

## **Child Safety Policies**

The safety of members is the number one priority for the Boys & Girls Club of Elizabethton/Carter County. The Board of Directors will review safety policies and procedures, under the direction of the Operations Committee, yearly. The Operations Committee will conduct, at minimum, a yearly BGCA safety assessment and make any recommendations or directives for actions necessary for safety improvement. The Club will maintain a Praesidium Club Care membership to aid in safety assessment, staff training, and potential crisis management. Club safety policies will be reviewed at each parent orientation and a copy will be available at the front desk for anyone who desires to review it. The following is a collection of policies for the operations of Club programs and staff to ensure the safety of our members:

### **Staff/Volunteer Selection and Screening**

All staff members will be hired using a panel interview system (more than one person). All staff will be interviewed using BGCA's recommended behavior based interviewing. Staff members will submit to a FBI/TBI fingerprint background check and a vulnerable persons check upon hire and prior to interacting with members and every January following. The Club staff hiring must comply with the rules of Tennessee Department of Education Certification.

Barrier crimes to employment include:

- Any crime involving the mistreatment of children in any way
- Any crime involving violence in any way
- Any felony

Club volunteers, including Board members, sports league coaches, and Club day volunteers, will submit to a yearly First Advantage Background screening which conforms to BGCA standards and includes a national and state criminal background search. Barrier crimes to employment will apply to all Club volunteers. Club volunteers should, under no circumstances, be left alone with children while serving in their volunteer capacity.

### **Staff/Volunteer Training**

CPR/First Aid Training will occur for all staff annually during summer staff training. All staff working for the summer are expected to attend. This ensures that the appropriate number of staff are CPR/First Aid certified throughout the year.

Upon hire, all youth development professionals will complete BGCA's Leadership University training which includes the basics of child safety and effective guidance and discipline.

All staff will be trained using BGCA's model of effective guidance and discipline during summer staff training and during at least one school year in-service. All staff will be trained using BGCA's Keeping Kids Safe model during summer training and during a school year in-service.

Staff and volunteers will be informed of Tennessee's Mandatory Report Law. Staff will complete an online training from the University of Tennessee's College of Social Work and printed certificates of completion will be kept in the employee's file.

All staff will complete the Armatus Preventing Abuse training provided by Club Care upon hire and participate in quarterly safety webinars thereafter.

Emergency response procedures will be reviewed with staff upon hire and quarterly thereafter.

### **Member Check In/Out**

All members will be checked into the Club's electronic member management database upon their arrival. Parents may identify additional contacts who are authorized to pick up members. Members must be signed out using a weekly sign out sheet by an authorized contact. If an unrecognized adult comes to pick up a member, front desk staff are required to verify their identity through a valid driver's license or state issued ID. Member contacts and those authorized to pick up will be kept current using the electronic member management system. Parents may update the contact list as necessary. Members will only be released to authorized contacts and absolutely no exceptions will be made.

Members thirteen and above are eligible to participate in the drop in policy allowing members to leave the building without an authorized sign out. To participate, the legal guardian of that member must, in the presence of Club staff, grant permission by signing the drop in policy (attached).

### **Supervision**

The Club will hire staff to ensure an average staff/member ratio of 1 to 20.

### **Club Facilities**

Club facilities must create a safe, positive environment for young people. Club facilities will meet the requirements of Department of Education Certification with annual fire inspections and health department inspections.

Youth Development Professionals should scan program areas for safety concerns prior to implementing programming. All safety concerns in an area should be rectified before use. The Executive Director and Program Director will conduct monthly facility reviews (attached) to note safety concerns and create action items with deadlines. The Board

Operations Committee will conduct a minimum of two facility inspections (attached), noting safety concerns and needed repairs and creating an action plan to immediately remedy safety concerns.

### **Sexual Abuse/Misconduct**

The Boys & Girls Club of Elizabethton/Carter County is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member. All Club staff shall be trained in recognizing the signs of abuse and potential abusers.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the organization's Code of Conduct or Employee Handbook.

