



**JOHN M. BARRY  
BOYS & GIRLS CLUB  
OF NEWTON**

**Policies and Procedures  
October 2024**

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**John M. Barry Boys & Girls Club of Newton**

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**Program Policies and Procedures Manual**

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## Emergency Phone List

Police .....	911
Fire.....	911
Ambulance .....	911
Poison Control .....	617 232-2120
Newton Wellesley Hospital.....	617 243-6000
Department of Children and Family Services.....	781 641-8500
Newton Crisis Response Team .....	617 552-7120 Carol
Newton Wellesley Hospital Counseling .....	617 243-6522
Social Work Referral .....	617 720-2828
Domestic Violence Safelink.....	877 785-2020
Special Needs Advocate .....	617 244-7310

## Child Abuse Prevention – Required Training

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

Before providing services to young people, and annually thereafter:

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

Annually:

- All the policies, including all safety policies, for John M. Barry Boys & Girls Club of Newton.

## Prohibition of Private 1:1 Contact

The John M. Barry Boys & Girls Club of Newton is committed to providing a safe environment and all children. 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:

All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

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

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

## ONE-ON-ONE INTERACTION POLICY GUIDANCE

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

### Definition of one-on-one interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
  - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
  - One staff member transporting one member in a vehicle.
  - Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:
  - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
  - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
  - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
  - Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

### Impact on mentoring programs

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

- Holding mentor and coaching sessions in areas where other staff and/or members

are present or can see you – for example, in large rooms where meetings are visible but not heard.

- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

#### Impact on partnerships with local mentoring organizations

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

#### Impact on travelling to off-site events and activities

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

#### Impact on transportation to and from the Club

- When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.
- Consider the following to accommodate single children:
  - Modify bus or van routes so single children are not picked up first or dropped off last.
  - Use a bus aide if available.
  - Pick up and drop off children in groups.
  - Modify staff schedules to ensure multiple staff are present.

## Exceptions to policy

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).

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

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

## Expectations

Employees are cautioned that they will be held to a high standard of behavior during any interaction with a child regardless of the location of said interaction or the child's membership status. Employees must report any interactions with members/campers that may be in violation of this policy to the Program Director in writing within 3 days of their occurrence. Failure to disclose is grounds for termination.

### Examples of Appropriate Conduct

- An individual is supervising a group of up to 20 children in an area
- Two individuals are supervising an area with one child present. One of those individuals in an adult volunteer or intern.
- A class instructor runs a small group activity in a windowed or otherwise plainly visible to others space with 2 members present
- A staff member has a one to one meeting with a child in a windowed office with all participants visible through the window and with others present in the adjacent space. The staff member has announced their intention to meet with this child to another employee prior to beginning the meeting.
- An approved vehicle driver takes a team to an away game at another Boys & Girls Club and the group does not separate while on site and all return together.
- Chance meetings in public areas
- Situations where a child's safety is at risk

### Examples of Inappropriate Conduct

- Rides to or from the Boys & Girls Club with a member
- Phone calls to a child's residence or cell phone made from a personal phone and emails using means other than a Boys & Girls Club issued email account.
- Exchanging your personal cell phone number with a member
- Online, Text, Chat, Instant Message, Social Media Communications directly with members using personal account or unsanctioned Boys & Girls Club accounts.
- Prearranged meetings with members/campers in public or private off-site locations
- An individual is teaching a class and all but one child leaves the area. The teacher does not end the class or move it to a different area.
- The Boys & Girls Club is closing for the day. One child remains. The second staff member on duty leaves the facility before the child is picked up, leaving a staff member alone with a child.
- Any amount of children are placed in the exclusive care of volunteer, an intern, a junior staff member, an LIT, or a keystone or Torch Club member.
- A 17 year old program aide is asked to supervise a 14 year old child and no other employee who is older than them is present
- A 1 to 1 meeting is held between an adult and a child in an area without windows and without a second staff member observing.
- Children are placed in the exclusive care of volunteer, an intern, a junior staff member, an LIT, or a keystone or Torch Club member and no other staff is there.
- An employee has obstructed the window with posters and is meeting with a child or holding a class inside the space
- After a field trip a van driver drops the children off one at a time at home with no other adult in the vehicle.



## Prohibition of Favoritism & Grooming

The Staff of the John M. Barry Boys & Girls Club of Newton are asked not to display extreme favoritism towards any single member.

Examples of such behavior include but are not limited to:

1. Providing access to your personal contact information or cell phone
2. Allowing children to spend time in an office or individual workspace for reasons other than direct, confidential counseling or incident management
3. Granting a child access to areas of the Club that are unavailable to others
4. Selecting a child first for a majority of activities.
5. Granting leadership roles or special privileges to the same child repeatedly
6. Granting a child access to food items or meals that are not made universally available in the absence of a documented financial or developmental need.
7. Providing gifts to a member purchased with personal funds
8. Providing gifts to a member not based on merit or made widely available to a group

Employees will be held to a high standard when it comes to all interactions with young people. If an employee believes that extreme favoritism is being exhibited, they must report the situation to their immediate supervisor.

## Exceptions Policy

The John M. Barry Boys & Girls Club makes every effort to plan for contingencies and to develop policies that are clear and applicable to most situations employees, volunteers, and staff members may face while conducting the work of the Club. However, it is understood that sometimes circumstances may require a course of action that may be outside of our stated policies in order to best serve the needs of a child with whom we are working. We offer the following process for employees who find themselves in situations where an exception to policy is necessary.

### Exception Management:

- Prior to implementation, exceptions to policy are to be communicated to and will be evaluated by the Executive Director. In the event the Executive Director is seeking an exception in related to their conduct, the Executive Director will contact the chairperson of the appropriate Board Subcommittee for guidance.
- Any exception granted will have mitigating controls to the strongest ability possible to maintain the original spirit of the policy in question. Such controls can be in the form of continuous administrative reporting, technical approval of strategy, or stated physical limitations or a combination of the three.
- If an exception is granted, written documentation of the rules and parameters of the exception will be provided to the employee who requests the exception. The exception will apply only to the persons specifically identified in this written communication. This document will provide the reason for the exception as well as outline controls and reporting requirements having to do with the situation. The individual or individuals are responsible for compliance with this written agreement.
- All exceptions will have a stipulated time period. Once the period expires, the situation will be evaluated and a fresh written agreement will be provided if the exception is to continue.
- No exception should be considered to be permanent. After a period of 1 year, the exception must be removed and if necessary, the policy must be adjusted, and the staff retrained.

## Supervision and Facilities Policy

The John M. Barry Boys & Girls Club of Newton 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.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

### **Required Staffing Ratios**

The John M. Barry Boys & Girls Club of Newton is committed to providing a safe environment. As such, all Club activities are to be under continuous supervision by an employee at all times.

When not engaged in EEC licensed or Summer Camp programming, the required staffing ratio of the John M. Barry Boys & Girls Club is one staff per 20 members. Programs are to be organized and structured in such a way as to promote adherence to the required ratio and staff members are to seek assistance from the Program Director should a situation develop that puts them out of compliance.

During Summer camp we maintain a maximum ratio of 10 campers to 1 staff member for campers ages 7-13. Campers who are age 6 require a 5 to 1 ratio. When not given a direct assignment, staff members should use these ratios to help them to decide where they need to be.

## Locker Room & Bathroom Policy

### General Rules

The John M. Barry Boys & Girls Club's restrooms are designated as separate, male and female spaces. All bathrooms (and accompanying locker room, when present) are administered as single toilet facilities, regardless of overall capacity. Bathrooms are to be one in and one out. Group restrooms on the main program floor are to have their main hallway doors propped open at all times during Club operation. This information is communicated through signage, during Club assemblies, and as part of the staff and volunteer training process. If staff is directly observing, children may use the individual locking stalls, in the main restroom up to a total of 3 children, one per each stall.

