to drive or to be assigned a company vehicle. Motor Vehicle Record Checks will be performed on all drivers who routinely drive on company business and/or are furnished with a company vehicle.

MVRs ARE PERFORMED:

1. Prior to a conditional offer of employment being extended and before a successful candidate can be placed in a position of employment, if the position requires full- or part-time operation of a vehicle.
2. Before the extension of a promotion or lateral job reclassification for a current employee, if the new position requires full- or part-time operation of a vehicle. The Chief Financial and Administrative Officer will have the MVR Release Form (Attachment A), and Summary of Rights (Attachment B) will also be provided to them.
3. On a periodic basis (ordinarily annually), to ensure that appropriate driving standards are being maintained.

MVRs will be obtained in compliance with the Fair Credit Reporting Act (FCRA) and a copy of the Summary of Rights (see Attachment B to this policy) should be given to the person whose MVR is being checked the initial time it is checked. Current and prospective employees will receive a copy of their MVR report, if any "adverse action" is taken on the basis of information contained in the report (also in compliance with the FCRA).

DRIVER RESPONSIBILITIES:

Eligible drivers are responsible for driving their vehicle in a safe and reliable manner. Employees must know and abide by all driving laws in all areas where they operate their company vehicle. Employees must maintain a valid driver's license for the state in which they are living.

After being approved for driving privileges by the employer, the employee shall notify the employer any time the employee's driver license is charged with any major or minor moving violation, or any suspension, restriction, expiration, or revocation of licensure.

Employees are prohibited from granting permission for any other individual to drive a company vehicle. This does not apply to executive use.

SAFETY GUIDELINES:

It is mandatory that seat belts be used by all occupants of a company vehicle, at all times, without exception. It is the company driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the

vehicle. Any malfunctioning seat belt should be reported immediately and replaced or repaired.

Boys & Girls Club of Greater Kingsport expects all employees to drive defensively during travel, to obey all traffic laws, and Boys & Girls Club of Greater Kingsport prohibits employees from driving under the influence of drugs and alcohol, including prescription drugs. Company vehicles should not be used to transport flammable items, firearms, or other hazardous materials.

Upon delivery of youth to their intended Boys & Girls Club location, each bus driver should ensure that youth are received by another Boys & Girls Club employee at the site. If no employee is seen to receive the youth, the bus driver should make sure that the bus is in park and call the location and communicate directly with a Site Director or other employee and ask them to present themselves at the door to receive the youth being dropped off at the location.

Employees should not use cell phones for calls or text messaging while driving due to the risk of accidents. Unless an employee is using a hands-free device, they should pull over and stop the vehicle before making or taking a call. Texting should only be done when the vehicle is at a complete stop and off the road. An employee's failure to follow this provision violates company policy and will result in disciplinary action for that employee.

The company driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times.

Whenever you leave the vehicle you must follow these precautions:

- Roll up all windows
- Lock all doors
- Do not leave merchandise, equipment, laptops, zip drives, or documents that may contain Protected Health Information or other valuables in open view inside the vehicle, which may tempt a break-in. Lock all valuable items inside the vehicle when the vehicle is left unattended.

Make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

OTHER RESTRICTIONS:

The transport of hitchhikers or strangers is prohibited.

The use of a company vehicle for any business venture other than that pertaining to the employee's job duties and responsibilities with BGCGK is prohibited.

A company vehicle may not be driven outside of the state of the State of Tennessee unless it is for company business purposes and approved by the CEO. This does not apply to executive use.

The Smoking and Tobacco Use policy of BGCGK applies to the use of company vehicles.

VEHICLE MAINTENANCE:

Every driver of a company vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules outlined in the vehicle's owner manual or as defined by other departmentally prescribed maintenance agreements should be adhered to and receipts-maintained documenting that prescribed service work was completed. Particular attention should be paid to the maintenance requirements for keeping the

warranty of the vehicle in effect. It is the employee's responsibility to contact the CEO for work other than routine maintenance.

Company vehicle odometers shall be governed in accordance with the following federal odometer laws and regulations:

1. Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset, or alter the odometer of any motor vehicle with intent to change the number of miles thereon.
2. Operation of a motor vehicle with knowledge of disconnected or non-functional odometer is prohibited. No person shall, with intent of defrauding, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.

VEHICLE INSPECTIONS:

Each Boys & Girls Club of Greater Kingsport vehicle should receive an annual inspection. This inspection can be completed with the Department of Transportation or an independent bus repair garage.

