

## PROTECTION OF YOUTH

### CHILD ABUSE PREVENTION POLICY

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

#### DEFINITIONS:

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

Any and all allegations of child abuse and sexual abuse, no matter how trivial they may seem, must, by law, be reported immediately to a supervisor (or the CEO, if report cannot be made to a supervisor). ***If the Club has reason to believe that a child has been subject to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or if any Club employee observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, the Club is required to immediately notify the Police, or DCFS and the Club will cooperate in any investigation or prosecution resulting from such notification.***

## REQUIRED TRAINING

Boys & Girls Clubs of Greater Salt Lake 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 Boys & Girls Clubs of Greater Salt Lake

## PHYSICAL INTERACTIONS

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

### Appropriate Contact:

- Side hugs
- Handshakes
- High-fives and hand slapping
- Holding hands (with young children in escorting situations)

### Inappropriate Contact:

- Full-frontal hugs or kisses



- Showing affection in isolated area
- Lap sitting
- Wrestling or piggyback/shoulder rides
- Tickling
- Allowing youth to cling to an adult's leg

## VERBAL INTERACTIONS

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

Appropriate:

- Positive reinforcement
- Child-appropriate jokes (no adult content)
- Encouragement
- Praise

Inappropriate:

- Name calling
- Inappropriate jokes (adult-only content)
- Discussing sexual encounters or personal issues
- Secrets
- Profanity or derogatory remarks
- Harsh language that may frighten, threaten or humiliate youth

## ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs of Greater Salt Lake 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.

## SUPERVISION POLICY & GUIDANCE

The Boys & Girls Clubs of Greater Salt Lake is committed to providing a safe environment and all Club activities shall be under continuous supervision by an appropriate adult and shall maintain reasonable ratios\* when supervising youth. The ratios shall be based on BGCGSL's experience, common practices in the community, and/or standards set by Club leadership. Exceptions may be made in an emergency situation.

*\*Certain Club sites have ratios delimited by State-licensed requirements or "license-exempt" regulations.*

Recommended Ratios (except those delimited by state-licensing requirements):

Type	Adults	Youth
<i>Pre-Elementary (Child Care)</i>	<i>See licensing regulations at site</i>	
Elementary	1	20
Teens	1	20
Travel Field Trips – Elem	1	14
Travel Field Trips – Teens	1	14
High-Risk Field Trip Activities	1 (with minimum of 2 adults present)	6
Overnights-On Site	2 (with minimum of 2 adults present)	20
Overnights-Off Site	2	13
Swimming	1 staff in water/1 spotter	20 swimmers
Walking Field Trips – Elem	2 (must have 2 staff on field trips)	30 (1:15)
Walking Field Trips – Teens	1	20

Club Employees shall:

- Abide by BGCGSL's supervision policy.
- Abide by BGCGSL's disciplinary rules and consequences.
- Abide by BGCGSL's one on one policy.
- Maintain proper adult to youth ratios at all times.
- Be trained on appropriate supervision procedures for Club activities.
- Ensure all youth volunteers are supervised by an adult Club employee.
- Immediately notify Club leadership and submit written reports detailing supervision issues or incidents.

Club Employees shall not:

- Use electronic devices such as cell phones or other communication devices while supervising Club members unless it is part of approved programming or in cases of emergencies.
- Abandon a group or Club member for any period of time or allow themselves to be distracted by anything that would leave a group unsupervised.
- Leave any event, location, activity without ensuring that the group will continue to be supervised under the appropriate adult to youth ratios.

## **ONE-ON-ONE CONTACT POLICY & GUIDANCE**

The Boys & Girls Clubs of Greater Salt Lake is committed to providing a safe environment for Club members, employees, and volunteers. To further ensure their safety, BGCGSL prohibits all one-on-one interactions between Club members and Employees/volunteers, including Board Members, unless the meeting is necessary in the course of performance of the Club employee's professional duties during program hours and on school/Club premises only. Any interaction outside of the limited scope permitted must be approved in advance by the President/CEO or their appointed designee. Exceptions may be made in an emergency situation.

Club Employees shall:

- As a general rule, ensure meetings and communications between Club members and employees/volunteers include at least three (3) individuals.
- Ensure in-person meetings take place in visible areas where other Club employees and/or Club members are present.
- Communicate to another Club employee if an emergency situation arises.
- Abide by BGCGSL's one-on-one contact policy.
- Abide by BGCGSL's disciplinary rules and consequences.

Club Employees shall not:

- Initiate one-on-one contact with a Club member.
- Have a private meeting or communication with a Club member. This includes in-person meetings and virtual communications, such as texting, emailing, video chat, and use of social media sites/apps.