### Monitoring

Prior to opening the facility, management is responsible for conducting a visual inspection of all restroom areas and the facility to ensure that no unauthorized adults or youth are inside. The area shall be regularly inspected and monitored by a designated staff who will patrol the hallways near these areas at 15 minute intervals. Staff will practice active listening during the monitoring of the bathroom areas and they may enter locker room areas and group bathrooms to investigate. While monitoring, staff will position themselves outside the restroom near the door in order to be visible and within listening range without infringing on member's privacy.

### Teens

Teens must use the Single Toilet restroom located near the Teen Center. The teen center bathroom is designated for teens only and may not be used by younger members. When Teen Gym Activities are taking place, teens may use the main bathrooms while observing the one in, one out rule. Teens and children should never be in the same restroom simultaneously.

### Adults

All adults in the facility, including staff, must use a single toilet restroom. Adults and children and teens are never to use the same restroom at the same time. Staff may use either the administrative restroom, the teen center restroom, or the single toilet accessible restroom on the main program floor. While the Boys & Girls Club is in operation, adults are prohibited from entering program spaces without an escort. Adults who request to use the bathroom are to be escorted to the single toilet accessible bathroom across from the Learning Center. Staff will monitor them from a respectful distance and upon departure from the bathroom will escort them back to the front desk area for departure.

### Public Events

During sporting events and events open to the public, the locker room bathroom areas may be accessed by people of all ages and backgrounds. The larger capacity of these areas requires that they be used to meet increased demand.

### Locker Rooms

Locker rooms, which are connected to gender specific restrooms shall remain unoccupied unless changing of clothes is taking place. In all scenarios the one in and one out rule for the entire Restroom will be in effect and it will apply to the Locker room as well.

### Field Trips

When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom. All rest rooms in public locations are to be pre-inspected by a member of our team to ensure that no hazards and no unauthorized individuals are present within.

### Recording

No audio or video recording devices are allowed in the bathrooms and locker rooms, including cellphones.

### Reporting

Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

## ENTRANCE AND 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.

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.

## FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.



Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

#### FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

## Screening & Onboarding Policy

John M. Barry Boys & Girls Club of Newton conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors. Adult volunteers may not interact with young people unless also in the presence of a paid staff member of the John M. Barry Boys & Girls Club of Newton.

Each candidate's identity and legal aliases are verified via photo identification and through verification of a social security number.

Checks Performed:

CORI: Massachusetts Criminal Offender Record Information Check

SORI: Massachusetts Sexual Offender Record Information Check

National Background Check (includes Criminal & Sexual Offenses)

Social Security Verification

Such checks will be conducted prior to employment and onboarding and at regular intervals not to exceed twelve months.

Candidates hired to work in the licensed childcare program must complete additional background checks including fingerprinting. After the completion of fingerprinting and receiving a "Supervised Provisional Status" from EEC they may begin working with supervision from an employee deemed "Suitable" by EEC in the licensed child care program. The candidate may work with supervision until the program receives a final suitability determination from EEC.

Candidates who will drive Boys & Girls Club owned vehicles must provide a copy of their driving record from the Registry of Motor Vehicles.

Providing false or misleading information for the purposes of these checks is grounds for dismissal. Employees and volunteers are advised that CORI and SORI paperwork is kept in a locked file cabinet separate from general paperwork and may only be accessed by the Executive Director. This information will be kept confidential and will not be shared with other Club personnel. Employees and volunteers are given the opportunity to self-report any felony convictions.

CORI/SORI reports are performed in accordance with state and federal regulations. If an employee leaves and returns to the club as an employee, these checks are then performed again upon their return.

Each employee or volunteer and their offense will be considered on a case by case basis taking into consideration the nature of the offense, the status of the case, the amount of time elapsed, the person's apparent level of rehabilitation, patterns of behavior, and the activities in which the applicant has been involved since the offense occurred.

Barrier Crimes & Grounds For Exclusion From Employment or Volunteer Placement

All background check findings shall be considered when making employment or volunteer decisions, and John M. Barry Boys & Girls Club of Newton 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 any offense consisting of:
  1. Murder
  2. Child abuse
  3. Domestic violence
  4. Abduction or human trafficking
  5. Animal Cruelty
  6. A crime involving rape or sexual assault
  7. Arson
  8. Weapons
  9. Physical assault or battery
  10. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

If a background check produces a positive result the Executive Director will notify the employee or volunteer and request an explanation. If the candidate or employee claims that the positive result was issued in error, they will be given instructions on how to contest the report. After this explanation is given, the Executive Director will contact the chair of the Human Resource Committee. Without divulging the applicant's name or any other confidential information, the offense will be discussed. If deemed necessary, the matter will be divulged to the full Human Resource Committee. A determination will be made as to whether or not the offense is of sufficient magnitude to warrant exclusion, suspension, or dismissal.

## INTERVIEWING

John M. Barry Boys & Girls Club of Newton will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.



## REFERENCE CHECKS

The John M. Barry Boys & Girls Club of Newton will conduct reference checks on any candidate for employment. Three (3) positive reference checks will be sought from individuals not related to the candidate. We will inquire with any potential candidate for employment or a potential volunteer as to previous Boys & Girls Club experience.

If a candidate for employment or volunteer service has previous Boys & Girls Club experience – the candidate’s rehire/volunteer eligibility information must be obtained from all Boys & Girls Clubs he/she worked or volunteered for prior to extending an offer for employment or volunteer service. The John M. Barry Boys & Girls Club will provide an accurate assessment of a potential candidate’s eligibility for rehire/volunteer when asked by another Boys & Girls Club.

## STAFF AND VOLUNTEER ONBOARDING

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

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

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

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

## Drug & Alcohol Free Workplace Policy

John M. Barry Boys & Girls Club of Newton is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances including alcohol and prescription drugs will not be tolerated. It is a condition of employment to refrain from using illegal drugs and the unlawful use of lawful substances, including alcohol and prescription medicines

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.
- John M. Barry Boys & Girls Club of Newton further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

The possession, distribution, manufacture and sale of illegal drugs, unauthorized alcohol production, or equipment and paraphernalia related to illegal drug use is prohibited while working on the Boys & Girls Club premises including meal breaks and break periods while performing the organization's business, or when operating the Club's vehicles. If it is determined that an employee is under the influence of alcohol or THC while conducting Club business during working hours or while operating Club vehicles, that employee will be discharged.

## SMOKING POLICY

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

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

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

## REASONABLE SUSPICION

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick;
- Being absent directly before or after holidays and weekends;
- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

## INSPECTION AND TESTING

John M. Barry Boys & Girls Club of Newton reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above).

Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

If an employee, whether paid or voluntary, refuses to submit to any periodic random drug or alcohol test it is grounds for dismissal of employment.

Alcohol and drug testing, including testing for THC, may be requested under the following circumstances:

1. When an accident has taken place involving injury to a child or an adult who is in the care of an employee at the time of the incident or when an employee's actions cause significant damage to property owned by the Boys & Girls Club.
2. When, in the organization's determination, there is reason to believe that an employee is in violation of this policy based on, but not limited to, such things as slurred speech, mood swings, absenteeism, job injuries, statements from witnesses, drowsiness, dizziness and/or impaired judgment.

### Procedure:

All test results are reviewed and interpreted by a Medical Review Officer (MRO). If the initial drug screen is positive, a Gas Chromatography test will be conducted. If the confirmation test is also positive, the MRO will contact the employee to conduct a medical review. If the MRO confirms a positive test, the employee will be terminated and should be directed to whatever local drug assistance resources are available. The cost of such treatment must be borne by the employee.