HOW TO REPORT AN ACCIDENT:

It is required that you report all accidents, no matter how seemingly inconsequential/minor. If you are involved in an accident and are physically able to do so, it is necessary to follow the procedure outlined below:

1. If anyone is hurt, call for medical assistance immediately.
2. The driver must notify the local police or state patrol if any of the following are true:
 - another vehicle is involved that has damage,
 - the collision causes bodily injury to someone other than our insured driver and/or passenger
 - the accident occurred on private property and the property owner insists because the collision caused substantial damage to their property.
3. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
4. Obtain names and addresses of the owner(s) and driver(s) involved, license number and registration number of the car(s) involved and the names and addresses of any passengers in the vehicles connected with the accident.
5. Obtain the name of the other party's insurance company and insurance policy number.
6. Obtain law enforcement officers' names and badge number. If no police officers are present, have one called to the scene as required above.
7. Attempt to obtain the names and addresses of witnesses, if any.
8. If you have the immediate capability, take photos of the damaged vehicle(s) at the accident scene, and submit the photos to the CEO as soon as possible.

If the accident involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.

FOLLOWING AN ACCIDENT:

1. The employee is required to follow the Drugs and Alcohol in the Workplace policy for reporting to their immediate supervisor for employee drug and alcohol testing.
2. Contact the CEO within 24 hours of the accident or by the next business day. If necessary, contact your immediate supervisor to assist you with all required notifications according to the policy.
3. Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help in completing these forms, contact the CEO.

4. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
5. Sign no statements for anyone except an identified representative of the insurance company covering the assigned company vehicle.
6. If any demands, claims or summons is served to an employee involved in an accident asserting liability against the employee, contact the CEO as soon as possible.

Failure to comply with any requirements of this policy and procedure could have serious consequences for the Boys & Girls Club of Greater Kingsport and your association with Boys & Girls Club of Greater Kingsport.

TRANSPORTATION:

- Staff may not drive alone in a vehicle with a member.
- Staff will not transport youth in personal vehicles.
- On Club trips, adult staff shall never share a room with a member or be alone in a room with a member.
- On Club field trips, beds, blankets or sleeping bags should not be shared between staff and a member.

Emergency Operations Plan Policy

EMERGENCY OPERATIONS PLAN (EOP)

The Boys & Girls Club of Greater Kingsport maintains 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 department and law enforcement agencies.

EOP ANNUAL REVIEW

The Boys & Girls Club of Greater Kingsport 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 AID AND CPR TRAINING

The Boys & Girls Club of Greater Kingsport always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served. Both pediatric and adult defibrillators are available at BGCGK.

Aquatic Policy

The safety and well-being of all participants is our top priority. To ensure a secure and structured environment during any off-site swimming activities, we have established the following Aquatic Policy:

OFF-SITE SWIMMING GUIDELINES

All off-site swimming activities will be conducted at pre-approved, licensed aquatic facilities with certified lifeguards on duty.

A minimum staff-to-child ratio of 1:20 will always be maintained.

All participants must have verification from a parent or guardian confirming their ability to swim before being allowed to participate in any off-site swimming activity via their field trip form at the front desk.

(Indicate shallow end, deep end, life vest (must provide your own).)

CHANGING ROOM GUIDELINES

No staff members, volunteers, or other adults will be permitted in changing rooms while children are present.

Children will not be allowed to change in locker rooms where unrelated adults (i.e., members of the public) are present.

To maintain privacy and safety, children are encouraged to arrive in their swimsuits under their clothing to minimize the need for changing.

When changing post swimming is necessary, youth will wear cover-up or towel back to the Boys & Girls Club and then be permitted to change in individual use restrooms.

SUPERVISION AND SAFETY

All off-site swimming locations must have on-site lifeguards who are certified and actively monitoring swimming areas.

Youth must pass lifeguard swim assessment prior to being allowed in the deep end of the pool or going off the diving board.

Staff will remain on deck to supervise and support participants, in addition to lifeguard supervision. Youth will be assigned a staff and must physically check in with their staff every 30 minutes. This is also for staff to use the time to remind youth to reapply sunscreen if needed. Staff will not assist in applying sunscreen to youth except for on the face if needed. Youth will need to be able to reapply their own sunscreen.

If your child has a specific sunscreen allergy, please make sure to notify staff.

Emergency procedures and protocols will be reviewed with all participants prior to departure and again upon arrival at the aquatic facility.

PARENTAL CONSENT & AUTHORIZATION

Guardians must complete and sign their child up for participation in MyClubHub.

The paper field trip list at the front desk is where parents will indicate whether the child is a swimmer or non-swimmer and include any additional safety considerations or restrictions.

By adhering to these guidelines, we aim to provide a fun, safe, and supportive environment for all participants during off-site swimming activities.