

GREAT FUTURES START **HERE
IN DUNDEE TOWNSHIP.**



**BOYS & GIRLS CLUBS
OF DUNDEE TOWNSHIP**

YOUTH PROTECTION

GUIDE

Revised May 2022



We encourage all staff, volunteers, members and families to report any incident or situation they feel is unsafe to Site / Leadership Staff (847) 551-4309. Through our national partnership with [Praesidium](#), one of the nation's leading safety experts, BGCDT members, staff and volunteers have access to a confidential 24-hour toll-free Child Safety Hotline, [866-607-SAFE \(7233\)](tel:866-607-SAFE) or email SafeClub@Praesidiuminc.com

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Youth Membership

Youth in grades K-12 are eligible for membership at the BGCDT. Members in our elementary and middle school based sites will attend the site at the school they attend during the day. If they are a special needs student and attend another school, they would attend their “home school” site. Our high school IMPACT Center Site is open to students from Dundee Crown High School, Jacobs High School, and Oakridge School.

Membership Form

All BGCDT members must have a completed membership form signed by their parent / guardian and needs to be updated annually.

Member Code of Conduct

Member Code of Conduct is part of the membership form, and is posted at each club site. Club members are required to follow the code.

Suspension / Expulsion

BGCDT reserves the right to suspend or expel a club members if they are in violation of club rules, the Member Code of Conduct, or they are being unsafe

Screening and Onboarding

BGCDT 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 and federal background check regulations, background checks and screening procedures are conducted in accordance with this policy.

Background Checks

BGCDT conducts criminal background checks of all employees, subcontractors, volunteers, including minors and board members. 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 #.
- 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.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months. All background check findings shall be considered when making employment or volunteer decisions. BGCDT 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. Has been convicted 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.**

• BGCDT conducts a monthly review of the Illinois Sexual Offender Registry list to confirm that no current employee, subcontractor working with youth, and program volunteer are reported Sexual Offenders.

Applicants for employment or volunteer service with conviction for the aforementioned criminal offenses will not be considered for employment or volunteer service. Employees, volunteers or applicants with convictions for other criminal offenses will be considered for or retention of employment or volunteer service on a case by case basis by BGCDT Leadership.

Additionally, all employees are subject to background checks each year. Background checks may include, but are not limited to, checks of an employee's driver's license, National sex Offender search, state and federal criminal records and credit checks; any offenses or convictions may prevent on-going employment.

All employees and volunteers must notify their direct supervisor and BGCDT management personnel in writing if they are arrested, charged and/or convicted of any criminal offense before they return to work or within 5 calendar days, whichever comes first. The employee / volunteer must explain, in writing, the facts and circumstances surrounding the arrest, charge and/or conviction and send it and all written documents pertaining to the arrest, charge and/or conviction to Club Leadership. For purposes of this policy, this requirement does not include simple traffic violations, other than DUI, unless such was received in the course of performing your job duties. Failure to follow the above procedure will result in discipline, up to and including termination.

Pre-Employment Drug Screening

All potential employees must take and pass a preemployment drug screen.

Interviews

BGCDT will conduct in-person or virtual via Zoom, behavioral-based interviews with every candidate for employment or program volunteer service.

Reference Checks

BGCDT conducts reference checks on every candidate for employment or program volunteer. Should candidates for employment or volunteer 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 / volunteered prior to extending an offer for employment or volunteer service. Additionally, BGCDT provides reference materials for past or current employees / volunteers when asked by other Member Organizations.

Staff and program volunteer onboarding

Upon offer of a position, each new Club employee / program volunteer shall receive and confirm in writing receipt of the most recent employee / volunteer handbook, youth protection guide, and operations manual.

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.

- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time.
- Member supervision procedures and techniques.
- Completion of the required Child Abuse Prevention Trainings approved by BGCA.
- Completion of Mandated Reporter training.

Mandatory Orientation

BGCDT requires that all employees go through a Mandatory Orientation within 7 days of hire or transfer. Orientation is designed to assist our employees to get off to the right start and is required by our regulatory authority.

This policy is in effect for all new employees, transfer and rehires. Documentation indicating that the mandatory orientation has been completed must be maintained. Upon completion of the mandatory orientation.

Managers or designee are required to review and document on the following:

- Club policies
- Club emergency plans and procedures including fire and tornado evacuation plans and the operation of fire extinguishers
- First aid locations and procedures
- Job responsibilities in relation to the job description
- Schedule of activities
- Child abuse and neglect laws, how to identify children who have been abused or neglected and center reporting procedures
- Child management techniques
- Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any staff who may be assigned to children throughout the day
- Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met

Failure to comply with this requirement may result in disciplinary action up to and including termination.

Mandatory Staff Training

- Up-to-date certification in CPR/First Aid and AED training
- All required training to comply with licensing standards requirements in accordance with the Illinois Department of Children and Family Services Day Care Licensing.

- All Health, Safety and Child Development training as required by the Illinois Department of Human Services Child Care Assistance Program, in order to maintain status as a qualified CCAP provider.
- Annual training on safety issues, and procedures.

Child Abuse Prevention

BGCDT is committed to protecting the safety of its members. As professionals working with children, BGCDT staff is mandated by state law to report incidents of child abuse and neglect in members with whom they work.

Child abuse is an injury or pattern of injuries to a child that is not accidental. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse and emotional abuse.

As an organization entrusted with the care and well-being of youth, BGCDT condemns child abuse. BGCDT will report all allegations of child abuse to the appropriate authorities and will cooperate fully in the prosecution of any staff or volunteer abusing a child. **The Child abuse hotline number is 1-800-252-2873.** BGCDT employees are mandated by law to report all suspected cases of abuse and neglect, whether they are Club related or any other connection to a child including school and home.

Because of the serious nature and implications, all allegations of child abuse against BGCDT employees or volunteers are to be handled immediately in the following manner:

- a. All allegations, no matter how trivial they may seem, are to be viewed as real incidents and should be immediately reported to a supervisor. Once reported, the incident must be documented immediately in writing. It is the supervisor's responsibility to compile a report with written statements from the child(ren)/adults(s) making the allegation, from the youth affected and from the alleged perpetrator. Every precaution must be taken not to further traumatize the youth affected. These written statements must be forwarded to the Director of Operations within twenty-four (24) hours or as soon as possible after the incident.
- b. Once an allegation is made against an employee or volunteer, that person is to be immediately suspended from all duties and placed on suspension with pay pending an investigation. The employee or volunteer should not return to the facility until the immediate supervisor contacts them.
- c. Once the Director of Operations has received the statements, a meeting should be set up between the alleged perpetrator (the employee or volunteer), the

supervisor, and the Director of Operations. At the conclusion of the meeting, a determination will be made as to the status of the employee or volunteer.