### Confidentiality

All test results obtained pursuant to the organization's substance abuse policy will be kept strictly confidential in a file separate from the employee's personnel file. Test results will

only be communicated to those individuals within the organization who have a “need to know.”

## **PRESCRIPTION MEDICATION AND LEGAL DRUGS**

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

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

### Definitions:

“Legal Drug” – includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.

“Illegal Drug” – any drug which (a) is not legally obtained; (b) may be legally obtainable but has not been legally obtained; or (c) is being used in a manner for a purpose other than as prescribed.

to those individuals within the organization who have a “need to know.”

## Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit the John M. Barry Boys & Girls Club of Newton

### GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club- affiliated program or trip.

### INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Club leadership.

The following information shall be included on an Incident Report. A form, titled Child Safety Incident Report is available to assist staff members with this duty.

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

### EXTERNAL INCIDENT REPORTING

John M. Barry Boys & Girls Club of Newton follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those

around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

## **INCIDENT INVESTIGATION**

John M. Barry Boys & Girls Club of Newton 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.

John M. Barry Boys & Girls Club of Newton 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.

## Mandated Reporter Definition & Status

Massachusetts law (Chapter 119, Section 51A) requires that various members of the community, such as physicians, teachers, social workers, daycare workers, emergency medical technicians, police, fire fighters who in their professional capacity have reason to believe that a child under the age of 18 is suffering physical, emotional, or sexual abuse or from neglect shall immediately report such a condition to the Department of Social Services by calling 781 641-8500. All employees of the John M. Barry Boys & Girls Club of Newton are considered to be mandated reporters.

In order to effectively and uniformly carry out our mandate, staff must adhere to the following procedures when making a report to DCF.

1. If employees observe any unusual marks and/or bruises on a child, they should separate the child from other children and calmly ask how he or she got them. Children who may be victims of emotional or sexual abuse may also exhibit dramatic changes in behavior (i.e., becoming emotionally withdrawn and/or demonstrating an increase in sexual exploration). Children who may be victims of neglect may arrive tired, dirty and may wear the same unwashed clothing day after day. They are often undernourished and consequently are often hungry and require larger than normal portions of food in order to become satisfied.
2. Using objective language, the employee will document their observations and the Child's responses their questions. This documentation must be clearly dated.



3. All allegations, no matter how trivial they may seem, are to be viewed as real incidents and immediately reported to your supervisor. Once reported, the incident must be documented immediately in writing. It is the responsibility of the Program Director to compile a report with written statements from the child(ren) or adult(s) making the allegation and/or a statement from the youth affected as well as the alleged perpetrator. Every precaution must be taken not to further traumatize the youth affected. Written statements must be forwarded to the Executive Director within 24 hours, or as soon as possible after the incident.
4. The Program Director or Executive Director will notify DCF and if necessary will contact the proper investigative authorities. For guidance on when to contact the authorities, employees may consult the document titled Guidelines for Police Involvement.
5. If anonymity is requested by the staff member the John M. Barry Boys & Girls Club will act as the reporter of the incident. Employees may be asked to meet with the appropriate authorities to discuss the situation.
6. Mandated reporters who have reasonable cause to believe that a child is suffering from abuse or neglect shall not be held liable in any civil or criminal action by reason of filing a report if such report is made in good faith.

#### Allegations Involving Children

1. Immediately notify the Program Director or Camp Director. Employees are empowered to contact board leadership and/or to follow the instructions below and contact DFCS independently of their supervisor should their assessment of the situation require it.
2. Prepare a written report with the following information. A form, titled Child Safety Incident Report, is available to assist staff member with this duty.
  - a. The name, address, present whereabouts, date of birth, age, and sex of the child and if possible any other children in the household
  - b. The names, addresses, and telephone numbers of the child's parents or guardians
  - c. The principal language spoken by the child and the child's parents or guardians
  - d. Your name, address, telephone number, and relationship to the child (You may request anonymity, but the club must maintain a record of the accuser)
  - e. The circumstances by which you first became aware of the child's injuries, abuse or neglect
  - f. The full nature of the child's injuries, abuse, or neglect
  - g. Any indications of prior injuries abuse or neglect
  - h. An estimate of the risk of further harm to the child.
  - i. The names of any third party witnesses
  - j. The action(s) taken, if any to treat, shelter, or assist the child.
3. The Program Director, Camp Director, or Executive Director will notify the correct Office of Social Services and the Youth Officers of the Newton Police Department. If anonymity is requested by the staff member the John M. Barry

Boys & Girls Club will act as the reporter. The staff member may be asked to meet with the appropriate authorities to discuss the situation.

### Allegations Involving Staff Members

1. Employees must immediately notify the Program Director of any suspected abusive activity involving children or employees. If the situation involves the Program Director, notify the Executive Director. If both are involved or if an employee has continued concerns after sharing this information with their supervisors, employees are empowered to contact board leadership and/or to follow the instructions below and contact DFCS.
2. As soon as possible and within 24 hours of the preparation of a written account of the incident by the Program Director, a meeting will be convened attended by the accused employee, the Executive Director and a board member as designated by the President. A determination must be made by the administration as to the status of the employee at the conclusion of this meeting. The alleged perpetrator may have legal counsel at this meeting. The employee will be asked to prepare a written statement regarding the incident.
3. Unless advised otherwise by legal council or by investigating authorities, the Executive Director and Program Director shall schedule a meeting with the parents (guardians) of the child affected and if necessary, will notify the proper investigative authorities. For guidance on when to contact the authorities, employees may consult the policy titled Guidelines for Police Involvement.
4. If an allegation is made against a staff member, that person is to be immediately suspended from all duties with pay pending an investigation. The employee is expressly prohibited from having any contact whatsoever with the youth affected or any other youth in our care. They may not return to the facility until contacted by a supervisor.
5. A full report of the incident will be placed in the employee file and reports are sent to the appropriate authorities.
6. Reports determined to be unfounded are expunged from employee files. A confidential copy of the report will be maintained off-site by the Club's legal council.

# Technology Use Policies

## 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:** John M. Barry Boys & Girls Club of Newton 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.

**Monitoring and inspection:** John M. Barry Boys & Girls Club of Newton reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, John M. Barry Boys & Girls Club of Newton reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

**Internet access:** Personally owned devices 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. John M. Barry Boys & Girls Club of Newton 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. Members must follow Club procedures to access the Club's internet service.

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

**Parental notification and responsibility:** While the John M. Barry Boys & Girls Club of Newton 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 John M. Barry Boys & Girls Club of Newton 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 John M. Barry Boys & Girls Club of Newton 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 John M. Barry Boys & Girls Club of Newton 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:** John M. Barry Boys & Girls Club of Newton 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 such as Keystone Conferences and Youth of the Year events.

**Monitoring and inspection:** John M. Barry Boys & Girls Club of Newton 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. John M. Barry Boys & Girls Club of Newton 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.