- Transport one Club member at a time, including in personal and/or private vehicles. See *BGCGSL Transportation Policy for further clarification.*
- Invite any Club member or youth volunteer or their guests into his or her home OR accept a job as a babysitter for a Club member.
- Arrange for in-person meetings at any venues/events outside of the scope of Club-sanctioned events. This may include sporting events, concerts, or any other special event that a Club member may be involved with.

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

Club employees shall immediately inform Club leadership if a Club employee, volunteer, or Board Member violates this policy. Should any adult employee, volunteer, or Board Member violate this policy, BGCGSL will take appropriate disciplinary action, up to and including termination.

## RESTROOM USAGE POLICY & GUIDANCE

The Boys & Girls Clubs of Greater Salt Lake is committed to providing a clean, safe environment and enforces the following restroom policy for Club members, employees, volunteers, and other adults.

Club practices must specify regulated access to restrooms which may include one or more:

- Prohibiting mixed age groups (children, teens, and adults) from sharing a restroom
- Limiting the number of restroom users at one time
- Positioning Club employees near restroom entries
- Implementing a restroom inspection and monitor schedules

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or any addition requirement set by Club leadership. Exceptions may be made in an emergency situation.

Club employees shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, employees shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as Club members.
- Abide by all employee codes of conduct.
- Enforce the Club rules inside the restrooms.
- Intervene and notify Club leadership should inappropriate conduct be observed.
- Make accommodations for any transgendered youth, gender identity youth and youth with medical needs.
- Abide by BGCGSL's restroom policy.
- Abide by BGCGSL's disciplinary rules and consequences.

Club employees observing unacceptable restroom conditions shall:

- Immediately notify Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

## OFF SITE/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. 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.
- 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.

## TRANSPORTATION & VEHICLE POLICY GUIDANCE

### TRANSPORTATION:

The Boys & Girls Clubs of Greater Salt Lake is committed to providing a safe environment and enforces the following transportation policy for Club members, employees, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations/activities. The Club transports youth only in Club vehicles or other vehicles approved by Club leadership. Exceptions may be made in an emergency situation.

Club Employees shall:

- Only transport Club members who have valid, current, signed membership forms in official Club vehicles.
- Ensure at least three (3) individuals are present when transporting Club members, according to Club policy and the One-on-One Contact Policy. If only one child is being transported, Club employee must immediately notify supervisor.
- Ensure that Club members are buckled up appropriately, when available, before the vehicle is in motion and at all times while moving. Booster seat laws may apply.
- Keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities. A copy of this list will be left at the Clubhouse for reference.
- Abide by BGCGSL's disciplinary rules and consequences.
- Maintain proper adult to youth ratios at all times.

Club Employees shall not:

- Transport Club members in personal vehicles.
- Allow Club members to be unsupervised in any Club vehicle at any time.
- Allow Club members to handle vehicles keys at any time or drive/park/sit in the driver's seat.

Drivers shall:

- Allow for DMV background check and be cleared to transport youth before driving is allowed



- Keep a log of all youth who are picked up/dropped off.
- Perform regular checks to ensure all Club members are picked up/dropped off at the appropriate times and locations.
- Conduct a physical inspection of the vehicle immediately upon drop off to ensure that no Club member or their belongings are left onboard.
- Only transport members in official Club vehicles.
- Immediately notify Club leadership if there is a delay or issue with transporting Club members to and from the Clubhouse or Club-related activities.
- Submit written reports detailing issues or incidents involving transporting Club members to and from the Clubhouse or Club-related activities.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities. If cell phone use is necessary in an emergency, staff should find a safe place to park the vehicle before use.

## **VEHICLE:**

The Boys & Girls Clubs of Greater Salt Lake is committed to providing a safe environment and enforces the following vehicle policy for Club members, employees, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations/activities. The Club transports youth only in Club vehicles or other vehicles approved by Club leadership. Club drivers or Club employees who are asked to drive Club vehicles must adhere to the following guidelines. Drivers are reminded that they are public representatives of BGC GSL whenever on the roads and should act accordingly, following all rules and regulations, being courteous and defensive in driving, and must follow posted speed limits.

It is the responsibility of the Club driver to ensure that all vehicle and transportation policies and procedures are followed. Failure to adhere to the safety policies may result in loss of driving privilege and may also include disciplinary action, up to and including termination. Exceptions may be made in an emergency situation.