- d. After the meeting with the employee, a meeting will be scheduled between the Director of Operations, or his designee, the supervisor, and the parents/guardians of the affected child(ren).
- e. A full report of the incident is to be placed in the employee's personnel file. A copy will also be forwarded to the appropriate authorities.

Reports that are unfounded are to be expunged from all BGCDT records after two (2) years.

Remember: Employees should never put themselves in a position where they are alone one-on-one with a child. Always have at least two children or another adult with you at all times. This is for your protection as well as the protection of the children. Failure to adhere to this policy could result in disciplinary action, up to and including termination

Mandated Reporter

Every employee / volunteer of BGCDT understands that they are a Mandated Reporter under the Abused & Neglected Child Reporting Act. This requires all employees / volunteers to contact DCFS if they suspect a child has been abused or neglected. Employees and staff should notify their supervisor of the suspicion of neglect before they make the call to DCFS. All employees & volunteers must complete the Mandated Reporter Tier I Form. All employees, and regular volunteers must complete the online DCFS Mandated Reporter Training.

Required Trainings

BGCDT 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 training*
2. BGCA-approved mandated reporting training*
3. BGCA-approved grooming prevention training*
4. First Aid / CPR / AED Training is offered to all employees, at least two staff at each site locations must be certified when providing program.
5. BGCDT conduct will Youth Protection review trainings a minimum of two times annually

Guidelines on Staff & Volunteer relationships with members

The essence of the BGCDT's mission is to support young people as they develop and build values, skills and self-esteem. Employees are employed or volunteer to carry out that mission. They are always expected to perform their job responsibilities in a professional manner.

Positive and appropriate staff/Member relationships have positive consequences. Through these relationships, Members have the benefit of seeing positive role models in the staff. They also see values being displayed in action, learn healthy human relations skills, and throughout develop a good sense of themselves as valuable individuals.

However, negative and inappropriate staff/Member relationships have negative consequences and undermine the basis of our mission. Any employee who acts inappropriately in the presence of or toward a Club member, co-worker, or management is subject to discipline, up to and including immediate termination.

Physical Interactions

Every staff member and volunteer of BGCDT 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

Physical restraint of Members

The use of physical force or punishment should not be used as a response to Club member misconduct. The only instance when the use of physical force may be used as a response to Club member misconduct is in the case where weapons or violent behavior are involved. However, physical force in this instance should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention. Any use of physical force should be to prevent harm, such as separating individuals who are fighting. Fighting, physical assault or verbal assault on another person is a violation of the Member Code of Conduct and Member Expectations. In any case where physical response is used, the Club Director will meet with the staff involved to review what happened and fully document the incident.

If staff determines that it is necessary to forcibly remove an individual because that person refuses to leave voluntarily:

1. Staff should seek back up immediately, including the staff-in-charge
2. All members will be cleared from the area to isolate the individual
3. The police should be notified. The police, not staff, should remove a severely disruptive person who refuses to cooperate.

VERBAL INTERACTIONS

Every staff member and volunteer of BGCDT 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

Prohibition of Private One-on-One Interaction

BGCDT 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.
- Ensure in-person meetings take place in areas where other staff and/or other members are present.
- 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.

Parents or guardians are never allowed to provide consent for one-on-one interaction, or requests that would be in violation of organizational policies.

- All subcontracted mentors / teachers are required to abide by Club policies, including background check requirements, mandated reporter and prohibition of one-on-one interaction.

- 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.

Member Supervision

Supervision Guidelines

BGCDT 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. (Minimum of 15:1)
- Must be trained on appropriate supervision techniques.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must never use electronic devices such as cell phones, or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

- Must immediately notify Unit Leadership / Club Leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.

Member Attendance

Staff in charge of members are to know the whereabouts of each member at all times. They will do this by using the Program Attendance Form to take attendance when a member is in their care, knowing each child by name, counting the number of members in their group as they rotate to each program area, and signing out each member as they leave for the day.

Missing Child Procedures

If a child is missing, the Club Director/Director of Operations/Designated Supervisor should first check the ENTIRE BUILDING and the PLAYGROUND. A call will be placed to the parent/guardian and/or emergency contacts listed on the membership application, notifying them about the missing child. If the child cannot be located, the Club Director/Director of Operations/Designated Supervisor will contact the Chief Executive Officer and call the local Police Department to report the child as missing. Regardless of the outcome, the Club Director/Director of Operations/Designated Supervisor will report the situation in the incident log, as well as advise the Chief Executive Officer as soon as possible after the incident.

Classroom Programming

All BGCT activities are developed in order to promote a safe, engaging, reliable and educational atmosphere for the children we serve. Staff use classroom management techniques to keep order in each group.

Transitions between Activities

BGCDT staff receive training in effective transitioning between activities. Some of the basic principles guiding transition activities at The Club include the following:

- An assigned staff person remains with an identified group of children each day and manages their transitions
- Transitions are kept to a minimum
- Staff coordinate the timing and pattern of transitions from one room to another
- An orderly routine for bathroom breaks during rotation is established and maintained
- Expectations are reinforced with positive feedback to those who are attentive and well-behaved during transitions
- Staff provide verbal and non-verbal cues when an activity is coming to an end
- Staff allow children enough time to finish activities so that they will not be frustrated during the transition
- Children who are ready before the others assist with cleanup or engage in other activities while waiting for the transition to occur

First Aid Kit

Each staff member that is leading a group of members must have a first aid kit with them at all times.

Communication

Each staff member that is leading a group of members must have a walkie talkie with them at all times. The walkie talkie is to be used for club operations to communicate group and member movement, need of assistance, and for emergency situations.

Directors must have BGCDT site phone accessible during all working hours, this includes special events, field trips, or any other time working for the Club.

No Right to Privacy

All employees are expected to comply with all established safety regulations and procedures.

BGCDT also reserves the right to randomly check personal belongings of employees which are on the Club's (premises that is currently being used by the Clubs), including parking lots, such as bags, purses, shopping bags, briefcases, car trunks and compartments, etc. Refusals to such searches may be insubordination which may subject the employee to discipline up to and including termination.

Facility

Required Work Practices and Behaviors

- Respect members and their property.
- Never leave your area or members unattended without adult supervision.
- Resist close relationships with individual members that may result in the exclusion of other members.
- Treat all members by the same standards.
- Know the difference between being a "role model" for young people and being a young person's buddy – YOU ARE NOT THEIR FRIEND; YOU ARE THEIR MENTOR.
- Do not have any contact or relationships with a member outside of the workplace, which is not sanctioned by the member's parents/guardian, including visits, letters, social media platforms and phone calls.
- Do not use personal cell phones to photograph members.
- Do not engage in any sexual relationship or have any sexual contact with members. Sexual relations with a member is not only illegal but it is also a serious violation of these guidelines and will result in immediate dismissal. We will also pursue criminal prosecution.
- Do not use foul or abusive language.