# Transportation Safety Plan

Rules prohibiting 1 to 1 contact between adults and children are to be observed when children are in transport. The following procedures will be followed at all times when children are transported for Boys & Girls Club programs, activities, and experiences:

## **General**

1. Only properly licensed drivers may transport children in Club vehicles. Drivers of school routes are required to have a 7D License or higher.
2. Be sure to visually inspect the vehicle for safety or mechanical problems before loading children onto the bus or van.
3. Notify the Program Director immediately of any safety or mechanical issues.
4. Drivers are responsible for the safety of the children in their care & for cleaning out the vehicle upon return to the Club.
5. Never leave a vehicle that has been loaded with children unattended.
6. Additional adults on the vehicle should be positioned strategically to have good site lines and to allow for superior supervision and communication
7. Children will keep hands, arms, feet, heads and objects inside the vehicle at all times.
8. Keep noise levels to a minimum.
9. Children will remain seated at all times while van or bus is in transit.
10. Drivers may not text or talk on a cell phone while driving

## **Bus Rules**

1. 2 or 3 children maximum per seat (depending on bus seat capacity)
2. If bus is equipped with seatbelts children must wear them

## **Van Rules**

1. All children must wear seatbelts
2. Do Not Overload – 1 passenger per seatbelt
3. Children under the age of 12 are not allowed to sit in passenger seat due to airbag danger

## **Restrooms and Locker Rooms**

All rules and expectations described in the Locker Room and Bathroom Policy must be followed while children are in transit and when they arrive at remote locations.

## Accident Response Plan

### **Accidental Injuries**

Staff members will follow the following procedure if a child becomes injured while participating in a Boys & Girls Club activity.

1. One staff member remains with the injured child and provides triage care
2. A second staff member or an older child is sent to notify the Program Director/Camp Director and/or Health Supervisor
3. Other children are removed from the immediate area surrounding the injured child
4. Program Director/Camp Director and/or Health Supervisor arrive, assess situation, provide first aid and/or decide if emergency assistance is to be called.
5. If emergency assistance is called Program Director/Camp Director and/or Health Supervisor will consult medical forms for allergies and special conditions and provide necessary information to medical personnel. If the injury is minor care will be provided and the child's parents will be notified in person when they arrive for pick-up.
6. Once emergency assistance has arrived, Program Director/Camp Director notifies parents and Executive Director.
7. If transport is necessary, a staff member is assigned to stay with the child during transport and will remain with child until relieved by Doctor and/or parent or guardian
8. Program Director/Camp Director makes a report in the Medical Logbook documenting time, date, location, nature of the injury, treatment provided, and any follow up information that can be obtained. For serious injuries an Injured Camper Report must be submitted to the Health Department within a period of 48 hours.

## Behavior Guidance Policy

For their own safety as well as the safety of others it is vitally important that children listen to staff members and obey Club rules. Counselors should use the following guidelines when redirecting a child:

- First attempt to redirect the behavior through conversation, explanation, and discussion.
- If a verbal resolution is not sufficient, use the “Take A Break” method of discipline. Separate the child from the group and identify a safe place where he/she can center themselves. Ideally this would be a place with minimal distractions and plenty of shade if outdoors. Be sure to place children in a location where they can be watched by at least one staff member. Counselors may assign a break period of up to 15 minutes without notifying the Program or Camp Director
- For more serious or repeated unacceptable behavior notify the Program or Camp Director. The Director will discuss the situation with the child and if deemed necessary, notify the parents.

### Prohibitions

- (1) Corporal punishment, including spanking, is prohibited.
- (2) No member or camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- (3) No member or camper shall be denied food, water, or shelter.
- (4) No child shall be punished for soiling, wetting, or not using the toilet

Counselors should not physically touch a child unless they are in danger of injuring themselves or others.

The following behavior is considered unacceptable and will result in immediate notification of parents and suspension of the child:

Hitting or Kicking

Biting

Repeated refusal to follow directions

Verbal abuse of another child or of a staff member

Counselors should notify the Program or Camp Director immediately if any of these behaviors occur.

All incidents that require a break period are to be recorded in the Behavior Logbook. Discussions of these incidents will take place at weekly staff meetings.

## Procedures For The Clean Up of Blood Spills/Bodily Fluids

The following procedure should be followed when cleaning up blood spills or bodily fluids:

1. Always use latex rubber gloves
2. Use an absorbent disposable cloth
3. Disinfect area with bleach and water solution or industrial disinfectant spray
4. Place any soiled materials in a plastic ziplock bag and dispose in a lined trash barrel
5. Wash hands immediately after completing clean up.

Hand Washing Procedure:

1. Wash hands with soap and warm water
2. Rub hands together for 10-15 seconds or more
3. Rinse thoroughly
4. Dry

## Disability Inclusion Policy

All Families Are Welcome At The John M. Barry Boys & Girls Club of Newton

We welcome youth with and without disabilities. We make accommodations so that youth of all abilities can have access to the Club.

Our Club strives to meet the needs of all participants. Please contact our Program Director at 617 630 2066 ext 118 to discuss accommodations or supports.

The John M. Barry Boys and Girls Club of Newton welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

### **a. Inclusive Environment**

The Boys and Girls Club of Newton staff members will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly achievable.

### **b. Staff Training and Development**

Training and support is provided to ensure that staff members are competent to be aware of and to meet the developmental needs of Club members for which an accommodation is being provided. Club staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate.

### **c. Confidentiality**

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff and volunteers are trained on the need for confidentiality. Written records are stored in a secure location with limited access. No information subject to confidentiality is released without first receiving the written permission of the parent/guardian. This excludes the responsibility of mandated reports of suspected child abuse and neglect as outlined by applicable state law.

### **d. Individualized Assessments**

An individualized assessment of a child's needs and the Club's ability to effectively meet the demonstrated accommodation. A checklist provided by Boys & Girls Clubs of America will be used.

Factors to be considered include:

- Needs of person with disability
- Accommodation requested
- Supervision requirements
- Resources available to Club/program
- Impact on Club policies (i.e. prohibition of 1:1 contact)

To view this assessment, go to: [https://www.bgca.net/Programs/ProgramDocuments/Inclusion\\_Case\\_by\\_Case\\_Checklist.pdf](https://www.bgca.net/Programs/ProgramDocuments/Inclusion_Case_by_Case_Checklist.pdf).  
Additional

## Equipment and Area Safety Check

**It is the intention of the John M. Barry Boys & Girls Club of Newton to provide a safe environment for all members at all times. The surrounding area and all equipment should be checked daily for unsafe conditions prior to the arrival of children.**

What to look for:

- Broken glass, bottles, drug paraphernalia, needles, dog feces, bodily fluids
- Downed power lines and other electrical hazards
- Equipment with sharp edges, point, corners, or protruding bolt heads
- Equipment with visible cracks, bending, warping, rusting, breakage, splintered wood
- Equipment with any deformation of open hooks, shackles, rings, links or with loose or missing bolts or worn bearings
- Be sure that the area around the equipment is covered with some type of shock absorbent material.

If an area or a piece of equipment is considered to be unsafe a staff member should be assigned to keep the children from going near it. If possible the equipment should be removed from the area. If equipment cannot be moved, a notice should be posted warning of the danger.

Report all unsafe areas and equipment to the Program Director or Camp Director immediately.

## Fire Safety and Evacuation Plan

### Evacuation

Staff member calls 911 and alerts Program Director, Camp Director, and/or other staff members.

If a fire were to occur at any location, if it is safe to do so, staff members should attempt to extinguish the fire with a fire extinguisher. If the fire cannot be extinguished or is spreading, the following procedure will be used.

Children will line up with nearest staff member in an orderly manner and proceed to the nearest emergency exit.

Children will be moved to a safe, outdoor area as far away from the fire as possible

Once in this area they meet up with their assigned groups and counselors and roll call will be taken.

The Program or Camp Director is responsible for clearing the building/facility/area and for making sure that all persons have been moved to safety.

If there is sufficient time, front desk staff will print a “fire-drill” list using the membership tracking software. This data can also be accessed remotely from any internet capable device.

## Safety and Prevention

Staff members must be aware of the locations of all emergency exits and check them to be sure they are clear.

Staff members must know the locations of fire extinguishers.

Staff members must not panic. The children need the staff to get them to safety in a calm, controlled manner

Fire drills will be conducted three times per year and during the first 24 hours of the start of each camp session.