Drivers shall:

- Check out vehicle with office staff before use

- Follow Club procedures for securing keys, dropping off vehicles whenever an activity or event will conclude after normal Club operating hours.
- Ensure that each vehicle has an emergency kit/first aid kit that is fully stocked. This should include fire extinguishers (as required) and reflective triangles.
- Ensure that the vehicle is properly locked, with windows rolled up and secured, whenever it is unoccupied.
- Conduct a pre-/post-trip inspection of the interior and exterior of the vehicle, paying close attention to safety hazards and concerns. Any hazards found should be immediately reported to Club leadership.
- If booster seats are being used, ensure that they are installed correctly and properly secured prior to allowing Club members to enter the vehicle.
- Ensure that vehicles are fueled beyond ¼ full at all times. Fuel credit cards must be checked out and used according to procedure at Club.
- Follow all driving laws and regulations while operating Club vehicles. Failure to do so may result in disciplinary action.
- Abide by BGC GSL's vehicle policy.
- Abide by BGC GSL's disciplinary rules and consequences.
- Maintain proper adult and youth ratios at all times.

#### Club Drivers shall not:

- Overload any vehicle with Club youth. No Club members should share seatbelts.
- Allow Club youth to behave in an unsafe manner that is distracting to the driver. If this should occur, the driver should immediately and safely pull over and stop the vehicle. Once the vehicle is safely stopped, the driver should address the situation with the Club members. All incidents should be appropriately documented and reported.
- Use Club vehicles for personal transportation or errands.
- Allow friends, family, or anyone who is not a Club employee, volunteer, or Club member to ride in vehicles.

#### Additional considerations:

- Drivers are responsible for any tickets received while driving a Club vehicle. This must be immediately reported to the Employee's supervisor or Club leadership. Receiving a ticket for a moving violation may result in disciplinary action, up to and including termination.

- Vehicles must be parked in designated locations at each Club site at the conclusion of their daily usage.
- Club drivers must be properly insured and licensed to operate each specific Club vehicle, as outlined by job description.
- Club administration is responsible for vehicle licensing, inspection, and registration. Club leadership will also be responsible for the cleaning of Club vehicles.

All Vehicles must:

- Meet all local, state and federal inspection and licensing requirements.
- Have regular maintenance performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Have a complete first aid kit, current and working fire extinguishers and reflective triangles or flares stored inside.
- Be clean and well maintained. Exterior damage should be repaired promptly.

## **INCIDENT MANAGEMENT POLICY & GUIDANCE**

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

### 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;

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

## EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of Greater Salt Lake follows all applicable mandated reporting statutes and regulations and all applicable federal, state and local laws (including those around licensing, for licensed Clubs) 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;
- Children missing from the premises.

## INCIDENT INVESTIGATION

Boys & Girls Clubs of Greater Salt Lake takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Senior leadership and/or 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.

## TECHNOLOGY ACCEPTABLE USE

### POLICY & GUIDANCE

Boys & Girls Clubs OF Greater Salt Lake is committed to providing a safe use of technology and online safety for members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

#### CLUB MEMBER USAGE

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

**Club devices** shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personal 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:** Boys & Girls Clubs of Greater Salt Lake 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. 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.

## STAFF USAGE

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 including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or sexual content or disrespectful language or images typed, posted or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.



- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

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

Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or wellbeing 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:** Boys & Girls Clubs Greater Salt Lake 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. 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.

## FACILITIES POLICY & GUIDANCE

### ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff or volunteer (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 or personnel (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.

## **EMERGENCY OPERATIONS PLAN**

### **POLICY & GUIDANCE**

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.

## EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response and recovery for the following types of emergencies:
  - Fire
  - Weather (tornado, flooding, hurricane, etc.)
  - Lockdown (for interior or exterior threat)
  - Bomb threat
  - Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers and members.

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

## EOP ANNUAL REVIEW

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

## **MANDATORY COVID-19 POLICY**

### **Purpose**

In accordance with The Club's duty to provide and maintain a workplace that is free of known hazards, adoption of this policy is intended to safeguard the health of all Club Employees, members, volunteers, and the community at large from infectious diseases, such as COVID-19 or influenza that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control Prevention, (CDC) Child Care Licensing, Utah Health Department, and local health authorities, as applicable.

### **Scope**

All Employees are required to receive vaccinations as determined by Boys & Girls Clubs of Greater Salt Lake Executive Board and President & CEO, unless an accommodation is made for exemption due to a medical reason, religious or sincerely held belief. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department and/or senior leadership.

### **Procedures**

Employees will be notified by the human resources department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered and/or requirements pertinent to the accommodation/exemption process. The Club will provide resources to assist Employees in receiving the vaccine on their own.