- Report to work free of the influence of alcohol or illegal drugs.
- Do not give or sell illegal drugs or alcohol to members, or in any way condone or support illegal drug or alcohol use by members.
- Smoking is prohibited during any BGCDT program or event in which children are present
- Do not use personal vehicles to transport members.
- Confront racist and sexist behavior and comments directly and assertively.
- Develop activity plans & implement activities as scheduled, which includes following procedures on obtaining and using permission slips.
- Use male and/or female leadership groups as appropriate.
- Conduct yourself with dignity and take satisfaction in doing a good job. That means following through on promises made in the delivery of a program to members.
- Report child abuse to the proper authorities as mandated by law.
- Strive to be a positive role model for young people by showing respect for others in relationships with staff, members, and parents and realize what a significant impact you have on the lives of members.

BGCA posted collateral

BGCDT 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.

All adults are identifiable

All Staff & Volunteers are easily identifiable.

All Volunteers are wearing a BGCDT ID badge

All YDPs are wearing a BGCDT ID badge and staff shirt

Unit Directors are wearing a BGCDT ID Badge, and are professionally dressed.

Visitors

Visitors, adults (non-staff & volunteers) or children (non-members) that are not a part of the BGCDT program are not allowed past the front desk area unless accompanied by a staff member.

Entrance & Exit Control

All facility entries and exits 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.

There is a process for all members and guests to be checked in and sign out when leaving.

All 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.

Release to Authorized Adult

BGCDT provides a safe and secure environment for its club members. Club staff are responsible for ensuring members are picked up by only those adults who are authorized to pick up each member. Each member's parent/guardian is to fill out a form listing the individuals authorized to pick up their child each day. If applicable in custody disputes, a copy of any legal documents prohibiting certain individuals' access to the child are kept in the file. Each time a member is picked up from the Club, staff ensure the child is leaving the Club with an authorized adult, this may include checking the adult's ID to make certain.

In the case of an individual who is not authorized but who claims the parent has given him or her permission to pick up a child, staff will contact the parent for verbal authorization. The parent will be asked to update the pick-up authorization form in their child's file at their earliest convenience.

Release to Authorized Adult Who Appears Impaired

The Club will first attempt to persuade the parent/guardian to contact another person to transport themselves and the child to their destination. It will be pointed out to them, as politely as possible, the potential problems and consequences their actions could bring. Secondly, the Club will politely insist they do not remove their child from the center and remind them that we are trying to protect them and ourselves. If the person insists and removes the child from the center, the Club will contact the police with information related to the incident. Lastly, staff will make a written report of names, date, time and any other matter related to the incident. A report may also be filed with a caseworker if the child is under the protection of the county court.

Member Late Pick-up

If parents or other designated persons are late in picking up children, staff will remain with the child until they are picked up. Families will be subject to late fees as outlined on the membership application. If the child is not picked up within a reasonable time after the designated closing time and the family or emergency contacts cannot be reached, the police or child protective services will be called.

Dispensing Medication

NOTE: THIS POLICY APPLIES TO ALL PERSONNEL, WITH THE LIMITED EXCEPTION OF THOSE EMPLOYEES WHO WORK AT SPECIAL MEDICATION

DISPENSING LOCATIONS WHO ARE TRAINED AND SPECIFICALLY AUTHORIZED TO DISPENSE MEDICATION.

Unlike the school setting which may have a “nurse” on duty, BGCDT does not retain a nurse or any licensed care provider on staff to provide medical assistance to club members. Therefore, club members should not take medication while attending any of our programs; nor should they be permitted to do so in the presence of staff, except as otherwise provided in this policy.

When it is necessary for a club member's health and well-being, a member can take medication. When a club member's licensed care provider and parent/guardian believe that it is necessary for the club member to take a medication during program hours, the club member will be permitted to take medication in accordance to the following guidelines:

A. Definitions:

1. Prescription medications – those medications that are obtainable only with the written prescription of a licensed physician or health care professional.
2. Non-prescription – medications that can be obtained over the counter without a prescription from a licensed provider.

B. Prescription Medications

The following procedures shall be followed:

1. Consent Form – No medications will be permitted to be administered by the club member until a Medication Consent Form is completed and returned to the Unit Director. A completed Medication Consent includes written parental/guardian authorization that would allow the club member to self-administer medication while at the club and written instructions from a licensed health care professional for prescription medication.
2. Medication Information – Medication to be self-administered at the club must be given from the original and properly labeled container. In the instance of prescription medications, a pharmacy-labeled container is required and includes:
 - Club member’s full name.
 - Name of drug and dosage.
 - Mode of administration.
 - Time it is to be given.
 - Date of expiration.
 - Physician’s name.

3. Self-Administration of Medication – Medications shall only be administered by the club member. Except where a **life-threatening** emergency is believed to exist, in no instance shall a medication be dispensed by a club employee. No employee shall be required to administer medication by means other than ingestion.

Self-Administration of Asthma Medications or Epi-Pen:

1. Some club members may need to carry their emergency medication (asthma inhalers and Epi-Pens) on their person and use it on an “as needed” basis. These situations require a licensed prescriber’s order and parental/guardian permission as indicated on the appropriate Medication Consent Form.
2. A club member agreement to carry the specific medication will be signed indicating understanding of the medication and proper use, that the medication will not be shared and that they will notify a responsible adult if there is no marked improvement after the prescribed dose is given. In all cases the club retains the discretion to reject a request for the self-administration of medicine.
3. Permission allows the club member to possess and use his or her medication while at the club, while at a club sponsored activity, while under the supervision of club personnel.
4. Responsibility - It is the responsibility of the club member, for those club members 13 and older), not club personnel, to get his/her medication at the designated time. However, the Unit Director or designated staff member will endeavor to notify the club member when it is time to take the medication, if practicable.
5. Storage of Medications –The club member and/or parent or guardian is required to deliver the medication to the Unit Director or designated staff employee when the club member arrives at the club. Said medication will be kept in a safe, locked location not accessible to club members and checked out only by the Unit Director or employee designated to monitor the club member’s self-administration of the medication. All medication must be removed by the club member when the club member leaves for the day. If the medication requires refrigeration, the medication shall be refrigerated in a secure area, providing refrigeration is available at the club. If the club does not have refrigeration, the parent/guardian shall be so notified, and the medication CANNOT be accepted. No medication shall be stored at the club.

6. Time Period for Medication Administration - The length of time for which medication is to be administered shall be specified in the written instructions from the prescribing physician.