## Lock-Down Plan (LOCK DOWN)

The following plan would be put into effect if there was an incident involving a person entering the facility with a weapon or discharging a firearm within the facility.

1. The phrase “**LOCK DOWN – THIS IS NOT A DRILL**” is expressed verbally by the first person to witness the incident and repeated over the loudspeaker system as rapidly as possible. 911 is called by the Program/Camp Director, their designee, and anyone else who is in a position to do so after the children in their care are brought to relative safety.
2. All activities cease and the children are instructed to line up in an area out of view from the door or the assailant.
3. If it safe to do so, staff direct the children to exit the facility through the nearest emergency exit. Instruct students to exit with their hands held high above their heads so they are not misidentified as perpetrators.
4. If it is not safe to evacuate then lock the doors, turn off the lights, and place the children out of view of the door. Instruct the children to sit with their heads between their knees and their arms wrapped around their front.
5. Those in the teen center wing will evacuate through the Edinboro street side. Those in the learning center wing will evacuate through the adjoining rooms and out to the area behind the gym. Those in the gym will evacuate through the rear doors.
6. In the event of an evacuation all parties will report to the Craft Street Fire Station and remain there until an accurate account can be made of those present.
7. Once the incident has concluded the phrase “**ALL CLEAR**” will be issued over the loudspeaker system and verbally by the highest ranking staff member present.

## Shelter In Place

The following plan would be put into effect if there was an incident outside of the facility or when directed to do so by the Police

1. The phrase “**SHELTER IN PLACE - THIS IS NOT A DRILL**” is expressed verbally by the first person to witness the incident and repeated over the loudspeaker system as rapidly as possible. 911 is called by the Program/Camp Director, their designee, and anyone else who is in a position to do so after the children in their care are brought to relative safety.
2. The front doors are locked by Program Director, Front Desk, or Administrative Staff as rapidly as possible.
3. All activities cease immediately and the children are instructed to line up with the staff person who is in charge of the area. Those in classrooms should remain there. Those in the hallways should be brought into a classroom. Those in the Teen Center Wing should evacuate to the second floor and



remain in the Curiosity Club Room. Those in the gamesroom area should be brought to one of the rooms in the Learning Center Wing.

4. Staff will check the hallways to be sure no one is waiting to enter and then lock the doors, turn off the lights, and instruct students to line up against a wall that is out of view from the door and any windows. Then instruct the children to sit with their heads between their knees and their arms wrapped around their front.
5. If communication becomes necessary notes will be slipped under the doors with pertinent information.
6. Once the incident has concluded the phrase, "**ALL CLEAR**" will be issued over the loudspeaker system and verbally by the highest ranking staff member present. Children should remain where they are until this code is given unless additional instruction is provided by emergency personnel.

### **Please Note**

1. The Program Director/Camp Director is responsible for clearing the building/facility /area and for making sure that all persons have been moved to safety. All other staff are expected to follow the procedure above. In the absence of the Program Director full time staff people are expected to make decisions involving the movement of children and their release. In the absence of full time staff, seniority determines leadership.
2. If there is sufficient time, front desk staff will print a "fire-drill" list using the membership tracking software and gather the guest sign in sheets so that they can later be compared to the list made of those present at Craft Street Fire Station. Member contact and attendance information may be obtained through MyClubHub from any remote location with internet access. Parents of those who were present at the rendezvous point are to be contacted.
3. Law enforcement will determine the validity of the threat.
4. Staff should also report any suspicious activity to the Local Club Leadership Team immediately.
5. Children without their parent/guardian will not be allowed to leave their assembly areas unless the leader obtains authorization from the Local Club Leadership Team.
6. Following an evacuation, no one will enter the building until it has been cleared by law enforcement.

## Movie & Video Game Rating Policy

### MOVIES

All movies displayed to children in elementary school grades on John M. Barry Boys & Girls Club screens within the Club are to be rated PG or G. Inside the Teen Center or in groups which are restricted to include only Teen Center Members PG 13 movies may be displayed if they have been previously viewed by the staff member and if their content is judged to be acceptable. R and X rated movies may not be shown in any area of the Boys & Girls Club.

General advice – regardless of rating, any movie that includes foul language, sexual situations, excessive violence, drug sale, use, or abuse must be prohibited unless it is a documentary being shown for educational purposes

### GAMES

All games played by children in elementary school grades must be rated E or E 10+. E10+ games must be previewed by a staff member who will evaluate its content and fitness for use. Inside the Teen Center or in groups which are restricted to include only Teen Center Members games may be played which are rated T or below. On occasion, a game that is rated that includes only minimal amounts of the content listed below, may be allowed if it has been previously played by a staff member and if the content has been judged to be acceptable. When possible, a parental permission slip should be obtained prior to a child being granted access to an M rated game.

General advice – regardless of rating, any game that includes foul language, violence against humans, blood special effects, realistic weapons, excessive violence, sexual situations, excessive violence, drug sales, use, or abuse must be prohibited.

## Moving Large Groups in Public Spaces

When moving groups of children from one location to another, safety must come first at all times. Hazards and obstacles must be identified in a timely manner and communication between the staff must be clear and concise.

### **General Instructions:**

1. A staff member will always be the first person to move. Never allow the kids to lead the group.
2. Whenever possible, routes should be carefully planned ahead of time.
3. When a hazard or obstacle is identified a staff member should be sent ahead of the group to mitigate it. When staff is assigned to a hazard or obstacle they must not leave their post until the entire group has cleared the area.
4. Staff must avoid the use of hand signals to communicate as these may be misinterpreted. Loud, clear, concise verbal communication should be used at all times.
5. Senior staff members are responsible for generating assignments and determining when and if the group will move.
6. All staff members are required to act immediately to protect the children if sudden danger presents itself.

### **Parking Lots**

1. Whenever possible the children should be dropped off in an area that does not require the crossing of a parking lot.
2. If a parking lot must be crossed due to staffing constraints or traffic congestion be sure that a staff member is at the head of the group.
3. Have the children disembark in a safe area and keep them in that area until the staff is ready to move.
4. Instruct the children to line up single file behind the staff person and to stay in line until the group has reached the sidewalk.

### **Sidewalks & Streets**

1. The group must travel in pairs or in a single file line with staff at the front, back, and interspersed throughout the middle. This line must be formed prior to the group's departure and should be reformed prior to approaching a crossing area.
2. Whenever possible the group should travel on the right hand side of the sidewalk. If approached by a group with special needs (examples: small children, wheelchairs, senior citizens) stop everyone, move the group to the side, and allow the other group to travel through.

## Moving Large Groups in Public Spaces (cont'd)

3. Extra staff should be present at the front of the line so that they can take up positions to block obstacles before the children arrive at them.
4. Whenever possible an intersection with a traffic signal and a crosswalk should be sought out when a road needs to be crossed. Staff will signal for the walk light and remain on the sidewalk until the go signal.
5. If a traffic signal is unavailable, a crosswalk must be sought out. If there is no crosswalk do not cross. Phone the Camp Director and await further instruction.
6. Staff is to be posted to block the traffic in both directions before the children are allowed to enter the street. Those blocking traffic should be mindful of the traffic signal and if necessary the line should be halted to allow traffic to move through and then resumed afterwards.

