



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Background Check Policy

The Boys & Girls Clubs of the Columbia Basin (BGCCB) is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process, and on an ongoing basis, the Boys & Girls Clubs of the Columbia Basin will conduct criminal background checks.

The Boys and Girls Club will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers including partners and minors, who have direct, repetitive contact with children. Name-based searches may be used in any combination but will, at a minimum,

- a. Verify the person's identity and legal aliases through verification of a social security number,
- b. Provide a national Sex Offender Registry search,
- c. Provide a national criminal database alias search
- d. Provide a Washington State county-level criminal search
- e. Provide a motor vehicle record search

Such checks will be conducted prior to employment and at a regular interval, not to exceed twelve (12) months.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of the Boys & Girls Clubs of the Columbia Basin, that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- a. Refuses to consent to a criminal background check,
- b. Makes a false statement in connection with such criminal background check,
- c. Is registered, or is required to be registered, on a state or national sex offender registry,
- d. Has been convicted of a felony or misdemeanor consisting of:
  1. Murder
  2. Child abuse
  3. A crime against children, including child pornography
  4. Domestic violence
  5. Abduction or human trafficking
  6. A crime involving rape or sexual assault
  7. Arson
  8. Weapons
  9. Physical assault or battery
  10. Theft
- e. If applicant has been convicted of misdemeanor, a review will be conducted and outcome will be determined by Executive Director.
- f. Has been convicted of a drug-related offense committed within the last five years.

The Boys & Girls Clubs of the Columbia Basin will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by the Boys & Girls Clubs of the Columbia Basin prior to extending an offer for employment or volunteer service.

If an employee leaves the organization voluntarily and returns to work at a later date (i.e., gap in service), the employee must have a new background check completed. If an employee is found to be without an up-to-date background check, either due to an initial screening not being conducted or an annual screening not being completed, said employee will need to immediately leave Club facilities and may not return until a background check has been completed.

Boys & Girls Clubs of the Columbia Basin will ensure security of personal information by limiting exposure of information only to staff processing the background check and the Executive team. The reports will be kept with the employee's personnel file, which will be kept in a locked filing cabinet in the administration office.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Created: 3/20/19

Revision Date	Revision Description	Revision made by
3/28/19	Maintain confidentiality	Child Club Safety Committee
4/25/19	Verbiage Change	Child Club Safety Committee
5/30/19	Verbiage Change	Child Club Safety Committee
6/27/19	Approved/Signed	Child Club Safety Committee
7/9/19	Approved/Signed	Board of Directors
9/24/20	Verbiage Change	Child Club Safety Committee
11/9/20	Approved/Signed	Board of Directors
4/11/23	Verbiage Changes	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
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# Child Abuse Prevention Policy

The priority of the Boys & Girls Clubs of the Columbia Basin is the physical and emotional safety of its members, staff, and volunteers. The Boys & Girls Clubs of the Columbia Basin maintains a zero-tolerance policy for child abuse. The Boys & Girls Clubs of the Columbia Basin implements policies and procedures for members, employees, volunteers, visitors, or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

## DEFINITIONS

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

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

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

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

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

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

**MANDATED REPORTING**

Every staff member or volunteer of the Boys & Girls Clubs of the Columbia Basin who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

**REQUIRED TRAINING**

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

**Before providing services to young people, and annually thereafter:**

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

**Annually:**

- All the policies, including all safety policies, for the Boys & Girls Clubs of the Columbia Basin.

**PHYSICAL INTERACTIONS**

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

Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>• Side hugs</li> <li>• Handshakes</li> <li>• High-fives and hand-slapping</li> <li>• Holding hands (with young children in escorting situations)</li> </ul>	<ul style="list-style-type: none"> <li>• Full-frontal hugs or kisses</li> <li>• Showing affection in isolated area</li> <li>• Lap sitting</li> <li>• Wrestling or piggyback/shoulder rides</li> <li>• Tickling</li> <li>• Allowing youth to cling to an adult’s leg</li> </ul>

**VERBAL INTERACTIONS**

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

Appropriate	Inappropriate
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Child-appropriate jokes (no adult content)</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Inappropriate jokes (adult-only content)</li> <li>• Discussing sexual encounters or personal issues</li> <li>• Secrets</li> <li>• Profanity or derogatory remarks</li> <li>• Harsh language that may frighten, threaten, or humiliate youth</li> </ul>

**ABUSE AND SAFETY RESOURCES**

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

Reviewed by the Child-Club Safety Committee

\_\_\_\_\_  
Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

\_\_\_\_\_  
Board President

Created: 4/1/24

Revision Date	Revision Description	Revision made by
4/3/24	Approved/Signed Electronically	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# General Illnesses – Parent Pickup Requirement Policy

## **Purpose:**

The purpose of this policy is to ensure the health and safety of all children, staff, and families at the Boys & Girls Club of the Columbia Basin by establishing clear guidelines for when a child must be picked up due to illness. The Boys & Girls Clubs of the Columbia Basin has no on-staff nurse.

## **Scope:**

This policy applies to all children enrolled at the Boys & Girls Club of the Columbia Basin during regular programming hours, including after-school and summer camp sessions.

## **Policy Statement:**

To minimize the spread of illness and protect the health of all members and staff, children who exhibit certain symptoms of illness will be required to leave the program and be picked up by a parent or guardian.

## **Illness Symptoms Requiring Immediate Pickup:**

A child exhibiting any of the following symptoms will be sent home, and a parent/guardian or emergency contact will be contacted to pick up the child immediately:

1. **Fever** (100.4°F or higher)
2. **Vomiting** (within the past 24 hours)
3. **Diarrhea** (two or more occurrences within the past 24 hours)
4. **Persistent cough** or trouble breathing
5. **Runny nose** with thick, colored mucus (indicative of a possible infection)
6. **Sore throat** with fever or other symptoms
7. **Body aches** or fatigue that significantly affects the child's ability to participate
8. **Headache** in combination with any other symptoms of illness
9. **Rash** that cannot be identified (e.g., chickenpox, impetigo, or other contagious skin conditions)
10. **Conjunctivitis (Pink Eye)** with redness, discharge, or discomfort
11. **Lice or scabies**
12. **Other symptoms** as determined by staff and/or medical professional to be potentially contagious

### **Procedure for Parent Pickup:**

#### **1. Notification:**

- The staff member will inform the parent or guardian about the child's symptoms.
- The child must be picked up as soon as possible, ideally within **30 minutes** of being contacted. If the child is not picked up within that timeframe, the club may make alternate arrangements for the child's care, with the parent/guardian being financially responsible for any additional costs.

