

North Penn Valley Boys & Girls Club Safety Policies
Updated January 13, 2021



One-on-One Policy

All Boys & Girls must prohibit one on one interaction between youth and staff and volunteers, including board members. Exceptions may only be made when delivering medical or counseling service by a licensed, trained therapist or similar professional.

The North Penn Valley Boys & Girls Club 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 youth and staff and volunteers, including board members.

Staff/Volunteers shall NOT

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in- person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Staff/Volunteers shall

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency situation arises.

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

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



Drug & Alcohol Policy & Guidance

The North Penn Valley Boys & Girls Club is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization maintains a drug and alcohol free workplace. The unlawful or improper use of drugs, including marijuana, which is criminalized as a Schedule I narcotic at the federal level, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, The North Penn Valley Boys & Girls Club has a duty to comply with the requirement of the [Drug-Free Workplace Act of 1988](#).

- Employees/Volunteers are prohibited from reporting to work or working while under the influence of alcohol and/or using illegal or unauthorized drugs.
- Employees/Volunteers are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees/Volunteers are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
- Employees/Volunteers taking a legal drug which potentially affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees/Volunteers must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

The North Penn Valley Boys & Girls Club further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol-free workplace policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.



Restroom Usage Policy

The North Penn Valley Boys & Girls Club is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Restrooms located in the "games room" shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-through and inspections. When possible for Clubs with multiple bathrooms, members are to use bathrooms in their designated areas of the building. For example, 6-9-year olds will use bathrooms in downstairs games room, members 10 and older must use upstairs bathrooms.

All staff and volunteers are to only use designated staff bathrooms in the building. Building Directors will review individual bathroom policies with YDP's. No one is to use the member restrooms when members are in the building. YDP's must notify teammates or find coverage for their area before excusing themselves from the floor to use the restroom. All staff are responsible to clean and wipe down bathroom after each use.



Technology Policy

Computer/Internet policies for Employees, Volunteers:

Employees/Volunteers may not check personal emails, open Facebook, YouTube, Twitter, Instagram or any other social media.

Employees/Volunteers are not permitted to circumvent the filter or firewall of the Boys & Girls Club.

Employees/Volunteers may not play inappropriate music.

Employees/ Volunteers may not use computers for:

Sectarian religious activities

To harass others

Personal profit

To attempt to gain access to any computer systems illegally or to access information to

which the user does not have authorized access

To spam, create viruses, worms or perform other acts of destruction or harassment Partisan

political activity

To conduct illegal activities

Employees/Volunteers may not visit any sites that are inappropriate containing fighting

games, violent material, images of a sexual nature, hate speech, or the option to chat. This includes

sites with questionable advertisements. If unsure of whether or not a site is acceptable,

employees/volunteers are NOT allowed to use the site until it is approved by a Director.

When posting members creative artwork (pictures of paintings, sculpture, written stories, etc.) on the Club's website or Facebook, employees are permitted to only use first names to identify the author.

The CEO or Director of Operations has the authority to access anything on the system or a Club computer at his/her discretion.

Employee & Volunteer Supervision – Policies for Technology

- No food or drinks are permitted by any computer in the Club. NO EXCEPTIONS.
- Employees & volunteers are responsible for monitoring the sites that children are on at all times, and are also responsible for ensuring that they are using the equipment properly. This requires walking around the room/area and visually monitoring the computer screens.
- Club members must ask permission before printing materials.
- When using Club lap-tops, they must be placed on a table or desk in an area that is easily visible to employees and others. Members may not walk around with laptops or use them on the couches.
- All computers issues should be reported to a supervisor (ex: keyboard is not functioning and leave a note on the computer that says "keyboard not working").
- If an inappropriate site or material appears on a computer, immediately turn off the monitor or shut the lap-top and tell a Director immediately.
- At the end of the programs day, all lap-tops should be accounted for and neatly plugged in to charge. Employees & volunteers should make sure that chargers are plugged in fully and that surge protector is on.

Online Identity Policy

If an employee/volunteer chooses to maintain a web page or any type of online or "cyber identity", the appearance of any inappropriate material in connection with the online identity of an employee or volunteer shall be grounds for dismissal.