### **Crowded Areas**

1. Whenever possible we will avoid moving our group into a crowded area.
2. Typically when we enter crowded areas it is on a field trip to an amusement park, a water park, a museum, or a zoo. Prior to entering the area, the group will be separated into smaller groups of 10 or less with staff members assigned to each.
3. One of the first priorities when entering a crowded area is to separate your group from the rest of them to avoid confusion between our kids. When we separate into smaller groups, they should each pick a different starting point so that we do not bunch up and contribute to the crowding.
4. As soon as your group is separated, take a count and introduce the children to each other so that everyone's names are known.
5. Keep your group together by having them hold hands or ask them to place a hand on the shoulder of the person in front of them. You should always identify someone (typically an LIT or an older child) as the back of the line and instruct all of the others to stay between you and that person.
6. Periodically find a safe place off to the side of the crowd and take a count to make sure that everyone is present.
7. If a child becomes separated from your group identify that child to any staff members in the area and notify the location's staff that we have a missing child. If possible, combine multiple groups into a safe area. Hold them there and send any extra staff to notify the Program or Camp Director. Be sure to send word of your current location and exactly who is missing.

If a child is missing, after taking the steps described above, double back to your previous location and stay near the last place where the child was seen until relieved by the Camp or Program Director.

## Parental Grievance Procedures

Parents may verbally request a meeting with the Program Director at any time. The two parties will choose a mutually agreeable time and meet in a private setting to discuss the grievance.

After the grievance has been voiced the Program Director may request a reasonable amount of time to investigate the situation and contact the staff members and children involved. The Program Director may also request that the parents issue a written statement detailing their concerns and desires for resolution.

If necessary the two parties will reconvene within a period of 7 days to revisit the issue, discuss findings, and propose strategies for future interactions.

If the parent is dissatisfied with the result they have the option of appealing to the Executive Director verbally or in writing.

If the grievance remains unresolved they may file a written complaint with any member of the Board of Directors.

## School Year Only Policies

### Open Door Policy

The John M. Barry Boys & Girls Club has an open-door policy which allows members to enter and leave the Club at will.

Exceptions:

1. Curiosity Club Members may not leave the facility without parents or guardians
2. Repeatedly entering and leaving the building is not allowed in order to avoid unsupervised wandering in the neighborhood.

Frequently Asked Questions:

1. A parent may ask you to guarantee that their child will not leave the facility. Please inform the parent that they should speak to their child about this matter and offer to participate in the conversation if they desire. Offer to keep the parent informed if you observe the child leaving the facility and to make the Program Director aware of their desire. Under no circumstances should you ever promise a parent that their child will not exit the Club.
2. A child may ask your permission before leaving the facility. Inform the child that leaving the facility is their choice but they should consider their parents desires before doing so. Take note of their decision, inform their parents upon pick-up, and ask them to speak to their child about this issue.

### Parent Pick Up Procedure/Adult Conduct in The Facility

When parents arrive to pick-up their children they must park their car in a legal parking space report to the front desk. The staff member there will page their children and then follow up to make sure that they arrive. If no staff member is at the desk any staff member not running a program may assist the parents with the location of their children.

If the child does not respond to a page then a staff member should verify that the child has signed in for the day, ascertain the child's age and contact the appropriate department head regarding the child's whereabouts. Parents are not to leave the front desk area unless accompanied by a staff member.

Parents must obey all Club rules while in the facility. Parents do not have the right to speak to children who are not their own. Report any parent behavior that causes you concern to The Program Director immediately.

Exceptions:

1. Parents may request to observe their children participating at the Club. A staff member will accompany the parent to the program area and inform the staff member in charge of the parent's desire to observe.
2. Parents may enter the gymnasium without permission if a sporting event is taking place and spectator space is available.

## School Year Only Policies (cont'd)

3. After 6:30 PM on weekdays and on Saturdays the front desk staff person may allow a parent unaccompanied access to the facility.

### **Medical Distribution & Storage Policy**

The John M. Barry Boys & Girls Club will not handle, store, or provide medication of any kind to the children in our care. With 1000 members and no clear daily attendance pattern it is not possible for us to catalog, store, maintain medication for all those who need it. In addition, the vast majority of our members are only with us for a period of about 3 hours per day (3:00 PM-6:00 PM) leaving the school and their parents to meet their medical needs.

Children who take medication at the facility must be capable of storing it and taking it on their own without the assistance of a staff member.

Members with inhalers and epi-pens are encouraged to keep them with their personal belongings in case they are needed.

#### Frequently Asked Questions:

1. A parent may hand you their child's inhaler and ask you to make sure that she has it when she needs it. You must inform the parent that this is against policy and that the children are expected to carry them themselves. If the parent insists that you take it, be sure that the child's name is on it, take the parent's contact information and give it to the Program Director. Reiterate that there is no guarantee that the inhaler will be available if needed but tell them that we will put it on file. Insist that the child carry their own while visiting the Club (most do anyway).
2. A parent may ask you to give cough or cold medicine to their child at a specific time. Inform the parent that this is against policy.
3. A child may ask you for an aspirin or some Tylenol. Under no circumstances should you ever give any medication to a child in the Club setting.

## Staff Orientation & Training Plan

All staff members must meet minimum training standards before they will be allowed to supervise children alone in the Boys & Girls Club setting.

Orientation consists of four two-hour sessions to take place in the evenings one week prior to the start of employment. Topics reviewed include:

1. A complete overview of the Policy and Procedures Manual
2. Required Boys & Girls Clubs of America trainings on abuse prevention, grooming, and mandated reporting.
3. Prohibition of 1 to 1 contact
4. Boys & Girls Club Program Basics
5. Proper mentoring techniques
6. Approved methods of discipline
7. Staff conduct expectations
8. Review of emergency exits and fire extinguisher locations
9. CPR & First Aid Certification

Staff members are granted access to bgca.net and Spillett Leadership University along with digital copies of all pertinent materials and given paid time to study and review them. Employees must sign a contract acknowledging their receipt of these materials and a pledge to commit them to memory.

### Additional Requirements for Summer Camp:

Staff members may be required to attend the Parent's Orientation Meeting granting parents the opportunity to meet them prior to the start of camp.



## Suspicious Package / Bomb Threat Policy

In the event a suspicious package is identified at the Boys & Girls Club Facility or if a bomb threat is communicated, the person who finds the device, receives the call, or observes the digital or written communication will immediately notify their direct supervisor. The manager will obtain basic facts and inform the Executive Director. A specific response will be developed and communicated to the team using the principals below.

### Basic Information:

1. Executive Director and/or Program Director will determine if the threat is credible.
2. If credible, a manager will CALL 911 to the notify law enforcement and provide them with the specific location of the threat if it is known or with information about the method in which the threat was delivered.
3. All apparent evidence will be preserved for law enforcement.
4. If the threat is written on a wall it is to be photographed before it is cleaned. If it is a written threat on paper, the envelope and all documents must be preserved. If it is a digital threat, it will be screen shot or photographed. All documents are to be considered relevant information.
5. Video surveillance may be employed as necessary to investigate the origin of a package.

### If the threat is outside of the building:

1. Cordon off the area and adjust operations so as not to bring children in contact with the threat.
2. Consider if the threat is serious enough to warrant a full evacuation or if the moving of children to a different location within the facility is sufficient.

### If the threat is inside of the building or if it cannot be located:

1. Consider if evacuation is the safest course of action based on the assessment of the credibility of the threat.
2. If evacuating, follow the Fire & Emergency Evacuation Plan on page 16.
3. In the event of an evacuation due to suspicious package or bomb threat we will employ the evacuation meet up place called for in the Building Lockdown Policy: The Craft Street Fire Station.

# Weather Contingency Plan

## **Basic Contingency Plan**

The following procedure will be followed if any emergency/disaster were to occur:

1. A whistle is blown and attention is called for. All activities cease.
2. Children report directly to group leader (Counselor assigned to their group or area)
3. Children line up with Counselors.
4. Program Director/Camp Director will provide further instruction to Counselors
5. Counselors give directions to the children.