#### **2. Isolation Area:**

- The child will be moved to a designated isolation area where they will be supervised until their parent/guardian arrives. The child will be kept comfortable and safe while waiting for pickup.

#### **3. Medical Clearance:**

- Children who have been sent home due to illness will not be permitted to return to the club until they are symptom-free for at least **24 hours** without the use of medication, unless otherwise advised by a healthcare professional. A doctor's note may be required for return in certain cases (e.g., for contagious conditions such as strep throat, pink eye, etc.)

#### **4. Emergency Contacts:**

- If the parent/guardian cannot be reached within a reasonable time, the emergency contacts listed on the child's enrollment form will be contacted for immediate pickup.

### **Temporary Suspension Due to Illness:**

If a child exhibits symptoms of illness repeatedly, the Boys & Girls Club may request that the child be kept home for a period of time (24 to 48 hours), depending on the nature of the symptoms and the club's assessment of the risk of contagion.

### **Preventative Measures:**

- The Boys & Girls Club encourages parents to ensure that children are healthy and symptom-free before attending the program.
- Regular handwashing, use of tissues, and proper hygiene practices will be promoted among children to reduce the spread of illness.
- The facility will maintain a clean and sanitized environment.

### **Staff Responsibilities:**

- Monitor children for signs of illness throughout the day.
- Ensure that children who exhibit symptoms are promptly sent home.
- Communicate effectively and professionally with parents or guardians about illness-related issues.

### **Parent Responsibilities:**

- Keep children at home when they are sick or showing symptoms of illness.
- Ensure emergency contacts are up-to-date and accessible for situations where immediate pickup is necessary.

- Follow the guidance of medical professionals and provide documentation as required for return to the program.

**Enforcement:**

Failure to comply with the Parent Pickup Requirement may result in a review of the child’s enrollment status or a discussion with the parent/guardian to find an appropriate solution for the child’s attendance at the Boys & Girls Club.

Reviewed this \_\_\_\_\_ day of \_\_\_\_\_ by the Child-Club Safety Committee

\_\_\_\_\_  
Child-Club Safety Chair

Approved this \_\_\_\_\_ day of \_\_\_\_\_ by the Boys & Girls Clubs of the Columbia Basin Board of Directors

\_\_\_\_\_  
Board President

**Drafted:**

Revision Date	Revision Description	Revision Made By
11/14/2024	Initial Draft	To Child-Club Safety Committee







**BOYS & GIRLS CLUBS**  
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**COMMITMENT TO SAFETY**

# Club Member Suspension Policy

Generally, the Boys & Girls Clubs of the Columbia Basin's Club member Disciplinary Policy adheres to the following steps:

1. Verbal Warning
2. One-Day Suspension
3. One-Week Suspension
4. One-Month Suspension
5. Long-Term Suspension
6. Expulsion

## VERBAL WARNING

Verbal warnings are based on the individual judgment of any Boys & Girls Club staff member and are merited when a Boys & Girls Club member is not meeting Club member behavioral standards.

The staff will:

- Issue a verbal warning informing that if behavior that warrants disciplinary action continues, the member may be suspended for the remainder of that program day.
- Youth will be informed that future negative behavior could result in a longer suspension.
- Staff completes an Incident/Accident Report to document warning for future reference.

## ONE-DAY SUSPENSION

One-Day Suspensions may occur when a Program Staff member determines that a member's behavior does not meet our behavioral standards and a prior **verbal warning** has already been given to that Club member.

The staff will:

- Issue a One-Day Suspension.
- Contact the Club member's parents or guardian by telephone to inform them that their child needs to be picked up from the program as soon as possible and that they have been suspended from the Boys & Girls Club for one day, the behavior that warranted disciplinary action, and that the Club member may return to the program after the One-Day Suspension is satisfied.
- Staff completes an Incident/Accident Report to document the suspension.
- **When a member is suspended or expelled from the Boys & Girls Clubs of the Columbia Basin, this applies to all Club sites.**

## **ONE-WEEK SUSPENSION -- MAJOR INCIDENT**

After a youth has been given a **One-Day Suspension**, any future negative behavior within a 90-day period may result in a One-Week Suspension. The Individual Program Director will implement a One-Week Suspension based on this frequency of negative behavior.

The staff will:

- Issue a One-Week Suspension.
- Contact the Club member's parents or guardian by telephone to inform them their child needs to be picked up from the program as soon as possible and that they have been suspended from the Boys & Girls Club for one week, the behavior that warranted disciplinary action, and that the member may return to the program after the one-week suspension has been satisfied.
- If the Club staff member is unable to speak directly with the parent over the phone, a copy of the Incident Form will be sent home with the member/individual picking the member up, informing of the behavior that warranted disciplinary action, length of the suspension, and the date the child may return to the program.
- Staff completes an Incident/Accident Report to document the suspension.
- **When a member is suspended or expelled from the Boys & Girls Clubs of the Columbia Basin, this applies to all Club sites.**

## **ONE-MONTH SUSPENSION -- CONTINUED MAJOR INCIDENT**

After a youth has been given a **One-Week Suspension**, any future negative behavior within a 30-day period may result in a "One-Month Suspension". The Program Director will implement a "One-Month Suspension" based on this frequency of negative behavior.

The staff will:

- Issue a One-Month Suspension.
- Contact the Club member's parents or guardian by telephone to inform them their child needs to be picked up from the program as soon as possible and that they have been dismissed from the Boys & Girls Club for one month, the behavior that warranted disciplinary action, and that the member may return to the program after the one-month suspension is satisfied.
- If the Club staff member is unable to speak directly with the parent over the phone, a copy of the Incident Form will be sent home with the member/individual picking the member up, informing of the negative behavior, length of the suspension, and the date the child may return to the program.
- Staff completes an Incident/Accident Report to document the suspension.
- **When a member is suspended or expelled from the Boys & Girls Clubs of the Columbia Basin, this applies to all Club sites.**

## **LONG-TERM SUSPENSION**

Continued negative behavior that creates an unsafe program environment for other fellow Boys & Girls Club members and/or staff may result in a "Long-Term Suspension" or the youth's Boys & Girls Club membership being revoked.