Head Lice Policy:

If a member appears to have symptoms of having head lice, a private screening may be performed by a trained staff member. If live head lice or nits are found, the member will be moved away from others to avoid direct head-to-head contact and the parent/guardian will be called to pick them up.

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.

Gym

Activities in the gym are organized, safe and are preapproved by the Unit Director. Gym floors, lighting and walls appear to be regularly maintained, clean and free of hazards.

Gym walls under basketball goals have 2” of padding to installed to prevent injuries. Gym bleachers are stored or secured when not in use.

Playground / Outdoor Space

Staff ensures straight line of site of ALL of the Club members in their group when outside.

Staff ensures that the outdoor play areas, are maintained and free of hazards.

Staff monitors the area, watching for possible threats; members of the public, animals, weather.

Staff ensures that members are using the playground equipment correctly.

Outdoor activities are organized, safe, and preapproved by the Unit Director.

Food Distribution

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. All Staff and Volunteer distributing meals including through a third party vendor (ex. Aramark) must have completed all necessary training

Restroom Usage

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

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.

Restroom Monitoring

Restrooms shall be regularly monitored by club staff according to a schedule set by Unit leadership. Monitoring includes walk-throughs, inspections and the best practices outlined below:

- Implementing procedure to limit the number of members using restrooms at the same time.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Staff observing unacceptable restroom conditions or incidents shall:
- Immediately notify the Unit Director / Club Leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Unit leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

Shared-Use Restrooms

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.

• Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and the youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.

Handwashing Policy

Staff encourages all members to wash their hands after using the restroom.

Staff members are required to wash their hands after using the restroom.

BGCDT Child Guidance Philosophy

As a high quality out-of-school time (OST) program, BGCDT is committed to promoting school-age children’s emotional and social development, in addition to their academic achievement. Therefore, BGCDT has developed a thoughtful, consistent, positive approach to child guidance that is appropriate to the age and individual needs of the children we serve.

The Club’s child guidance philosophy is based on time-tested principles in eliciting positive behaviors and fostering the progressive development of children. These include the following:

- Understanding of growth and developmental stages of children
- Providing a stimulating and educational environment that addresses multiple learning styles
- Maintaining consistency in rules, routines and discipline
- Modeling of appropriate behaviors and attitudes
- Allowing children to share their feelings and suggesting solutions to problems
- Reducing opportunities for misbehavior through effective classroom control
- Teaching children coping mechanisms
- Praising appropriate behavior
- Working cooperatively with families to resolve ongoing behavioral challenges

The Club puts a priority on positive guidance methods that promote the setting of clear-cut limits for children and for the development of self-control, self-esteem and respect for the rights of others. Families are considered partners in finding solutions that will eliminate negative behaviors. In addition to giving feedback to parents/guardians at pick-up time, our Club Director can also make arrangements with families for a sit-down meeting to brainstorm effective child guidance techniques for their children.

Prohibited Forms of Discipline

Actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment;
- Verbal abuse, threats, or derogatory remarks about a child or the child's family;
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle; and/or
- Withholding or forcing meals or snacks.

Appropriate Forms of Discipline

Club members who are having a difficult time following the Member Code of Conduct and Club Expectations will first be redirected by staff and provided a verbal warning to correct behavior. Beyond redirection, members may be separated from the rest of the group in a non-humiliating manner and offered no more than 5-minutes of a "time-out" break. The staff person(s) in charge of the area should talk with the member about their behavior, choices and consequences. Behaviors will be documented on a Member Behavior Incident form if necessary.

If a member continues to disrupt and his/her behavior has not improved, the member should be escorted to and should be counseled by the Club Director/Assistant Club Director or other designated supervisor. Certain behaviors, such as fighting, biting, or any other action that will harm other members, are not tolerated. While suspension should be the last disciplinary action for members, any member who demonstrates such behavior may be suspended.

Appropriate Ways to Calm Crying or Distraught Children

Crying at any age is a normal response to overwhelming powerful emotions such as anger, fear, stress, sadness and happiness. Our program staff are provided training in developmentally appropriate ages & stages of children as well in emotional regulation techniques. In the event of a crying or distraught child (emotional dysregulation) staff will:

1. Assess the situation and determine if the member and/or other members are safe. If necessary, staff are to remove other members from the area.
2. Staff will offer the member assistance in finding a way to become regulated.
 - a. Examples of assistance include but are not limited to:
 - Remaining close to the member
 - Offer language to name the emotion and offer help. Example: "I see that you feel sad/angry/frustrated...how can I help you?"

- Offer the member a break of no more than 5 minutes in a manner that is not threatening or humiliating.
- Offer an emotional regulation strategy such as deep breathing, counting, stomping feet, taking a walk or reading/coloring.
- Offer to problem solve with the member to find a solution to the distress.
- Help the member identify positive feelings.
- Contact the parent/guardian to offer positive emotional support to the member.
- If emotional regulation strategies are not successful and distress is prolonged, parents/guardians may be asked to remove the child from care for the remainder of the day.

3. When the child becomes regulated, discuss the feelings involved and brainstorm tools for the member to access when dysregulated.

4. Notify the parent/guardian of any long-lasting or habitual incidents of prolonged crying or distress to create a plan together.

5. Document patterns and successful emotional regulation strategies to create individualized response plans.

Sports / Athletics

Participants

All participants in organized sports leagues

Coaches

All volunteer coaches must complete the same background checks and orientation process as program volunteers

Injuries

Waivers

Pools / Swimming

Attire

Locker Rooms

Swim Tests

Staff Coverage

Transportation

BGCDT is committed to providing a safe environment and enforces the following transportation policies for members, staff, volunteers. BGCDT only provides transportation to and from Club Sites and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

Drivers and Vehicle Use

All BGCDT applicants/employees and volunteers must complete a DMV form in order to be considered as an approved driver of any BGCDT vehicle. The form and a photocopy of both sides of the applicant's driver's license must be submitted to the administrative office. The BGC Administrative Office will notify the applicant if approved. Employees should not operate agency vehicles until approved.

BGCDT vehicles are provided to support club activities and are to be used only by qualified and authorized persons. In all cases these vehicles are to be operated in strict compliance with motor vehicle jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. Any person authorized to drive a BGCDT vehicle must carry a current valid driver's license. Motor Vehicle Records (MVR's) will be examined prior to the start of employment.