Adult staff and volunteers shall not:

- Be isolated with a member on Club premises, when transporting a member, or at any off-site Club activity. Club staff may council or speak with members privately but should do so with visibility to the overall Club environment and others. For example, council in the Learning Center with windows for open site lines or leave the door open in an office.
- Initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide immediate verbal notification and a written incident report to the supervisor within 24 hours; or
- Engage in off-site social activities one on one with members. Such interactions may include meetings, telephone conversations, texting, social networking, email or Internet communication. Staff members and volunteers may attend school events, sporting events, or other functions outside of the Boys & Girls Club in the presence of others.

Any staff or volunteer engaging in the above behaviors shall be subject to immediate termination.

All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The Executive Director shall provide written directives to maintain the confidentiality of incident reports.

### **Mandatory Report**

Club staff and volunteers shall follow all laws established by the State of Tennessee in reporting suspected abuse, neglect, or mistreatment of children. Club staff and volunteers are the mandatory reporters and do not need to gain permission from a supervisor to report. However, anyone reporting should inform their supervisor before or after the report so that the Club can track the number of cases reported so as to best provide support and services for a particular member or family and make referrals as necessary. No staff member or volunteer shall ever receive any disciplinary action or unfair treatment for following mandatory report laws. In any case where a staff member feels they have been mistreated in such case, they should refer to BGCECC's whistle blower policy.

### **Bullying Prevention and Response**

BGCECC is committed to providing all members with a safe and civil environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting effects. To be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

### **Transportation**

Members will often be transported in Club vehicles both from school to the Club and on field trips. The Club will maintain vehicles that meet the Tennessee Department of

Transportation Standards and vehicles will be subject to a yearly TDOT inspections. All Club drivers will possess a minimum of a Class B Commercial Driver's License with a Passenger Endorsement. Drivers must keep a current medical card with them while operating a Club vehicle. Additionally, drivers must keep a copy of their current medical card in their personnel file.

Prior to operating a Club vehicle, drivers must complete a pre-trip inspection (attached). The Club will employ a head driver who is responsible for weekly vehicle checks and maintenance. All operating vehicles will contain:

- An inspected first aid kit
- Functioning reflective triangles
- Insurance and registration information

During afterschool transportation, bus aides will accompany drivers in their routes. Front desk staff will print weekly transportation logs and bus aides will be responsible for taking a roll of all members who board the bus and the loading and unloading times of each school picked up. Members will load and unload front to back as directed by the bus aid. The bus aid will physically indicate loading and unloading by positioning themselves in the aisle as members load and unload. Once members have unloaded, the bus aid will walk to the back of the bus and, while walking back to the entry, ensure that no member or belongings are left. The bus aid and driver will sign for the appropriate day ensuring all members have exited the bus. Bus drivers will back the bus into the appropriate space, ensure all windows are closed and the bus is free of trash, and walk front to back and back to front for a second check for belongings and members.

During field trips, a key staff will be identified (Team Leader or Program Director). The front desk will produce a field trip log with space to record load and unload for the Club and the destination. Staff will take role and record in the first load column, loading the bus front to back. When all members have unloaded front to back at the destination, the unload column may be checked. The same process should be repeated for the return trip. Field trip staff should be seated so as to spread out staff presence with at least one staff member seated at the back with a view of all members. At the end of the trip, the driver will follow the same procedure as afterschool transportation and both the key staff and the driver should sign the log indicating that no members have been left on the bus.

While riding the bus, all members are expected to sit facing forward. Members should keep hands, arms, and feet within their seat. During afterschool pickup, members should keep backpacks in their laps.

### **Field Trips**

Field Trips require an even greater level of staff awareness and attention. Field trips will be taken with a staff to member ratio no greater than one to fifteen. In the event of tours (museums, zoos, state parks, hikes, etc) each staff member on a field trip will have a

specified group of members to supervise and should keep them together doing regular headcounts. As described in the transportation policies, a lead staff will be responsible for ensuring that all members load and unload from the Club and at the destination ensuring that no member is left behind or in a Club vehicle.

In the event of swimming, Club members will only swim at a pool with the suggested standard ratio for lifeguards to swimmers of 1:25. The Club will staff swim trips at a ratio not to exceed 1:15.