## **School Year Weather Event Plan**

The following procedure will be followed if a tornado, hurricane, blizzard, or other severe weather event were to occur while we are at the Boys & Girls Club:

1. Move children to central location in the Learning Center hallway or to another area with minimal exposure to windows and glass. Close and lock all hallway doors
2. Ask the children to sit with their backs to the block walls and fill in the middle area as necessary.
3. Wait for danger to pass

## **Outdoor/Summer Weather Event Plan**

The following procedure will be followed if a tornado, hurricane, blizzard, or other severe weather event were to occur while we are conducting programming at an outdoor location:

1. Move children to indoor location (field house, bath house, school building, etc.) If indoor location is not available or is unsafe, children will be moved to buses and if necessary, transported to safer area.
2. Conduct head count/role call to be sure that all children are present and accounted for.
3. Notify the Boys & Girls Club of our position/predicament
4. Wait for danger to pass.

## **Additional Information**

1. The Program Director/Camp Director is responsible for clearing the building/facility /area and for making sure that all persons have been moved to safety.
2. If a disaster occurs while the children are in transit, seek out a safe place to pull over and if possible move the children indoors to safer area.
3. If after a roll call has been conducted, a child is found to be missing, staff members are assigned to search the inside of the building and outside area. If child is not found contact the police. Parents and emergency numbers will be called next. Director consults the Emergency Operations Plan. If at Summer Camp they enter the date, time, and procedures followed in Emergency Log Book.

# Summer Camp: General Information

## Camp Philosophy

Our goal in offering this program is to provide opportunities for children to explore their creative and athletic potential while cultivating friendships and sharing new experiences with peers. Our camp offers a wide range of activities designed to capture the interest of all campers. We focus on fun and do our best to give campers a memorable experience. Safety comes first in all that we do.

## Camp Organization

Campers are split into four groups based on their age or grade. Grades k-2 make up Camp Spark. Grades 3 & 4 make up BGC1. Grades 5 & 6 make up BGC2. Campers in grades 7, 8, and 9 are admitted on a case by case basis and are classified as LITs (Leaders In Training).

## LIT Program

LITs are checked in and out like regular campers and subject to the same rules and procedures. LITs are provided with basic counselor training, given the chance to fill leadership roles when possible, and allowed occasional special privileges. LIT's have no formal authority and children should never be placed in their direct care. They are never to be left unsupervised.

## Staff Organization

Each Group has a designated Group Leader who reports directly to the Camp Director while being supported by the Head Counselor & Assistant Camp Director. Counselors rotate among age groups based on ratio. Group Leaders & Counselors may receive their assignments from the Camp Director, the Assistant Camp Director, or the Head Counselor. Counselors may also receive assignments from the Group Leader of the age group with whom they are working.

## Appropriate Dress

Each staff member will be issued two staff shirts and one general Boys & Girls Club Shirt. Staff members are expected to be easily identifiable to campers. Current staff shirts should be worn on Tuesdays & Thursdays. Old staff shirts and Boys & Girls Club shirts may be worn on Mondays, Wednesdays, and Fridays. Staff members must bring or wear a bathing suit to camp every day. Clothing with profanity, alcohol or tobacco advertisements on them is prohibited.

## Summer Camp: General Information (cont'd)

### Staff Meetings

Weekly staff meetings will be held. These are usually on Mondays at the conclusion of the camp day. These meetings will last 15-30 minutes. We will discuss strategies, share our successes and possibilities for improvement, and review issues with specific children.

### Attendance/Roll Call

Attendance checks are performed at the beginning and end of each camp day and whenever our camp moves from one location to another. During attendance checks staff members are expected to surround the group and assist the Camp Director/Group Leader with keeping the campers quiet and sighting specific campers as they respond.

## Contingency Plans – Summer Camp & Field Trips

### Child Does Not Arrive

Any child that reports for roll call is recorded on the daily attendance sheet. Parents are requested to notify the Boys & Girls Club if their child will not be attending. If a child does not arrive for roll call and a call has not been received, the parents are notified by phone. For the safety of children, early pick-ups and late drop-offs for field trips or summer camp are strongly discouraged.

### Child Does Not Arrive at Pick-Up Point

1. Program Director or Camp Director is notified immediately
2. Lead staff meetings with parents, informs them that an investigation is being performed and asks them to identify any possible scenarios of an alternative pick-up.
3. Daily Attendance Sheet or Digital sign in record is reviewed to ensure that the child was properly checked in at the last roll call
4. All staff members are questioned as to the possible whereabouts of the child.
5. Staff members are assigned to search the immediate area and to interview the child's known acquaintances as to their possible whereabouts.
6. If the child is not located within a period of 10 minutes then they are officially declared a "Lost Child"
7. Program Director notifies the parents, the Police Department and the Executive Director.
8. Lead staff or Program Director makes entry of date, time, and procedures followed in a critical incident report in the Emergency Log Book (Summer Camp) and files any additional paperwork with the proper authorities.

### Unregistered Child Arrives For Camp or Field Trip

Any child that reports for roll call is recorded on the daily attendance sheet. If an unregistered child is found to be present a check will be performed by the Program or Camp Director to determine if all necessary paperwork or permission slips are on file for this child. If child's paperwork is up to date and if transportation limitations allow, the parents will be contacted and the child will remain with the group for the day. If the child's paperwork is missing or incomplete the child will be removed from group immediately and their parents will be notified to come and pick them up.

## Health Risk Management Plan

**The following procedures are in place to help keep our campers healthy and safe:**

All campers must meet the standards of immunization designated by the Newton Public Health Department.

All campers must have a physical form completed by a doctor prior to the beginning of camp.

Campers who are ill will be separated from the group and sent home at the discretion of the Camp Director and/or the Health Supervisor

The Camp Director or Health Supervisor will notify the staff members of any major health issues a camper may have and how they should be addressed.

A staff orientation will be held at which all accident and emergency policies and procedures will be presented to the staff including the use of accident forms and log books.

Copies of these policies and procedures will be given to all staff members and a manual will be kept in the Medical Records Box so that it may be consulted at any time.

All staff members are required to obtain CPR and First Aid Certifications before they begin work.

All Newton Department of Public Health criteria for the operation of a Summer Camp will be met prior to the start of camp and maintained throughout the summer.

## Care of Mildly Ill Campers

Mildly ill campers will be removed from activities and isolated in a cool, comfortable place. A staff member will be assigned to check on their condition periodically. If the illness is severe or prolonged parents will be notified and the camper will be removed from camp. The incident will be documented in the Medical Log Book.

### Sunscreen Policy

All Campers are encouraged to bring sunscreen from home and to apply it at will throughout the camp day.

Daily reminders to apply or reapply sunscreen are provided in the morning before departure from the Boys & Girls Club and during lunch periods.

All medical kits will contain a supply of sunscreen to be distributed to all those who need it. No child will be denied sunscreen while at camp.

## Location/New Area Assessment Plan

**When moving the camp to a new location the staff should consider the following factors:**

### Safety

Search the area for hazards such as broken glass, damaged equipment, hot coals from a barbecue, large puddles or streams, secluded areas where campers may not be supervised, or areas of high vehicle traffic.

### Space

Be sure that there another camp, group, or family is not already occupying the area we intend to use. Determine if there is enough picnic tables or eating space for everyone. Never mix campers from two different groups together if it can be avoided.

### Bathrooms

Investigate the location of bathrooms. Make sure that the doors to the bathroom are unlocked. Determine the number of lockable stalls present and make a supervision plan for the bathroom that is in line with Boys & Girls Club Policy.

### Shade

Make sure that the area has enough shade for the majority of campers to be able to get out of the sun and stay cool.