Procedure:

A. Driver Requirements

- a. Who is an **AUTHORIZED** driver?
 1. Must be an authorized employee of the BGCDT.
 2. Must be at least 21 years of age.
 3. Must have a current valid driver's license and carry it on their person when driving.
 4. Drivers must have passed the motor vehicle record check.
- b. Who is **NOT** authorized to be a driver?
 1. Will not be authorized if, has had any of the following experiences
 - a. Been convicted of a felony involving the use of a motor vehicle.
 - b. Been convicted of sale, handling, or use of drugs involving a motor vehicle.
 - c. Is unable to complete the driver training successfully.
- c. Who **MAY NOT** be authorized to be a driver?
 - A. May not be authorized if the driver:
 - a. Had a driver's license suspended or revoked.
 - b. Had a MVR evaluation of "borderline" or "poor".

B. Rules to use BGCDT- owned or BGCDT-rented vehicles

- a. Permission to use the BGCDT vehicle must be granted by an authorized BGCDT Manager/ Supervisor. Persons other than BGCDT employees or authorized individuals are NOT permitted to operate

BGCDT vehicles. Approved employees driving BGCDT vehicles are covered under an Illinois auto policy.

- b. Smoking, eating or drinking is not permitted in any BGCDT vehicle at any time. Drivers are responsible for maintaining vans in usable and clean condition.
- c. Cellular phone calls are not permitted while driving any BGCDT vehicle. However drivers must be available via cell phone when taking members out in vans. If an emergency phone call must be made/answered, the driver must pull over/park in a safe area and make/take such call.
- d. Employees or authorized individuals may be held liable in situations where vehicles are operated outside the scope of this policy.
- e. Use of seat belts is critical to reducing injury in the event of an accident. Drivers and passengers must wear seat belts at all times while the vehicle is moving. The number of persons transported in the vehicle must not exceed the number of occupant restraints available in the vehicle.
- f. Staff is not allowed to bring vehicles home or use vehicles for personal errands/reasons.
- g. BGCDT members cannot be left alone at any time in the agency vehicle.. The vehicle must be turned off and members must exit the vehicle with staff.
- h. In using a BGCDT vehicle, staff is not only accountable for the safety of any members involved, but also bears a responsibility in driving a vehicle that proudly displays the organization's name and logo. This applies both to behavior while driving the vehicle as well as awareness and appropriateness of where the vehicle is parked when not in use.
- i. If involved in misuse of the BGCDT vehicle, the driver may be personally liable for damage to persons or property caused to third parties and for the legal expenses for defense of such claims.
- j. The use of alcohol and illegal drugs and carrying of such in a vehicle is prohibited at all times.
- k. Use of prescription medication which may affect the driver's alertness, judgment, or reaction time is prohibited.

C. Review of Motor Vehicle Record

- a. State MVR will be used as the source for verifying driver's history. MVR will be obtained and reviewed for risk management purposes.

- a. An MVR check will be conducted on all current/potential drivers of BGCDT vehicles to conduct agency business. The results will be reviewed by the BGC Administrative Office to determine if applicant/employee may have driving privileges.
- b. Driving responsibilities may be adjusted or suspended and/or additional MVR evaluations may be used to monitor driving for any authorized driver not meeting the criteria.
- c. Employees/volunteers must notify the BGC Administrative Office of any changes to the status of their driver's license and/or driving record

D. Traffic Violation

- a. Fines for parking, moving violations, toll violations, etc. is the personal responsibility of the driver.
- b. Each driver of a BGCDT vehicle is required to report any moving traffic violations to his or her manager within 24 hours of such violation.
- c. Moving violations incurred while NOT on BGCDT business will affect your driver status and are subject to review.

Staff Requirements before Driving Club Vehicles

- Must allow for a DMV background check and be cleared to transport youth per the barrier violations policy of the organization.
- Must complete Van Safety training and renew annually.
- Must complete a behind the wheel driving session with Club Leadership.
- Must be certified in CPR / First Aid
- Must only transport members in official Club vehicles or other vehicles approved by Club leadership. (ex. D300 Buses)
- Must complete a pre-tip safety check of the van as listed on the transportation log.
- Must complete the transportation log, that includes a list of all members that are being transported with their parent's cell phone #.
- Must have a signed permission slip for every youth that is being transported by BGCDT.
- Must ensure that every passenger is wearing a seatbelt when the van is in motion.

- Must confirm that no youth are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be completed at the conclusion of each trip to ensure compliance.
- Must submit written incident / accident reports detailing involving transportation of members for all Club-related activities.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, or other communication devices while driving a club vehicle unless synced to the vehicle's hands-free system.

Organization Vehicles

- Each Club vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected by staff before every trip for which youth are being transported; any problems with the vehicle must be communicated & addressed promptly to Club Leadership.
- Each vehicle should be formally inspected using the vehicle safety checklist each month and submitted to the BGCDT Safety Committee Chair.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

Accident Protocol

• Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members.
The steps to take for minor/major accidents and breakdowns .

The appropriate steps to follow are:

- Call for police and medical help immediately (if needed)
- Determine the extent of the injuries and prioritize the need for treatment.
- Calm Club members as much as possible by remaining composed. Try to remain calm and keep your emotions and voice under control.
- Begin emergency first aid as needed. Check for injuries and begin emergency treatment as needed. If possible place another adult Staff or Volunteer in charge of the uninjured passengers.
- Keep everyone in their seats until the injured passengers can be removed. Then, evacuate the vehicle when it is safe to do so. Keep Club members in a safe place.
- Set out emergency safety flares.
- Obtain information on the driver, if another vehicle is involved.
- Assist in the investigation of the accident when police arrive at the scene.
- If the vehicle is inoperable call Club Leadership to arrange for another vehicle to pick up the passengers.
- Complete an accident report and submit it to Club Leadership, by the end of the day that the accident happened.

Transportation Procedures

Trips are posted at the Front Desk, and/or emailed or texted to families. To ensure a safe and enjoyable trip for everyone, The Club practices the following procedures:

1. Prior to Leaving for the Trip:

- Site Director will designate a field trip supervisor (typically the group leader and/or van driver).

- Leaders will be selected to accompany each group of children. Leaders must know the whereabouts of the children in their care at all times.
- Site Director will create a field trip roster including the name, emergency telephone number, and medical information for every child on the field trip. This information should be available at all times during the trip.
- Leaders will review the BGCDT Member Code of Conduct and Club Expectations.
- The field trip supervisor and/or van driver should know how to navigate to the field trip location.