The staff will:

- Suspend the member from the Club long term.
- The Program Director will contact the Club member’s parents or guardian by telephone to inform them that their child has been suspended from the Club and the behavior that warranted disciplinary action
- The Program Director will complete a Notice of Long-Term Suspension and will include this notice in the Club member’s membership file.
- The Long-Term Suspension list will be updated.
- All other Club staff members will be made aware of the long-term suspension during the next Youth Issues staff meeting.
- Staff completes an Incident/Accident Report to document the suspension.
- **When a member is suspended or expelled from the Boys & Girls Clubs of the Columbia Basin, this applies to all Club sites.**

**ZERO TOLERANCE FOR THE FOLLOWING NEGATIVE BEHAVIORS**

The following negative behaviors will automatically suspend a Boys & Girls Club member for one day (or more) using the approved guidelines:

- Fighting or physically harming another individual
- Stealing
- Threatening the safety of a Boys & Girls Club member or staff member
- Damage to Boys & Girls Club facility or equipment --- Club member is expected to reimburse the Boys & Girls Club for any damage, and repairs will be billed to parents or guardian.

Club members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected by policy to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control in appearance and or manner. Please encourage parents to call the Club and ask for the appropriate Program Director if they have any questions at all concerning disciplinary measures or any other club activity.

Reviewed this 9th day of February by the Child-Club Safety Committee.

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Child-Club Safety Chair

Approved this 13<sup>th</sup> day of February by the Boys & Girls Clubs of the Columbia Basin Board of Directors.

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Board President

Created: 6/27/19

Revision Date	Revision Description	Revision Made By
7/25/2019	Accepted/Recommended	Child-Club Safety Committee
10/22/2020	Verbiage Changes	Child-Club Safety Committee

11/9/2020	Approved/Signed	Board of Directors
2/9/2023	Verbiage Changes	Child-Club Safety Committee
2/13/2023	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
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# Disability Inclusion Policy

The Boys and Girls Clubs of the Columbia Basin welcomes all children, K-12 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**

Supervisory Staff will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the need. Staff will work to integrate individual accommodations as safely and reasonably 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 supervisory staff & the Behavioral Support Specialist will work with parents & guardians to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate. We are unable to train our staff to all specific needs and accommodations will be left to the discretion of the Executive Director.

**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 outlines by applicable state law.

**d. Staff Inclusion**

The Boys and Girls Clubs of the Columbia Basin offers anyone the ability to be able to work at the Club as long as they can perform the job functions necessary.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Created: 3/20/19

Revision Date	Revision Description	Revision Made By
3/28/19	Add Employee Inclusion	Child Club Safety Committee
4/25/19	Verbiage Change	Child Club Safety Committee
5/30/19	Verbiage Change	Child Club Safety Committee
6/27/19	Safety Committee Approval	Child Club Safety Committee
7/13/23	Verbiage Change	Child Club Safety Committee
4/8/25	Board Signature & Approval	Board of Directors



**BOYS & GIRLS CLUBS**  
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# Drug & Alcohol Free Workplace Policy

## **DRUG AND ALCOHOL POLICY**

The Boys & Girls Club of the Columbia Basin 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.

- 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.

The Boys & Girls Club of the Columbia Basin 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.



## **SMOKING POLICY**

Boys & Girls Clubs (local name) 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**

The Boys & Girls Club of the Columbia Basin 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.

**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.

Reviewed this \_\_\_\_\_ day of \_\_\_\_\_ by the Child-Club Safety Committee

\_\_\_\_\_  
Child-Club Safety Chair

Approved this \_\_\_\_\_ day of \_\_\_\_\_ by the Boys & Girls Clubs of the Columbia Basin Board of Directors

\_\_\_\_\_  
Board President

Drafted:5/24/18

Revision Date	Revision Description	Revision Made By
6/28/18	Verbiage Change	Child Club Safety Committee
7/9/18	Approved/Signed	Child Club Safety Committee
7/9/18	Approved/Signed	Board
8/23/18	Verbiage Change	Child Club Safety Committee
5/30/19	Approved /Signed	Child Club Safety Committee
7/8/21	Verbiage Change	Child Club Safety Committee
7/12/21	Approved/Signed	Board
3/22/24	Policy Rewrite	Child Club Safety Committee
4/8/24	Approved/Signed	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Emergency Operations Plan Policy

## EMERGENCY OPERATIONS PLAN (EOP)

The Boys & Girls Club of the Columbia Basin shall create and maintain an Emergency Operations Plan (EOP). At a minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
  - Fire
  - Weather (tornado, flooding, hurricane, etc.)
  - Lockdown (for interior or exterior threat)
  - Bomb threat
  - Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members.
- Developed and shared with local first responders, such as fire departments and law enforcement agencies.

## EOP ANNUAL REVIEW

The Boys & Girls Club of the Columbia Basin leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

## FIRST AID AND CPR TRAINING

Boys & Girls Clubs (local name) always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served.

## KEY DEFINITIONS

**Emergency:** An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

**Mitigation:** Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.

**Preparedness:** Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Created: 1/8/24

Revision Date	Revision Description	Revision made by
1/8/24	First Draft Approved	Child Club Safety Committee
4/8/24	Board Approval/Signature	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN

**COMMITMENT TO SAFETY**

# Harassment, Intimidation, and Bullying Prevention Policy

The Boys & Girls Clubs of The Columbia Basin is committed to providing a safe environment for all members, staff, parents/legal guardians, and volunteers that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a member or damages another member’s property;
- Has the effect of substantially interfering with a student’s education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operation of the Boys & Girls Clubs of the Columbia Basin.

Nothing in this section requires the affected member to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

## Definitions:

- “Aggressor” A club member, student, staff or other member of club and/or who engages in the harassment, intimidation or bullying of a member.
- “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.
- “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose and utilizing social media to create unwanted acts of verbally attacks that can be detrimental to one.

April 10, 2023

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies, building or program rules.

This policy is a component of the Club's responsibility to create and maintain a safe, civil, respectful and inclusive community and will be implemented in conjunction with comprehensive training of staff and volunteers.

The Boys & Girls Clubs of the Columbia Basin will provide members with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train members, the Club will seek partnerships with families, law enforcement and other community agencies.

Interventions are designed to remediate the impact on the targeted member(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive climate.