### Distractions

Look for distractions that may draw the attention of the campers. Things like water fountains, swing sets, mud, puddles, street performers, and free giveaways can attract the attention of our campers and increase the likelihood that they become lost and disoriented. Whenever a distraction is encountered a staff person will be stationed to keep the campers moving and safe.

Staff members should assess these 5 factors in a timely manner and report their findings to the Camp Director.

## Lost Child At Camp or On Field Trip Plan

All children attending the activity are recorded on the daily attendance sheet. For the safety of our members, parents are requested to notify the Boys & Girls Club if their child will not be attending. If a child does not arrive for role call and a call has not been received, the parents are notified by phone.

If at any time during the activity a question arises as to the whereabouts of a child the following procedure will be used:

1. Attention will be called for
2. A Group Leader or Camp Director requests the attention of all children and staff members and a roll call is taken
3. Attendance Sheet is reviewed to ensure that the child was properly checked in at the last role call
4. All staff members are questioned as to the possible whereabouts of the child.
5. Staff members are assigned to search the immediate area.
6. If the child still has not been located then they are officially declared a "Lost Child"
7. All children and staff members remain together and await further instruction from lead staff.
8. One staff member is assigned to notify the Camp Director. Camp Director notifies the health supervisor (If applicable).
9. Camp Director notifies the Police Department and the Executive Director.
10. All available staff members search the surrounding area including restrooms, playgrounds, storage areas, wooded areas, buildings and vehicles.
11. Procedure continues until child is located.
12. If child is missing for more than 30 minutes, Program Director or Camp Director notifies parents.
13. Lead staff or Program Director makes entry of date, time, and procedures followed in a critical incident report in the Emergency Log Book (Summer Camp) and files any additional paperwork with the proper authorities.



## Medication Distribution and Storage Policies

- Medications prescribed to campers may only be administered by group leaders, the head counselor, assistant director, or camp director with knowledge of the camp's Health Supervisor.
- Medication shall be kept in the original containers bearing a pharmacy label which shows the prescription number, date filled, physician's name, name of medication, directions for use, and patient's name.
- All medications prescribed shall be kept in a designated, clearly marked backpack.
- Written permission from a parent is required before any medication will be administered.
- Over the counter remedies such as Asperin, Tylenol, or Cold & Cough Medicine will not be administered to campers.
- Requests for Medication Distribution must be submitted to the Health Care Consultant for approval.
- Campers who are capable of self-administering them may carry inhalers, insulin, or epipens on their person or with their belongings.

## Parent/Guardian Release Plan

On the camper's Medical History Authorization Form parents will have the opportunity to add or remove the names of approved pick-up people. The parents/guardians who are listed on the application will be assumed to be approved unless otherwise noted. A list will be developed and made available for consultation at the end of the camp day.

This list will be kept at the Club's front entrance. Parents will identify themselves to a staff member and initial the list before they remove their children from the property. Children who are not immediately signed out will wait in the Club's gymnasium until their ride arrives. The staff will supervise the children and the parents as they are released to be sure that no one is being removed against their will.

Extended Day Campers may check in at the front desk and enter the gamesroom area immediately. Extended day members will be signed out on the Extended Day Attendance Sheet as they are picked up.

Campers who are walking home must provide written permission from their parents and may do so after placing their own initials on the list.

## Traffic Plan

The following procedures will be followed when the children arrive at the Boys & Girls Club for pick-up or drop off. A staff member will be assigned to the parking lot each morning and afternoon.

Our parking lot has a circular pass-through which keeps traffic moving and prevents cars from backing up onto Watertown Street.

### **Drop Off**

1. The area with the yellow curb will be kept clear of vehicles so that parents may drop off their children and they can enter the Club unimpeded.
2. Parents who park illegally will be asked to move their cars to maintain clear sight lines.
3. Parents who enter the Club are required to put their vehicles in parking spaces.
4. Once children enter the Club they are not allowed to leave without being accompanied by a staff member
5. Children will enter buses and vans directly from the sidewalk.

### **Pick-Up**

1. The area with the yellow curb and the curb area along the gym wall will be kept clear of vehicles so that our vehicles will have a safe place to pull over.
2. Parents who park illegally will be asked to move their cars to maintain clear sight lines.
3. The School Bus Stop Lights will be activated to freeze traffic in the parking lot before the children exit the bus.
4. Children will exit buses and vans directly onto the sidewalk. Once there they will proceed to the front entrance to be released to their parents.

## Water Safety Plans

### Locker Rooms and Changing

If children will be changing on-site, pre-inspect the locker room facilities, and determine the number of lockable stalls present. Adhere to the Locker Room and Bathroom Policy of the John M. Barry Boys & Girls Club at all times.

### General Procedure

The John M. Barry Boys & Girls Club will never conducting swimming or wading operations at any location when certified lifeguards employed by the location are not physically present on site and actively monitoring swimming areas. Before campers enter the water the staff will form a rectangle with staff members at each corner and on all 4 sides to establish the designated swimming area. One staff member may be assigned to watch the beach area. Staff members will face inward and keep their eyes on the children at all times. Non swimming campers will go no deeper than two feet.

### Christians Law

“Christian’s Law Regulations” 105 CMR 432.000 require that Summer Camps accommodate any parent who would like to send their child to camp with a Coast Guard Approved flotation device.

Parents are advised of their opportunity to provide a personal floatation device during the registration process and through the parent orientation email. Parents who cannot afford a flotation device will be provided the chance to purchase one at a discounted rate. Campers who are non swimmers may not enter water deeper than 2 feet without a device.

### Buddy System For Safety

Before campers enter the water, each one is assigned a buddy. Periodically a “Buddy-Check” will be called by the Club staff or resident lifeguards at which time all campers will grasp the hand of their buddy and raise it above the water.

### Swim Ability Testing

Campers will be tested for their swimming ability. Those who will have access to an area where the water is deeper than 2 feet will have to pass a swim ability test. The following procedure will be used:

1. All testing will be conducted under a supervision of a lifeguard.
2. A testing area will be identified that requires campers to swim a minimum distance of 30 feet unassisted.
3. A minimum of 1 staff member will be posted on each side of the test area and an additional person will be posted in the middle.

4. The children will be asked by the testing staff member to enter the water by jumping or diving in groups of 3. (continued)

## Water Safety Plans (cont'd)

5. The children will swim overhand stroke the entire length of the test area without stopping and without assistance from anyone.
6. The receiving staff member will evaluate the camper's swimming ability paying special attention to their stroke, their ability to swim straight, and their level of confidence.

The camper will be informed of their pass/fail status. Those who pass will be assigned a buddy and must remain in the designated area during the entire swim period. Those who fail will be given feedback on what they can do to improve before being escorted to the shallow area and assigned a new buddy.

### Lost Swimmers

The following plan applies to all swimming areas used by the John M. Barry Boys & Girls Club:

1. A Group Leader or Camp Director requests the attention of all campers and staff members and calls for a buddy check.
2. All staff members are questioned as to the possible whereabouts of the camper.
3. If the child still has not been located then they are officially declared a "Lost Swimmer"
4. All campers and staff members will leave the water, be seated together and await further instruction from the Camp Director
5. One staff member leaves the group to notify the Camp Director and the Health Supervisor (If not already present).
6. Camp Director notifies the Lifeguards on duty that we have a lost swimmer and requests that they begin a "Lost Swimmer Search"..
7. All available staff members search the surrounding area including rest rooms, playgrounds, storage areas, wooded areas, buildings and vehicles.
8. Camp Director calls 911 and notifies Executive Director
9. Water and area search continues until child is located.
10. If child is missing for more than 30 minutes, Camp Director notifies parents.
11. Camp Director makes entry of date, time, and procedures followed in Emergency Log Book and files any additional paperwork with the proper authorities.