Inappropriate material and or pictures may include but not be limited to:

Illegal use of drugs and alcohol
Violence
Any illegal activity
Sexual content or implications
Graphic language
Hate speech

Private settings

If an employee or volunteer has a Snapchat, Facebook, Instagram, Twitter or any other sort of online account, it is strongly encourage that they set their account to a private setting.

Online Communication with Club Members

Online contact or communication between an employee/volunteer and a Club member is strictly prohibited.

Audio & Video Recordings Policy

No still or video images or audio recording of any Club members may be used or displayed by an employee/volunteer in any medium other than at the Club or on the Club's official website. Employees/volunteers who violate any of the above policies or fail to enforce them with Club members will face disciplinary action up to and including termination.



Transportation Policy

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

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

Staff/Volunteers shall NOT:

- Transport Club members in personal vehicles.
- Transport one member at a time.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

Staff/Volunteers shall:

- Only transport members in official Club vehicles
- Ensure at least three individuals are present when transporting members

- Abide by the one-on-one policy when transporting members.
- Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities

Drivers shall:

- Keep a log of all youth who are picked-up and dropped off.
- Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times and locations.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.



Bullying Policy

The North Penn Valley Boys & Girls Club is committed to providing a safe, positive environment for Club members. The Club recognizes that bullying of members has a negative effect on the social, recreational and educational environment of the Club. Members who are bullied, intimidated, or fearful of other members may not be able to take full advantage of opportunities offered by the Club. Bullying can also escalate into more serious violence. Therefore, the Club strives to offer all members an environment free from bullying.

Definition:

Bullying shall mean an **intentional and repeated** electronic, written, verbal or physical act, or a series of acts, directed at another member or members, which occurs in the Club setting, that is severe, persistent or pervasive and has the effect, or is likely to have the effect, of **(1)** substantially interfering with a member's Club participation; **(2)** creating a threatening environment; or **(3)** substantially disrupting the operation of the Club. Club setting means in the Club, on Club grounds, Club trips or any activity sponsored, supervised or sanctioned by the Club.

Examples of bullying include, but are not limited to:

- Targeted and repetitive physical, emotional or mental harm directed towards a member

- Repeatedly damaging, extorting or taking a members 's personal property
- Purposefully placing a member in reasonable fear of physical, emotional or mental harm
- Intentionally creating an intimidating or hostile environment that interferes with a members Club experience
- Continually engaging in conduct that is intended to have the effect of, or has the effect of, demeaning, dehumanizing, embarrassing, ridiculing, taunting, teasing, or threatening a member or group of members.

Bullying, as defined in this policy, includes **Cyberbullying**.

Cyberbullying means an *intentional and repeated act*, or series of acts, directed at another member or members , which occurs in a Club setting, is carried out through the utilization of computers, the Internet, interactive and digital technologies or electronic devices, is severe, persistent or pervasive and has the effect, or is likely to have the effect, of **(1)** substantially interfering with a members Club experience; **(2)** creating a threatening environment; or **(3)** substantially disrupting the orderly operation of the Club. Club setting means in the Club, on Club grounds, Club trips or any activity sponsored, supervised or sanctioned by the Club.

Guidelines

Member, Parent/Guardian and Staff Reporting: The Boys & Girls Club encourages all members and parents/guardians who become aware of any act of bullying to immediately report that conduct. Members may report acts of bullying to their Learning Center Coordinators, Youth Development Professionals, Directors, or other Club employees supervising Club sponsored activities. Parents/guardians may contact a Director to report acts of bullying.

If Learning Center Coordinators, Youth Development Professional and/or other staff cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to a Director. Other Club employees who observe acts of bullying shall report that conduct to a Director. All Club employees must document and complete an incident report for any act of bullying.

Investigation Procedures:

- Each Director or designee is authorized to complete an impartial, thorough investigation of the bullying brought to their attention by members, parents/guardians or Club employees. Any investigation of a report may include meetings with members, parents/guardians or employees; a review of prior incident reports for member; and other reasonable efforts to better understand the facts surrounding a reported incident.

Consequences/Discipline:

- Consequences for members who are found to have bullied others may include a one on one meeting with a Director, time out, parent conference, suspension, and expulsion from Club. Depending upon the severity of a particular situation, a Director may also take appropriate

steps for member's safety. The Club will not tolerate any act, or acts, of bullying occurring in a Club setting that is/are targeted, calculated, severe, persistent or pervasive.