All staff, volunteers, and members shall read and abide by the Boys & Girls Clubs of the Columbia Basin Code of Conduct.

Reviewed this 9<sup>th</sup> day of March, 2023 by the Child-Club Safety Committee

April 10, 2023

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Child-Club Safety Chair

Approved this 10<sup>th</sup> day of April, 2023 by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Revision Date:	Revision Description	Revision Made By
9/27/18	Signed/Approved	Child Club Safety Committee
10/25/19	Adopt MLSD policy	Child Club Safety Committee
12/6/19	Combine Bullying/Harassing	Child Club Safety Committee
2/28/19	Approved/Signed	Child Club Safety Committee
3/9/23	Verbiage Change	Child Club Safety Committee
4/10/23	Approved/Signed	Board of Directors

April 10, 2023





**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Incident Reporting & Management Policy

The Boys & Girls Club of the Columbia Basin is committed to ensuring the safety of its members, staff and volunteers.

Any employee or volunteer of BGC Columbia Basin who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Club leadership is responsible for documenting the incident using the appropriate Accident & Incident Report Form and when necessary, reporting the incident to authorities and BGCA. Safety incidents include, but are not limited to:

## **GENERAL INCIDENT DESCRIPTION**

Safety incidents can include but are not limited to:

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

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

## **INTERNAL INCIDENT REPORTING**

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

The following information shall be included on an Incident Report:

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

## **EXTERNAL INCIDENT REPORTING**

The Boys & Girls Club of the Columbia Basin follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

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

## **INCIDENT INVESTIGATION**

The Boys & Girls Club of the Columbia Basin 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.

The Boys & Girls Club of the Columbia Basin 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.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 6/28/2018

Revision Date	Revision Description	Revision Made By
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6/28/18	Verbiage Change	Child Club Safety Committee
7/9/18	Approved/Signed	Child Club Safety Committee
7/9/18	Approved/Signed	Board
8/23/18	Verbiage Change	Child Club Safety Committee
4/1/24	Revision on Critical Incidents	Director of Operations
4/3/24	Approved/Signed (Electronically)	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Club Members with Lice Policy

The Boys & Girls Clubs of the Columbia Basin (BGCCB) is committed to retaining the best staff and volunteers to serve our youth. To maintain a safe, healthy and comfortable environment for all Club members, staff & volunteers, BGCCB has established the following lice policy to guide the Club's response and prevent the spread of lice within Club facilities.

## 1. **Identification and Reporting:**

- If a staff member notices signs of lice (e.g., scratching, visible lice or eggs), they should discreetly inform the child and/or their parent or guardian.
- Staff may check the Club member's head for lice if suspected.
- Parents/guardians are encouraged to regularly check their child for lice and notify the Club if lice are detected.

## 2. **Exclusion from the Program:**

- If live lice are found in a child's hair, they will be sent home for treatment. The child must be completely free of live lice before returning to the club.
- Children with lice eggs (nits) may be allowed to remain at the club if there are no live lice present but may be monitored closely for re-infestation.

## 3. **Treatment and Return to the Club:**

- Club Members who have been sent home for lice are expected to undergo appropriate treatment as recommended by a healthcare provider (e.g., over-the-counter lice treatment or professional lice removal).
- The Club member must be rechecked (either by a parent, guardian, or club staff) to ensure they are free of live lice before being allowed to return to the club.

## 4. **Preventative Measures:**

- The Club may recommend or require the use of individual items (e.g., combs, hats, or brushes) and discourage the sharing of personal belongings.
- The facility may also take steps to disinfect shared items and spaces.

## 5. **Communication with Parents/Guardians:**

- If lice are found in the Club, parents of all members may be notified to check their children for lice if needed.
- The Club might provide guidance or local resources to parents on treating lice and preventing further spread.

## 6. **Confidentiality and Sensitivity:**

- The Club will handle lice situations with discretion, maintaining confidentiality and sensitivity to avoid stigma or embarrassment for the child involved.

Reviewed this \_\_\_\_\_ day of \_\_\_\_\_ by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved this \_\_\_\_\_ day of \_\_\_\_\_ by the Boys & Girls Clubs of the Columbia Basin  
Board of Directors

\_\_\_\_\_  
Board President

Drafted:

Revision Date	Revision Description	Revision Made By
11/14/2024	DRAFT Initial Policy	To Child-Club Safety Committee

November 14, 2024



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Mental Health Quiet Room Usage Policy

The Boys & Girls Clubs of the Columbia Basin is committed to providing a safe environment for members, staff, volunteers, and other adults. The Mental Health Quiet Room at the Boys & Girls Clubs of the Columbia Basin is a safe space provided for members to seek solace, meet with the Behavior Support Specialist and practice self-care.

The Quiet Room serves as the Behavior Support Specialist's primary office, a space for staff to meet with families/caregivers of Club members, as well as a space for Club members to calm down and/or deescalate. This policy outlines guidelines for the usage of the Quiet Room, especially when supervising a Club Member using the room on their own.

## **GUIDELINES**

The Quiet Room is open during club hours to all club members and/or staff facing emotional distress or in need of a quiet space for reflection or to meet with the Behavior Support Specialist. It is also used as a space for the Behavior Support Specialist to meet 1:1 with Club Members or meet with Club families/caregivers to discuss Club Member behaviors.

### **Supervision**

- Club Members utilizing the Quiet Room must always be supervised by a staff member.
- If a Club Member uses the room to deescalate or calm down, the staff member will be stationed outside the Quiet Room, maintaining visual contact through the window with open blinds.
- Staff must ensure the child's well-being and safety during their time in the Quiet Room.

### **Usage Limitation**

- The Quiet Room is meant for short-term use. Club members must spend no more than 30 minutes per session to ensure fair access for all.
- Continuous or prolonged use of the room may require staff intervention to accommodate other members.

### **Privacy and Confidentiality**

- Confidentiality is critical in the Quiet Room.
- All staff, families and the Behavior Support Specialist must respect the privacy of Club members and maintain confidentiality regarding any information shared during any sessions.

- Conversations within the Quiet Room will not be overheard or disclosed to others unless a specific situation needs to be escalated and informed to the Director of Operations to stay in compliance with Boys & Girls Club of America safety protocol.