Lifeguards will have the authority to: enforce all pool rules, limit the number of swimmers at any given time; exclude or remove unruly participants and close the pool if they feel that conditions are unsafe. At no time should Club members participate in swimming without certified lifeguards on deck. If a lifeguard is guarding alone, they should be a minimum of 18 years old. Additional staff and supervisors can assist guard by managing behavior on the deck, bleachers and for swimmer bathroom breaks.

Club staff members will have the authority and responsibility to enforce all pool rules and Club rules; exclude or remove unruly participants and remove all Club members from the pool if they feel conditions are unsafe.

All members should be educated on pool safety and rules prior to each and every swim session. Club staff shall position themselves at varying locations in and out of the water to ensure proper supervision. Members in the pee wee age group will be restricted to the shallow end of the pool, not to exceed their height in water. All other age group members shall be subject to a swim test prior to moving from the shallow end.

Swimmers will be deep water tested and non-swimmers restricted to water no deeper than their chest. Any pool used by Club members should be separated into deep and shallow area by the use of a secure buoy line. A staff member should be positioned in the water at the depth level appropriate for each age group by height. For example, a staff member should be at the 3 foot change for Pee Wees and Cadets. No further than 4 feet deep for Bantams, and no greater than five feet for Juniors and Teens. Every swimmer should wear a color-coded wrist band to designate their ability to swim past the designated staff member. Testing should be completed at the beginning of the swim period.

When a pool allows diving, the diving area should be separated from the swimming area by a secure buoy line. An additional lifeguard should be assigned to manage the diving area. This system should also be followed for any other activity areas such as swings or slides. If this is not the case, the Club will not utilize that pool.

The Club will utilize the Buddy System for recreational swimming. This system pairs (or triads) all swimmers with another swimmer (Buddy) of similar ability. Each Buddy is responsible for the other; if their Buddy is having a problem, they can help to alert the aquatic staff. Buddies should remain in the same area and be instructed to not try and rescue anyone in the case of emergency. If a buddy needs to leave the water (ex.

bathroom) for any reason their Buddy must also leave until both are ready to return. All swimmers should clear the pool and “Buddy Up” when notified by whistle code for a “Buddy Check”. Swimmers should join and raise hands with their Buddy while sitting at the water’s edge. A staff member should be assigned to scan the pool bottom and another to perform a Buddy Count. After the pool is clear and all Buddies are accounted for, the swimmers may re-enter the water and resume activities. This system should be tested regularly during each swim time to ensure that Buddies are near each other, being responsible, and that a check can be performed quickly and efficiently. A buddy check should be conducted every 30 minutes.

## **Sports Leagues**

As with all Boys & Girls Club programming, safety is the number one priority in the implementation of youth sports leagues. All coaches will be trained in keeping kids safe during a coaches meeting prior to the start of any league. In keeping with state law, all coaches must have documented proof, on file with the Athletic Coordinator, of concussion training prior to conducting any practice or game. It is the Athletic Coordinator’s responsibility to ensure that all coaches are trained prior to the beginning of each season using BGCA’s Sport Smart program. Proof of training for each coach shall be kept on file for at least three years.

League equipment shall be inventoried and inspected prior to handout and upon return. It is the responsibility of the athletic director to ensure that written records of equipment and condition are kept in a central and known location. Equipment will be cleaned and sanitized prior to reissue.

Football helmets will only be purchased with NOCSAE certification. All helmets will be recertified (and reconditioned if needed) every two years by a licensed certification company. Any tears or deficiencies in shoulder pads will result in their immediate replacement.

Coaches in all sports leagues will be provided with a first aid kit and expected to have them on hand for any practice or game.

## **Emergency Response**

Emergency response procedures will be practiced through regular drills on the following schedule:

January: Fire Drill

February: Severe weather/tornado/earthquake drill

March: Intruder/Suspicious Activity

April: Bus rear exit

May: Bomb Threat

July: Fire Drill

August: Severe weather/tornado/earthquake drill

October: Intruder/Suspicious Activity

November: Bus rear exit

The following procedures will be used in the event of an emergency:

In the event of serious injury, the closest staff members should:

- Contact supervisor and stay with the sick member or staff person
- Ensure that 911 is called and administer first aid
- Disperse the crowd, if necessary
- Complete an Accident Report Form after the emergency is resolved

The available supervisor should

- Assist in first aid if necessary
- Ensure a family member of the injured person is contacted
- Inform all staff and members if necessary

In the event that an ambulance is necessary, the front desk staff should print a hard copy member application immediately. A Club staff will accompany that member in the ambulance with the hard copy membership form. The Club staff may leave the hospital only upon the arrival of a legal guardian.