2. Transportation to the Trip:

- Load BGCDT vans or buses from front to back when at capacity.
- Leaders should sit with their groups to maintain positive behavior. Provide sit-down activities for children to do while traveling to the location. Leaders should interact with the children.
- Leaders will verify the field trip roster with ID cards and a face-name check of each assigned child.
- Children should be seated at all times until instructed to exit, All passengers should wear a seatbelt if provided.
- Exit BGCDT Vans or bus from the front to the back.
- Check with Van Driver/Bus Driver to see if he/she is staying on site or not. If not, find out who will be returning to pick-up the children.
- A Group Leader or Van Driver will stand outside the bus door to make sure children exit the vehicle safely.
- After all children are off the van/bus, the van driver or group leader will verify all children have exited the vehicle and, when applicable, turn off the van alarm.
- Children with disabilities or other limitations will be assigned an attendant on field trips who will ensure that these children are given priority in getting on and off the vehicle.
- In the event that an authorized adult is not at home to receive a child, families have the option to authorize a school-aged child to enter the home on his/her own on the Transportation Permission Form. If a child is unable to enter the home, first the parent/guardian is contacted, second the emergency contact is contacted and finally the child will be returned to the Club. If no authorized adult can be contacted, Child Protective Services will be notified.

Incident Management

Clear reporting policies and procedures are an important element in responding to incidents that might occur at Club Sites. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff,

volunteers, members, and others who visit Club Sites. Safety incidents include those that occur during Club programs, on Club premises and/or during a Club- affiliated program or trip.

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
- Witnesses and contact information •Names of all involved (youth and staff)
- All notifications made (first responders, parents, leadership, etc.)

General Incident Description

BGCDT 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 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.

Incident Investigation

BGCDT 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

Each Member Organization 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:

- a. 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.
- b. 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.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. 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.
- e. 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.
- f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.

- g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- i. 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.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- k. 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.

Whistle Blowing

The Boys & Girls Club of Dundee Township staff are encouraged to provide information to their supervisor or senior management regarding inappropriate actions that may include, but are not limited to, fraudulent behavior, actions that may endanger or harm children, or other potential criminal activity. Any information provided to supervisors or senior management is kept confidential; an employee cannot be terminated for reporting such behavior.

Drug- and Alcohol-Free Workplace

Use of drugs, alcohol, tobacco, and vaping is strictly prohibited. BGCDT is committed to providing a drug-free workplace and will conform to the requirements of the Drug-Free Workplace Act and all laws pertaining to alcohol and drug use in the workplace.

Any employee who reports to work under the influence of alcohol, marijuana, or under the influence or in possession of any controlled substances or narcotics (the use, possession, purchase or sale of which is unlawful by statute), or other non-prescribed medications shall be subject to discipline, up to and including dismissal. Employees are prohibited from buying, selling, distributing, manufacturing, possessing or using alcohol, marijuana, vaping, or controlled substances while on duty or on property that is used by BGCDT, including the parking lot and nearby areas.

BGCDT reserves the right to request any employee to undergo a drug and/or alcohol test if it has reasonable suspicion to believe that the employee has taken and/or is under the influence of drugs and/or alcohol, as determined by Club.

Reasonable suspicion can be based on the employee's appearance, behavior, work performance, workplace accident, speech, conduct, or any other basis which causes a concern. Physician-prescribed medications are permitted, provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace.

All employees may be required to submit to drug and alcohol tests at any time during their employment and as required by law. Any employee who refuses to submit to a drug and alcohol test or otherwise tampers with it being accomplished will be considered to have violated this policy and be terminated. Any employee who tests positive for the presence of alcohol or drugs may be subject to discipline up to and including discharge.

All employees must notify their direct supervisor in writing of any conviction of any drug-related offense no later than five calendar days after such conviction.

Smoking/vaping in or on BGCDT facilities is not permitted.

Employees are not permitted to smoke/vape under any circumstances at any facility (Club or School) or at any Club events outside of its facility.

Reasonable Suspicion and Random Drug Testing Policies and Procedures

BGCDT reserves the right to request any employee to undergo a drug and/or alcohol test if it has reasonable suspicion to believe that the employee has taken and/or is under the influence of drugs and/or alcohol, as determined by BGCDT.

These are four instances when drug / alcohol screenings will be used:

1. Pre-Placement Examination Screenings will be included in all pre-placement screenings. Failure to successfully complete the screening or the screening results in a positive result BGCDT will remove the applicant from consideration.
2. Reasonable Cause – If the person obviously appears intoxicated, confused, uncoordinated, shows a markedly different personality or obvious behavior that is not rational, a physical fitness for duty evaluation including substance abuse screening may be required. Failure to successfully pass a substance abuse screening may result in termination. Supervisors are authorized to send employees for a drug test if they receive information that the employee could be using illegal drugs.
3. Post -Accident Testing -A drug / alcohol screening may be required following a work accident or incident and as part of a fit for duty examination. Failure to successfully pass a substance abuse screening may result in termination.

4. Random Testing – The Boys & Girls Club of Dundee Township reserves the right to conduct random, periodic, unannounced drug tests of employees to maintain the safety of the workplace, the community and the working environment. If the individual fails the random drug test and the test is verified as positive, the individual will not meet the drug-free condition of employment and will be subject to action up to and including termination of employment.

If you are notified that you must submit to a substance abuse screening, an appointment will be established for you. Refusal to submit or failure to make your appointment for a substance abuse screening may result in termination.

As is our practice, each case involving reasonable cause, a work accident or incident, work-related injury or random testing, will be thoroughly investigated before action is taken.

Staff refusal to submit to a test or failure to follow proper testing procedures will lead to termination of employment.

If an employee tests positive for drug use, a doctor will explain the test result to the employee and determine whether the positive result was caused by medication or other circumstances. In certain circumstances, the doctor will schedule one more drug test to make sure that a positive test is related to drug use. If the test results are positive for prohibited drugs, the employee will be terminated immediately.

Use of Prescription Medication

Physician-prescribed medications are permitted provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace. If an Employee is required to take prescription medication before coming to work and/or while at work, which can in any way impair the employee's ability to work or adversely affect other employees, members or guests of the Clubs, the employees must first notify his/her supervisor. Then a determination will be made as to whether the employee should be sent home or permitted to work. This is not designed to be punitive in nature but to protect the employee, other employees, members and guests of the Clubs. If the employee fails to notify his/her supervisor or Human Resources Representative that he/she is taking prescription medication and the employee's work and/or other employees, members and/or guests are adversely affected, the employee will be subject to discipline up to and including termination.

Inclement & Severe Weather **Outdoor Activities**

Club staff should use discretion when planning outside programming during the summer and winter months due to extreme temperatures. Staff should conduct all programming inside during days when the weather is extremely hot or cold. In heat, staff should ensure club members are adequately hydrated. Likewise, staff should ensure club members are fully dressed in appropriate winter clothing (coat, gloves, scarf, etc.) during cold weather. Staff shall hold programming inside when 1) there is heavy rain 2.) Lighting is present 3) the heat index is at or above 100 degrees Fahrenheit. 4) The temperature is at or below **10** degrees Fahrenheit including wind chill.