### **Emergency Protocol**

- In the event of an emergency (or if the Club Member requires immediate assistance), the staff member must intervene promptly.
- Emergency contact information for the Club member should be readily available and accessible to staff in case of need via MyClubHub.
- All staff will immediately contact the Director of Operations or Executive Director in the event of an emergency.

### **Behavioral Expectations**

- Disruptive, inappropriate or harmful behavior will not be tolerated, and appropriate disciplinary actions will be taken.
- Club memberships may be revoked with the approval of the Child Club Safety Committee in the event of inappropriate behavior.

### **Maintenance and Safety**

- The Quiet Room will be kept clean and always organized under the supervision of the Behavior Support Specialist.
- Safety checks must be conducted regularly by the Behavior Support Specialist to ensure a secure environment for both staff and members.
- The security camera in the Quiet Room (with no audio) may be accessed by staff if needed to observe behaviors or an incident.

### **Conflict Resolution**

- In the event of conflicts or concerns arising during a session in the Quiet Room, staff members and the Behavior Support Specialist will handle the situation calmly and effectively. Staff may refer to camera footage.
- If necessary, staff will involve the Behavior Support Specialist, Site Director or Director of Operations for assistance in resolving conflicts.

### **Compliance**

- All staff members and club members utilizing the Quiet Room are expected to comply with the guidelines outlined in this policy. Failure to adhere to these guidelines may result in restricted access to the Quiet Room or other appropriate actions as determined by Club Management and the Child Club Safety Committee.



Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 5/8/24

Revision Date	Revision Description	Revision Made By
11/12/24	New Policy Drafted	Director of Operations
11/14/24	Approved/Signed	Child Club Safety Committee
11/18/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
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**COMMITMENT TO SAFETY**

# Naloxone Administration Policy

## Purpose

To prevent opiate-related overdose deaths by making naloxone available at the Boys & Girls Club of the Columbia locations. The Boys & Girls Clubs of the Columbia Basin will train and equip key staff to prepare for opioid overdose emergencies. It is the policy of the Boys & Girls Clubs of the Columbia Basin for trained staff to administer, in accordance with state law and the Medical Control Physician's guidelines and oversight, to persons suffering from opioid overdose. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose.

## Background

WA State law RCW 69.50.315 allows anyone "at risk for having or witnessing a drug overdose" to obtain naloxone and administer it in an overdose. This includes people who use opioids, family members, friends, and professionals. Together these laws allow "entities" to receive prescriptions for the opioid antagonist Naloxone, store onsite, and allow trained employees to administer the medication in an emergency to reverse an opiate-related overdose.

Several laws in WA State (commonly called "Good Samaritan" laws) give certain protections to laypersons trying to assist in a medical emergency. RCW 4.24.300 provides immunity from civil liabilities when responding in a medical emergency. RCW 69.50.315 further protects both the overdose victim and the person assisting in an overdose from prosecution for misdemeanor drug possession.

## Policy

The Boys & Girls Clubs of the Columbia Basin will train and equip key staff to prepare for opioid overdose emergencies. It is the policy of The Boys & Girls Clubs of the Columbia Basin for trained staff to administer, in accordance with state law and the Medical Control Physician's guidelines and oversight, to persons suffering from opioid overdose.

## Definitions:

1. **Naloxone:** a synthetic drug, similar to morphine, that blocks opiate receptors in the nervous system used for opioid overdose, produced in intramuscular, intranasal, and intravenous forms. Naloxone is specifically used to counteract life-threatening depression of the central nervous system and respiratory system. Narcan is a brand name for intranasal Naloxone.
2. **Opioids:** a class of drugs that interact with opioid receptors on nerve cells in the body and brain. Opioids include the entire family of opiates including natural, synthetic, and semi-synthetic forms. Opioids include drugs such as heroin, synthetic opioids such as

fentanyl, and pain relievers available legally by prescription such as oxycodone, hydrocodone and morphine

3. **Opioid Overdose:** an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid or another substance with which an opioid was combined, or that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance
4. **Medical Control Physician:** a designated medical doctor who is licensed to practice medicine in the State of Washington. The Boys & Girls Clubs of the Columbia Basin shall periodically consult with the Medical Control Physician to review overall training, equipment, procedures, and changes to applicable laws related to this policy

### **General Procedures:**

1. The Boys & Girls Clubs of the Columbia Basin shall deploy Naloxone in the following locations:
  - McGraw Family Clubhouse
  - North Elementary Club
  - Larson Heights Elementary Club
  - Midway Elementary Club
  - Kittitas Elementary Club
  - Cle Elum/Roslyn Club
2. The Boys & Girls Clubs of the Columbia Basin shall appoint a Naloxone Coordinator to oversee the Naloxone Administration program. The Naloxone Coordinator's responsibilities will include:
  - Ensure proper and efficient deployment of Naloxone throughout the facility
  - Conduct and maintain routine documented inspections, ensuring that all Naloxone kits are unexpired and accounted for biannually (when first aid kits are inspected, and replenished & the AED is examined, twice a year)
  - Ensure that authorized staff are trained in the use and storage of Naloxone
  - Ensure that any use of Naloxone is documented in a Usage Report – See Accident / Incident Report Addendum attached
  - Replace Naloxone kits that are damaged, unusable, expired, or used
3. Only staff trained in the use of Naloxone are authorized to administer Naloxone at the Boys & Girls Clubs of the Columbia Basin

## Procedures for Use:

### 1. Recognize the Signs of Opioid Overdose

#### Opioid High

- \*Relaxed muscles
- \*Speech is slowed or slurred
- \*Nodding off, appearing sleepy
- \*Still responsive
- \*Normal heartbeat/pulse rate
- \*Normal skin color
- \*Smaller than usual pupils

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#### Opioid Overdose

- \*Pale, clammy skin
- \*Not breathing or very shallow breathing
- \*Deep snorting or gurgling breaths
- \*Unresponsive
- \*Slowed heartbeat/pulse rate
- \*Bluish skin color, blue lips, etc.
- \*Pinpoint pupils

#### ***\*Suspected or confirmed opioid overdose consists primarily of:***

- Respiratory depression evidenced by slow respiration rate or no breathing
- Unresponsiveness

#### ***\*Suspicion of opioid overdose can be based on:***

- Presenting symptoms
- Reports from bystanders
- Staff prior knowledge of the victim
- Medications, illicit drugs or drug paraphernalia present at the scene

### 2. Respond to the Opioid Overdose

- **Immediately call for emergency help – dial 911**
- Check the victim's breathing. If needed, deliver appropriate first-aid

### 3. Reverse the Opioid Overdose

- Administer Naloxone per the manufacturer's instructions
- Once the victim resumes breathing normally, place them in the recovery position, lying on their side
- Stay with the victim until EMS arrives to take over care

### **Training**

Before any employee may administer naloxone under this policy, the employee must successfully complete training related to emergency response, recognizing opioid-related overdose, administering naloxone and promptly seeking medical attention for drug overdoses during the organization's annual CPR/First Aid training. Evidence that such training has been completed shall be placed in the employee's personnel file.