## **BOMB THREAT**

In the event of a bomb threat, the person receiving such threat should:

- Obtain as many details as possible from caller, using Bomb Threat Caller Checklist
- Call 911 and activate Emergency Plan as instructed by supervisor
- Notify supervisor immediately

All staff should:

- Evacuate occupants and move to area 500 feet or more from building
- While evacuating, look for suspicious items or noises, and report to supervisor
- Assist Emergency Response Team as necessary

Front desk staff should:

- Immediately print a "fire drill report" from the electronic member management system
- Evacuate with the fire drill report in hand and report to supervisor

The available supervisor should:

- Shut off gas and electricity
- Check toilets, lockers, storage and other non-program space for members and staff
- Shut-off gas and electricity



- Report to evacuation site and ensure roll is called.
- Form a system to contact families.

**Bomb Threat Caller Checklist**

When will the bomb explode? \_\_\_\_\_  
 Where did you place the bomb? \_\_\_\_\_  
 What does the bomb look like? \_\_\_\_\_  
 What kind of bomb is it? \_\_\_\_\_  
 What will cause it to explode? \_\_\_\_\_  
 Who placed the bomb? \_\_\_\_\_  
 What is your name? \_\_\_\_\_  
 What is your address? \_\_\_\_\_

**Caller Identifying Information**

Sex/Age of caller \_\_\_\_\_  
 Voice/Accent \_\_\_\_\_  
 Time of call \_\_\_\_\_  
 Background noise \_\_\_\_\_  
 Caller's exact words \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Other \_\_\_\_\_

**FIRE**

In the event of a fire alarm, all staff should:

- Evacuate occupants and move to area 500 feet or more from building
- Move to designated shelter in case of inclement weather
- Administer first aid, if necessary

Front desk staff should:

- Call 911
- Remove critical information from premises

Available supervisor should:

- Shut off gas and electricity
- Check toilets, lockers, storage and other non-program space for members or staff
- Evacuate building, report to gathering spot, ensure roll is called, and form a system for contacting families

- Assist emergency crew with information as necessary

## **HAZARDOUS MATERIALS**

In the event of hazardous materials, the first staff should:

- Ensure 911 is called
- Inform available supervisor
- Supervise situation until emergency personnel arrive

The available supervisor should:

- Refer to Hazardous Materials Information Sheets (MSDS) in OSHA file
- Move all staff and members to a safe location

## **INTRUDER**

In the event of an intruder, the front desk staff should

- Remain calm
- Immediately hit the panic button
- Invoke intruder alarm (may be word-of-mouth)
- Secure immediate area to confine the problem
- Secure building as possible by locking appropriate doors
- Await assistance

All staff should

- Stay in designated areas (those in individual rooms should stay in those rooms; groups in the games room should move immediately to the tech lab/Witten room) and protect members.
- Lock the door from the inside
- Take roll and follow supervisor instructions

## **SEVERE WEATHER**

In the event of a severe weather watch, a supervisor should monitor the situation using information issued from the National Weather Service. Members will not be permitted to go on field trips.

## **EARTHQUAKE**

During a Severe Weather Warning staff should move members to designated area, take roll, follow supervisor instructions. Occupants should assume a kneeling position against a wall, head down, with hands covering head. Prepare for aftershocks.

A supervisor should shut off gas, electricity and water and then stay by the phone and monitor the situation.

## **VEHICULAR EMERGENCIES**

In the event of a vehicle emergency in which members need to exit the bus, the staff member closest to the rear exit should open it and exit. The bus driver should stand in the aisle closest to the front. Members should unload back to front with the unloaded staff member assisting them. The bus driver will continue to move toward the back as members exit and make sure no one panics. Staff should move members a safe distance away from the bus. All belongings should be left on the bus.