If a severe storm/tornado warning is in effect staff will be notified and will take members from their area to the designated safety area of the Club. Doors to all program areas will be locked after staff leaves the area. The staff in charge will check each floor to ensure all persons are in the designated safety area. Staff will maintain a calm atmosphere. Staff and members will remain in the designated safety area until the staff person in charge indicates it is safe to return back to the rest of the Club.

As a general guideline, Club will close when the School District closes. In some cases, staff may be required to report even though The Club is closed to members.

Tornado Warnings

Staff will convene and lead their assigned groups of children to the nearest area designated for tornado shelter until the warning is lifted. Shelter area signs are posted throughout the building, along with fire evacuation plans. The Club Director, Program Director or staff in charge will use the attendance reports to confirm that all children are assembled with their activity leaders.

Power Failures

The building has an emergency generator that will automatically turn on in the event of a power failure. This will keep a minimum of emergency lights on in the building. Normal programs can continue during a power failure. If the failure continues for longer than 30 minutes, the staff person in charge will take steps to close the Club including calling parents and ensuring that all youth have a way home.

Flash Floods and All Other Emergencies

Children should be kept in the building whenever it is possible and safe. Staff will take children in their assigned groups to the designated meeting areas. The Club Director/Director of Operations will stay at the main door of The Club to notify parents of their child's whereabouts. If this is not possible, a note will be placed on the same door explaining the whereabouts of children and staff.

Closings

Early-Morning Decision

The decision to close the BGCDT for the day because of severe winter weather will be coincide with the school districts decision to cancel school for the day.

Mid-Day Decision

The decision to close the Clubs if the school district announces an early dismissal for severe winter weather will be made by the Club Leadership and communicated to all Unit Directors.

Early Closing Decision

The decision to close the Clubs early after they have opened because of severe winter weather will be made by Club Leadership. Unit Directors will notify parents of an early closing.

Emergency Operations Plan

Boys & Girls Clubs shall create and maintain 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

- Training/drill schedule and reporting procedures for staff, volunteers, and members. Minimum three times annually (August, January, June).

- Developed and shared with local first responders, such as fire department and law enforcement agencies.

Firearms and Weapons

The BGCDT strictly prohibits weapons of any type on property where it performs its services and at any company-sponsored events. Illinois State Police “No Firearms” signage is posted at all facility entrances. This includes visible or concealed weapons, even those for which the owner has a valid permit. This policy applies to all employees, members, visitors, customers and vendors. Prohibited weapons include any form of weapon or explosive that is illegal under federal, state or local laws. This includes all firearms, knives, explosive devices or any other weapons that

could be used to threaten, harass, intimidate, injure or cause harm to another individual.

To ensure that prohibited weapons are not present on the property, locker or desk searches may be conducted periodically. The BGCDT also reserves the right to inspect work areas and personal belongings including, but not limited to, items such as employee packages, purses, backpacks, lunch bags or vehicles parked on the property that is used by the BGCDT to perform their services.

Employees who observe or have knowledge of any violation of this policy should immediately report it to their supervisor, and Club Leadership. The management department will promptly and thoroughly investigate the matter.

An employee found to have used a weapon or be in possession of a weapon while on the premises that are being used by the BGCDT will be subject to disciplinary action, up to and including discharge. The company may also refer the individual to the local law enforcement authorities.

Weapons & Violent Behavior

Members or guests possessing a dangerous weapon will NOT be permitted in the Club. In cases that clearly involve a gun, or any other weapon used in a threatening manner, the police will be called, and the individual will be subject to immediate disciplinary procedures including permanent suspension from the Club. In all cases involving a weapon or violent behavior, the member's parent/guardian will be notified.

Threats of Attack

In the event one of our staff receives an attack threat via phone, email, or otherwise, the staff in charge should be notified immediately. This staff person will then contact Club Leadership and the police department, in that order. Staff should follow police instruction which may include evacuating the building in an orderly fashion. In such cases, members should prepare to wait outside for an extended period of time (make sure members have coats if applicable) until the police have determined it is safe to re-enter the building. Director should take the site laptop and phone with them. In the event the wait period is longer than deemed safe to be outside, all staff will assist in making sure the members get home safely. In cases where it is deemed safer to keep members inside, such as in the case of a gun threat, members should be kept away from windows or doors and kept out of site as much as possible. Members should be kept in their shelter in place location with locked doors with a Club staff member until they receive the "all clear" message from the police.

Emergency Medical Procedures

A. Medical Emergency Procedures – Youth Club Member

1. If the medical situation is emergent and the member's life is at risk immediately call 911.
2. Contact the child's parent or guardian. Have the parent come to the Club; we want the parent to make the medical decisions regarding their child
3. If the youth is unconscious, **DO NOT MOVE THE CHILD**. Be sure he/she is breathing. Get other children away from the area. Administer CPR if needed.
4. Stay with the child until the parent or paramedic arrives. Assist as needed with information, etc..
5. Complete an Incident Report immediately. (If there was an accident that causes death or near death it is very important to contact the Chief Executive Officer and not give any statements to the press or anyone else regarding the incident. If we follow these steps, we will be acting responsibly and in the best interest of the child and BGCDT.

B. Medical Emergency Procedures – Adult

1. If the medical situation is emergent and the person's life is at risk immediately call 911.
2. If the person is unconscious, **DO NOT MOVE THE PERSON**. Be sure he/she is breathing. Administer CPR if needed.
3. Stay with the person until the Fire Department arrives.
4. Complete a report detailing the event and submit your statement to the Club Director.
5. If the person is transported to the hospital contact their emergency contact to inform them of the situation.

Off-Site Emergency

For off-site field trips and other events, extra staff should be sent to ensure the safety of all children participating. In the case of an off-site emergency, the staff person in charge should immediately contact the Club Director or other lead staff at the Club to notify him/her of the situation. In the case of the emergency involving a Club member, the child's parents should be notified. In a life-threatening situation, 911 should be called.

Field Trip Safety Equipment Checklist

- ✓ First Aid Kit
- ✓ Member roster
- ✓ Club member emergency contact information

- ✓ Incident report forms
- ✓ Cell phone (fully charged)
- ✓ A Copy of the Member Roster is to remain at the Club
- ✓ Destination and return time should be kept at the Club

Health, Sanitation and Safety

Staff members shall follow good hygiene with the children, including the following:

- Staff shall wash their hands with soap and warm running water before food preparation or service and after assisting with toileting, diapering or wiping noses and after exposure to blood or blood containing body fluids.
- Staff shall avoid contact with blood or blood containing body fluids.
- Gloves shall be worn if there is contact with blood or blood containing body fluids.
- Surfaces contaminated with blood or blood containing body fluids shall be cleaned with a solution of chlorine bleach and water.
- Blood contaminated materials shall be discarded in a plastic bag with a secure tie.
- Faces and hands of children shall be thoroughly washed before and after meals;
- Children's hands shall be washed after toileting;
- Staff shall be knowledgeable of routes of transmission, as well as prevention, of human immunodeficiency virus (HIV) and other communicable diseases.
- Consumption of alcohol or use of marijuana or other non-prescription narcotic or illegal substances is prohibited on the facility premises. People who appear to be under the influence of alcohol or other drugs shall not be in the facility when children are present.