The Boys & Girls Clubs of the Columbia Basin shall provide staff with the opportunity to complete such training during their regular work schedule.

A list of employees who successfully completed such training shall be maintained, updated and kept on file.

### **Storage of Naloxone**

Naloxone shall be safely stored in compliance with drug manufacturer's instructions, with each Club's first aid kit.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of suspected drug overdose. All properly trained employees shall be made aware exactly where naloxone is being stored within the building.

Afterwards notify the building administrator or designee of the facts and circumstances surrounding the drug overdose incident.

### **Indemnification**

The Boys & Girls Clubs of the Columbia Basin shall indemnify and hold harmless any employee who administers naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply: (i) the employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering naloxone to that individual; (ii) the employee successfully completed the training contemplated by this policy; (iii) the employee promptly sought additional medical assistance before or immediately after administering naloxone; and (iv) the employee is administering naloxone in the performance of his/her duties as either an employee or approved volunteer for the school district.

### **Non-Employee Administration of Naloxone**

Nothing in this policy is intended to regulate, restrict, or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire company member, licensed medical professional, or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property.

**References**

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Memorandum NO. 068-16M Secondary Education & Student Support

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Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Created:

Revision Date	Revision Description	Revision Made By
6/28/24	Drafted	Director of Operations
7/11/24	Approved/Signed	Child Club Safety Committee
8/12/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN

**COMMITMENT TO SAFETY**

# Prescription Medication Policy

The Boys & Girls Club of the Columbia Basin will have all parents/guardians note or update any medications, prescriptions or diagnoses on file upon registration every school year and Summer break. The Boys & Girls Clubs of the Columbia Basin's organizational policy for prescription medication is set as the following:

- Under normal circumstances no storage, distribution or administering of medication.
- The Boys & Girls Clubs of the Columbia Basin has no on-staff nurse or licensed medical professional. All school-based Club sites do not have access to the school nurse or nurse's office.
- Prescribed and over-the-counter medication should be dispensed before and/or after Club hours under supervision of the parent or guardian. During Spring & Summer Breaks, parents/guardians may come to the club directly to administer medications if needed, or they may call the club to remind staff to have their child to take their medication if they can self-administer with their lunch.
- All parents/guardians must notify staff if their child carries an epipen, inhaler or diabetic equipment in their bag or backpack so staff can store their bag or backpack away from other members.
- Permitting, under limited circumstances, i.e field trips or activities that may induce a reaction, students to carry and self-administer medications necessary to their attendance. Medications must be stored in member's personal bag or backpack.
- Asthma is an inflammatory disease of the respiratory tract. Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist. Members with asthma or anaphylaxis are afforded the opportunity to self-administer prescribed medications. The member's parent or guardian will submit a written request and other documentation required by the Boys & Girls Clubs of the Columbia Basin. The member's prescribing health care provider must provide a written treatment plan.
- Nasal inhalers, suppositories and non-emergency injections may not be administered by staff. No medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions

from the licensed health professional. A staff member will be trained prior to injecting a medication in the event of a predetermined or life-endangering situation..

- In the event of a life-threatening situation, 911 will be called immediately. The trained staff member may assist the club member with administration of medication in accordance with first aid training certification/standards or if instructed to by the 911 dispatcher.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Created:

Revision Date	Revision Description	Revision Made By
9/27/18	Approved/Signed	Child Club Safety Committee
10/25/18	Add Verbiage	Child Club Safety Committee
12/6/18	Verbiage Change	Child Club Safety Committee
1/8/19	Add Verbiage	Child Club Safety Committee
2/28/19	Approved/Signed	Board of Directors
4/8/21	Add Verbiage	Child Club Safety Committee
4/12/21	Approved/Signed	Board of Directors
11/9/23	Verbiage Change	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors





**BOYS & GIRLS CLUBS**  
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# Prohibition of Private One-on-One Interaction Policy

The Boys & Girls Clubs of the Columbia Basin is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

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

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or the on-staff Behavior Support Specialist. 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 traveling to off-site events and activities**

- When traveling 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) or the on-staff Behavior Support Specialist.
- 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.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 5/24/18

Revision Date	Revision Description	Revision Made By
6/28/18	Verbiage Change	Child Club Safety Committee
7/9/18	Approved/Signed	Child Club Safety Committee
7/9/18	Approved/Signed	Board of Directors
8/23/18	Verbiage Change	Child Club Safety Committee
5/30/19	Approved Signed	Child Club Safety Committee
3/9/23	Verbiage Change	Child Club Safety Committee
4/3/24	Additions Made to Policy	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Restroom & Locker Room Usage Policy

The Boys & Girls Clubs of the Columbia Basin is committed to safeguarding the health, safety, and dignity of all persons who use any clubhouse restrooms. Restrooms located adjacent to the Game Room at the McGraw Family Clubhouse have been designated for Club Members.

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or limiting the number of restroom users at one time set by Club leadership. Adults and youth will have separate designated restrooms.

Club Members Shall:

- Abide by the restroom rules established at their designated Clubhouse.
- If more than one member is in the restroom at a time, the Members are not allowed to participate in any “horseplay” such as peeking in the stalls or any other outside of regular restroom use/hand washing.

Staff/Board Members/Volunteers shall:

- Ensure that adults use adult designated restroom.
- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations’ code of conduct.
  - Intervene and notify Club leadership, should inappropriate conduct be observed.
- Ensure restrooms are regularly cleaned and sanitized.

Staff/Board Members/Volunteers observing unacceptable restroom conditions shall:

- Immediately notify Club leadership.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Signage will be posted next to the restrooms in the Game Room area, designating those restrooms for club members only.

May 7, 2019

The Boys and Girls Clubs of the Columbia Basin enforce the following restroom policy for members, staff, volunteers, and other adults while on a field trip and/or utilizing a shared space, including public access to restrooms used by Club members.

**a. Multi-Stall Restrooms:**

On a field trip, or a public restroom, youth shall never enter the restroom alone, unless it is a single stall restroom that is empty. Youth shall follow the “rule of three” in using public restrooms, with at least three youth and an adult walking to the restrooms, and three youth entering a multi-stall facility together.

When they can, staff/volunteers will monitor and clear public restrooms before use by members, to ensure that the facility is free of adults, and clear of youth not with the Club program, before allowing youth to use the facilities. Staff will clear the restroom and will stand outside doorway during supervised member use of public restrooms.

**b. In a shared use facility, BGCCB will utilize the best practice of shutting the exterior door to the restroom and stand outside the restroom door to alert others that they must wait to enter until Club members have exited the restroom.**

In the event of an activity requiring locker room usage, i.e. field trip to a swimming pool:

Locker rooms shall be regularly inspected and monitored by a designated same gender staff and/or volunteer on a schedule set up by Club leadership. Staff must adhere to the established supervision ratios of 25 children to 1 staff at all times.

Before youth members enter the locker room, staff should perform a complete sweep of the facility to ensure no unauthorized adults or youth are inside. Staff should position themselves outside the locker room changing area near the door in order to be visible and within listening range without infringing on members privacy. Exterior locker room doors should remain open when in use by youth, as long as this does not violate the privacy of those inside.

The use of audio or video recording devices will not be allowed in the restrooms or locker rooms, including cell phones.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 5/24/18

Revision Date	Revision Description	Revision Made By
6/28/18	Change Verbiage	Child Club Safety Committee
8/23/18	Change Verbiage	Child Club Safety Committee
3/28/19	Combine locker/restroom	Child Club Safety Committee
4/25/19	Title Change	Child Club Safety Committee
5/30/19	Approved/Signed	Child Club Safety Committee



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN

**COMMITMENT TO SAFETY**

# Screening & Onboarding Policy

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

## BACKGROUND CHECKS

The Boys & Girls Clubs of the Columbia Basin 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.

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

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

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

All background check findings shall be considered when making employment or volunteer decisions, and the Boys & Girls Clubs of the Columbia Basin will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
  1. Murder
  2. Child abuse



3. Domestic violence
  4. Abduction or human trafficking
  5. A crime involving rape or sexual assault
  6. Arson
  7. Weapons
  8. Physical assault or battery
  9. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

## **INTERVIEWING**

The Boys & Girls Clubs of the Columbia Basin will conduct in-person interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

## **REFERENCE CHECKS**

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

## **STAFF AND VOLUNTEER ONBOARDING**

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

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

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

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

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 4/1/24

Revision Date	Revision Description	Revision Made By
4/3/24	Approved/Signed (Electronically)	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Suicidal Ideation Response Policy

The Boys & Girls Clubs of the Columbia Basin is committed to ensuring a safe and supportive environment for all members. When a member expresses suicidal ideation or shows warning signs of suicide, staff will respond promptly, compassionately, and in alignment with best practices and legal requirements.

The purpose of this policy is to provide a clear and effective response protocol when a club member expresses suicidal ideation or exhibits behaviors indicating they may be at risk, ensuring the safety and well-being of all members.

This policy applies to all staff, volunteers, and leadership at Boys & Girls Clubs of the Columbia Basin.

## Definitions:

1. **Suicidal Ideation:** Thoughts of engaging in behavior intended to end one's life.
2. **Warning Signs:** Behaviors or statements that may indicate a risk of suicide, such as withdrawing from activities, expressing hopelessness, partaking in high-risk behaviors or direct or indirect statements about wanting to die.

## Procedures:

### 1. Immediate Response:

- If a member expresses suicidal ideation or exhibits concerning behavior:
  - **Assess:** Assess the risk of suicide or self-harm and assist with any crisis.
  - **Stay Calm:** Ensure a supportive and non-judgmental tone.
  - **Ensure Safety:** Stay with the member and provide reassurance, support and ensure they are not left alone.
  - **Encourage:** Discuss with member to seek appropriate professional help and other support strategies.

### 2. Notify Leadership:

- Immediately inform the Club Director, designated supervisor of the situation or Behavioral Support Specialist.

### 3. Engage Crisis Protocol:

- Contact local emergency services (e.g., 911) if the member appears to be in immediate danger.
- If the threat is not immediate, contact a local mental health crisis hotline or resource (e.g., Columbia Basin Crisis Response Team).

#### **4. Contact Guardians:**

- Notify the member's parent or guardian promptly unless doing so may place the member at greater risk. Acknowledge potential cultural barriers and biases, expectations about communication and perceptions about the problem. Coordinate with crisis responders to determine the best approach for guardian notification.

#### **5. Document the Incident:**

- Record the incident in detail, including:
  - Date, time, and location. Conduct a risk assessment explaining what the member expressed or did, identifying risk and protective factors, determine risk level and determine intervention.
  - Actions taken by staff.
  - Names and contact information of any individuals or agencies contacted.

#### **6. Follow-Up:**

- Coordinate with guardians and, when applicable, mental health professionals to support the member's continued safety.
- Monitor the member's well-being during club activities and report any ongoing concerns to leadership.
- Write a Safety Plan: Provides resources and tools for a member that they can exercise when experiencing feelings or urges.

#### **Training and Awareness:**

1. **Staff Training:** All staff and volunteers must complete annual training on recognizing and responding to suicidal ideation and mental health crises.
2. **Resources:** Maintain an updated list of local and national mental health resources, including:
  - National Suicide Prevention Lifeline: 988
  - Local crisis hotlines and mental health services.

#### **Confidentiality:**

All information regarding the member's situation will be handled with strict confidentiality and shared only with those directly involved in ensuring their safety or as required by law.

#### **Review and Updates:**

This policy will be reviewed annually and updated as necessary to reflect best practices and changes in legal requirements.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 12/10/24

Revision Date	Revision Description	Revision Made By
12/10/24	New Policy Drafted	
12/12/24	Reviewed	Child Club Safety Committee
01/09/25	Verbiage Updated/Approved	Child Club Safety Committee
01/13/25	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Supervision & Facilities Policy

The Boys and Girls Clubs of the Columbia Basin 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 following policies:

## **SUPERVISION**

Boys and Girls Clubs of the Columbia Basin 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.