C. Non-Prescription Medications

1. Club members will be permitted to self-administer non-prescription (over the counter) medications only with parental/guardian approval as indicated by written consent on the Medication Consent Form.

2. All criteria listed above concerning prescription medication shall be adhered to regarding non-prescription medication with the exception of the written authorization from the physician.

3. When over-the-counter medication is to be administered, the container must have a manufacturer's label identifying the medication and dosage schedule and be labeled with the student's name as well.

Seizures / Convulsions

Seizures or convulsions are sudden and often violent involuntary contractions of groups of muscles with accompanying decrease or loss of consciousness. They may involve many muscles of the arms, legs and head, or they may involve only a few of these muscles. Research indicates 1-2% of the total population experience epilepsy, which is one disease associated with seizures. Children have been reported to have convulsions from high fevers and severe gastrointestinal illness usually associated with severe infectious disease. Other causes of seizures may include ingestion of toxins such as lead or carbon monoxide, head injury and trauma.

If you observe a child experiencing a change in their level of consciousness or becoming unconscious, they may be experiencing a seizure. Rolling of the eyes and a blank stare without response also may indicate the onset of a seizure.

Immediately call 911. The appropriate first aid is as follows:

1. Instruct a person nearby to identify the time.
2. Assist the child to a lying position, usually on the floor. Clear any objects that may be nearby.
3. Loosen any tight clothing if it poses a choking or breathing hazard.
4. Place something flat and soft such as a pillow, jacket, or hand under the child's head.
5. Avoid restraining the child during the seizure.
6. Do not force anything into the child's mouth if teeth are clenched.
7. Turn the child's head (but do not force) to provide an open airway.
8. After seizure subsides, take note of the ending time. Medical professionals may want to know how long the seizure lasted. Reassure the child that he or she is alright, orient him/her to time and place, and inform him/her that they have had a seizure.
9. Contact the parent or other responsible family member and report the details of the incident on the appropriate forms.

Following the seizure, which may last several minutes, the child may appear drowsy, may breathe slowly, may be difficult to arouse, and may complain of headache, muscle soreness, or weakness. This confused state may last 5-10 minutes. Keep the child comfortable and resting during this time.

Blood Borne Disease Control Procedures

The purpose of these procedures is to minimize or eliminate employee exposure to blood borne pathogens i.e. hepatitis B (HBV) and human immunodeficiency virus (HIV). All blood and body fluids shall be considered as potentially infectious material and should be handled as directed by this policy.

These procedures shall apply to all Club personnel, both full and part time, first aid trained or not, who may be required to treat injured members or handle and dispose of materials containing blood and/or body fluids.

Personal Protective Equipment

BGCDT employees shall take protective measures including the use of proper personal protective equipment.

Rubber gloves shall be worn when there is potential for the hands to have direct contact with blood and/or body fluid, whether treating an injured employee or cleaning soiled surfaces. All staff will be provided rubber gloves. After removing rubber gloves, or in those cases where contact with body fluids may occur unexpectedly, hand or other skin surfaces shall be washed thoroughly and immediately.

1. First Aid Kits
Each BGCDT unit has a first aid kit available at the designated check-in desk. All first aid kits will include several pairs of plastic latex gloves. Gloves are to be worn when dealing with any injury that entails cleaning blood off the wound. Gloves are to be disposed of after use. Club Directors or other designated supervisors are responsible for maintaining inventory ensuring proper supply at all times.
2. Housekeeping
All equipment and work surfaces shall be properly cleaned and disinfected after contact with blood and/or body fluids. Contaminated areas shall be temporarily isolated and immediately cleaned with a mixture of one part bleach and ten parts water.
3. Waste
All potentially infectious waste shall be placed into a plastic bag, sealed by the maintenance department and placed immediately in a garbage can located outside the facility.
4. Information and Training
All employees of the BGCDT shall receive training regarding the location and proper use of personal protective equipment and proper work practices. Training records will be kept on file.
5. Compliance
Staff will be expected to follow these procedures on blood borne disease control.

Accident Reporting Procedures

All major accidents and illnesses **MUST BE REPORTED**. They are to be reported immediately to the Club Director and Director of Operations. A BGCDT Incident Report Form will be completed and prepared for parent/guardian signature upon pick up. All head injuries will be reported to a parent/guardian before picking up. This incident report is given to the Club Director/Director of Operations for review and then placed in the child's file. Depending upon the seriousness of the accident or illness, the staff person supervising where the accident occurred will be expected to administer the necessary emergency first aid. If the necessary first aid is beyond the abilities of the staff person present at the scene, back-up will be requested.

Only supervisory staff should call a parent/guardian in the event of an incident which could require additional medical treatment. If staff is unable to contact a parent or guardian and/or the injury is severe, 911 will be called. Staff members are not authorized to transport members from the Club to any other location but can administer emergency first aid.

Any reports should be filed properly within the membership management system.

Emergency/Hotline Numbers

The following numbers will be posted in a prominent location where Club staff can access them quickly:

Police – 911

Fire & Medical – 911

Abuse – Child Protective Service (24 hrs.) 800-25-ABUSE (2873)

Poison Control (24 hrs.) – 1-800-222-1222

Resource Information Line – 211

Technology Acceptable Use Policy

BGCDT is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Club Member Usage

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

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: BGCDT 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 keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

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.

Parental notification and responsibility: While BGCDT 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 Clubs ((local name) 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 BGCDT 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 BGCDT 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 a Boys & Girls Clubs 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 and Volunteer Usage

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

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 staff-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 but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the

burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: 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 personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff 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 personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment 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: BGCDT reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member's personal device.

Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff 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.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members 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.

- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events.

Monitoring and inspection: BGCDT reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. BGCDT reserves the right to monitor communication and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

Consent of Receipt

I understand that by signing below, I acknowledge that I have received, read and will abide by the contents in the BGCDT Youth Protection Guide.

I also understand that as an employee / volunteer of the Boys & Girls Clubs of Dundee Township, I am a mandated reporter and by signing below, I acknowledge that I have/will complete the DCFS Mandated Reporter On-line Training annually and will submit my certificate to the BGCDT.

Signature of Employee / Volunteer

Date

Printed name of Employee / Volunteer

Date