## **RESTROOM USAGE**

The Boys & Girls Clubs of the Columbia Basin is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

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

APRIL 3, 2024

## **RESTROOM MONITORING**

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

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

## **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.

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or limiting the number of restroom users at one time set by Club leadership. Adults and youth will have separate designated restrooms. Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 5/24/18

Revision Date	Revision Description	Revision Made By
6/28/18	Change Verbiage	Child Club Safety Committee
8/23/18	Change Verbiage	Child Club Safety Committee
3/28/19	Combine locker/restroom	Child Club Safety Committee
4/25/19	Title Change	Child Club Safety Committee
5/30/19	Approved/Signed	Child Club Safety Committee
8/12/21	Change Verbiage	Child Club Safety Committee
9/13/21	Approved/Signed	Board of Directors
4/3/24	Policy Revision	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors

APRIL 3, 2024





**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Technology Acceptable Use Policy

## 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:** The Boys & Girls Clubs of the Columbia Basin 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:** The Boys & Girls Clubs of the Columbia Basin reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, The Boys & Girls Clubs of the Columbia Basin 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. Boys & Girls Clubs (local name) 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 Boys & Girls Clubs (local name) 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 the Boys & Girls Clubs of the Columbia Basin to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of the Columbia Basin Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of the Columbia Basin 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:** The Boys & Girls Clubs of the Columbia Basin 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 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:** The Boys & Girls Clubs of the Columbia Basin 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. Boys & Girls Clubs (local name) 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.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Created: 4/1/24

Revision Date	Revision Description	Revision Made By
4/3/24	Approved/Signed (Electronically)	Child Club Safety Committee
4/8/24	Board Approval/Signature	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Transportation Policy

The Boys & Girls Clubs of the Columbia Basin is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Boys & Girls Clubs of the Columbia Basin) only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

## **DRIVERS:**

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club- related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting membersto and from the Clubhouse or Club-related activities.

## **VEHICLE**

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.



- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

### **SHARED-USE RESTROOMS**

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

### **ACCIDENT OR EMERGENCY PROTOCOL**

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 5/24/18

Revision Date	Revision Description	Revision Made By
6/28/18	Verbiage revision	Child Club Safety Committee
8/23/18	Approved/Signed	Child Club Safety Committee
9/10/18	Approved/Signed	Board of Directors
4/8/21	Verbiage revision	Child Club Safety Committee
4/12/21	Approved/Signed	Board of Directors
4/1/24	Rewrite	Director of Operations
4/3/24	Approved/Signed (Electronically)	Child Club Safety Committee
4/8/24	Approved/Signed	Board of Directors



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN



# Vaccination Requirement Policy

## **Purpose**

The Boys & Girls Club of the Columbia Basin is committed to maintaining a safe and healthy environment for all members, staff, and volunteers. To protect against the spread of preventable illnesses, the Club requires members to be vaccinated against all recommended childhood diseases.

## **Policy Statement**

All members of the Boys & Girls Club of the Columbia Basin must be fully vaccinated according to the immunization schedule recommended by the Centers for Disease Control and Prevention (CDC) or the Washington State Department of Health. This requirement applies to all children eligible for vaccination based on age and health status.

## **Vaccination Requirements**

Members are required to be up-to-date on the following vaccinations, unless medically exempt:

- Measles, Mumps, and Rubella (MMR)
- Polio (IPV)
- Diphtheria, Tetanus, and Pertussis (DTaP)
- Varicella (chickenpox)
- Hepatitis B
- Haemophilus influenzae type b (Hib)
- Pneumococcal conjugate vaccine (PCV13)
- Any additional vaccines recommended by the CDC or the Washington State Department of Health

## **Proof of Vaccination**

The Boys & Girls Club of the Columbia Basin reserves the right to request proof of immunization for any club member. Documentation must include records from a licensed healthcare provider, a public health clinic, or an immunization registry.

## **Medical and Religious Exemptions**

The Club will consider medical exemptions if documented by a licensed healthcare provider, detailing the medical reason the member cannot receive specific vaccinations. Religious exemptions will also be reviewed on a case-by-case basis and must comply with Washington State law requirements.

## **Enforcement**

Members not in compliance with this policy may be restricted from attending club programs and activities until proof of vaccination or a valid exemption is provided.

**Review and Updates**

This policy will be reviewed annually to ensure it aligns with current public health guidelines and applicable state laws.

Reviewed this \_\_\_\_\_ day of \_\_\_\_\_ by the Child-Club Safety Committee

\_\_\_\_\_  
Child-Club Safety Chair

Approved this \_\_\_\_\_ day of \_\_\_\_\_ by the Boys & Girls Clubs of the Columbia Basin Board of Directors

\_\_\_\_\_  
Board President

Drafted:

Revision Date	Revision Description	Revision Made By



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN

**COMMITMENT TO SAFETY**

# Video Surveillance Policy

## USE OF VIDEO SURVEILLANCE

The Boys & Girls Clubs of the Columbia Basin recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.

Video surveillance, without or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

## PLACEMENT AND NOTIFICATION

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected).

Video surveillance equipment **will not be** used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms.

Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion.

Video monitors shall not be in an area that enables public viewing.

The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

## ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the Executive Director and Club Site Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is **strictly limited** to the following authorized full-time Boys & Girls Club personnel: Executive Director and the Club Site Directors. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation.

Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules.

#### **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the Executive Director.

Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment.

Video recording data will remain on the property of the Boys & Girls Clubs of the Columbia Basin and may be reproduced only in accordance with applicable law and board policy.

#### **RETENTION OF DIGITAL IMAGES**

Video recording data shall be kept for approximately 30- 60 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer.

In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

#### **CLUB MEMBER PRIVACY**

Video recording data will not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law.

Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property. A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.

Reviewed by the Child-Club Safety Committee

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Child-Club Safety Chair

Approved by the Boys & Girls Clubs of the Columbia Basin Board of Directors

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Board President

Drafted: 1/6/22

Revision Date	Revision Description	Revision Made By
1/6/22	New Policy	Child Club Safety Committee
2/14/22	Approved/Signed	Board of Directors
5/11/23	Verbiage Change	Child Club Safety Committee
6/12/23	Approved/Signed	Board of Directors