



**BOYS & GIRLS CLUB
OF BURLINGTON**

**BOYS & GIRLS CLUB OF BURLINGTON
SAFETY MANUAL:
POLICIES FOR THE PROTECTION OF YOUTH**

FINAL-2026

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CHILD ABUSE PREVENTION POLICY (2 PAGES)

The priority of Boys & Girls Club of Burlington is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Club of Burlington maintains a zero-tolerance policy for child abuse.

Boys & Girls Club of Burlington 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: Boys & Girls Club of Burlington 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, or someone for whom a specific exception has been granted.

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 or harms a child's psychological growth/development or their welfare, or the action or failure to act creates a substantial risk of such harm. 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.
- Lewd and lascivious conduct involving a child.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).
- Aiding, abetting, counseling, hiring, or procuring minor to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation that, in whole or in part, depicts sexual conduct, sexual excitement, or abuse involving a minor.
- Viewing, possessing, or transmitting child pornography.

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 "accidental" touches.

MANDATED REPORTING

Every staff member or volunteer of the Boys & Girls Club of Burlington who becomes aware of or has suspicion of child abuse or neglect must immediately report to their supervisor and the Vermont Department for

Children and Families, Family Services Division (“DCF”) within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. DCF reports may be made at any time (24 hours a day, 7 days a week) at: 1-800-649-5285. The Club’s Executive Director is also responsible for reporting the incident immediately to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

REQUIRED SEXUAL ABUSE TRAINING

Trainings on the following child abuse topics are required for all staff members and volunteers with direct repetitive contact with Club Members:

Before providing services to young people, and annually thereafter:

1. Child abuse prevention, as approved by BGCA and Vermont State Licensing regulations
2. Mandated reporting, as approved by BGCA and Vermont State Licensing regulations
3. Grooming prevention, as approved by BGCA and Vermont State Licensing regulation

Within six months of employment: 9 hour orientation training, as per Vermont State Licensing regulations

Annually: All the policies, including all safety policies, for Boys & Girls Club of Burlington

PHYSICAL INTERACTIONS

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

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult’s leg

VERBAL INTERACTIONS

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

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes (i.e. adult-only content) Discussing sexual encounters Secrets Profanity or derogatory remarks Harsh language that may frighten/threaten/humiliate

ABUSE AND SAFETY RESOURCES

Boys & Girls Club of Burlington prominently displays BGCA-approved collateral that shares ethics hotline, crisis textline 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.

PROHIBITION OF PRIVATE ONE-ON-ONE INTERACTION POLICY (3 PAGES)

Boys & Girls Club of Burlington 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 your supervisor or the Executive Director whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

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

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to your supervisor or the Executive Director 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 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 staff member, minor staff member, volunteer, board member or another adult who might encounter members during regular programming and activities 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 public 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
- 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 sessions in areas where other staff and/or members are present or can see you
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

Impact on partnerships with local mentoring organizations

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

Impact on travelling to off-site events and activities

- When travelling to external events such as 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. Accommodation 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).
- Parents and guardians should also provide written consent for a Club member to travel to an off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

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

Exceptions to policy

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

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

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

- Disclosing the meeting to your supervisor or Executive Director 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.

SUPERVISION AND FACILITIES POLICY (2 PAGES)

SUPERVISION

Boys and Girls Club of Burlington 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.
- Club programs licensed by the state of Vermont must maintain proper supervision ratios as defined by Vermont After School Child Care Licensing Regulations, including but not necessarily limited to:
 - The adult staff/child ratio cannot exceed 1:13. When the number of children exceeds 10, another identified adult staff must be available in immediate proximity;
 - For swimming activities, the adult staff/child ratio cannot exceed 1:6 for children of five years of age, 1:8 for children six or seven years of age, and 1:10 for children eight years of age and older
 - For transportation, the adult staff/child ratio cannot exceed 1 staff for a count of 1 to 6 children and 2 staff for a count of 7 to 13 children.
- Programming that is not licensed must maintain a staff to Club member ratio not to exceed 1:20
- 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 your supervisor of any incidents in compliance with Club's incident reporting policy
- 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

Boys & Girls Club of Burlington 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.

RESTROOM MONITORING

Restrooms shall be regularly monitored by Club staff. 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 high school students 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:

- Intervene to stop unacceptable restroom behavior or eliminate unacceptable restroom conditions.

- Immediately notify your supervisor 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 during all hours of operation, along with a system to monitor and track everyone who is in the facility. In the case of programming that takes place in a shared building, such as a school, a system must be in place to monitor and track everyone in the program space.

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), or persons specifically authorized by the Executive Director shall be authorized to possess keys and/or badges to open any Club 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.

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.

SCREENING AND ONBOARDING POLICY (2 PAGES)

Boys & Girls Club of Burlington 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

Boys & Girls Club of Burlington 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
- 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.

Name based checks will be conducted prior to employment and at regular intervals not to exceed twelve months. Adults with direct, repetitive contact with members must also have a fingerprint record search prior to employment and at five-year intervals.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Club of Burlington 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. A person convicted of fraud
- e. Has been convicted of a felony consisting of:
 1. Murder
 2. Child abuse or neglect
 3. Domestic or spousal 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
- f. Has been convicted of any misdemeanor or felony against children, including child pornography.
- g. Has been found by a court to have abused, neglected or mistreated a child, elderly or disabled person or animal

- h. Has had a report of abuse or neglect substantiated against them under Chapters 49 and 69 of Title 33 Vermont Statutes Annotated

This is not an exhaustive list of circumstances under which the Boys & Girls Club of Burlington will not employ potential staff or engage potential volunteers; there may be other situations or different information revealed during a background check that will lead to a decision by the Boys & Girls Club of Burlington not to employ potential staff or engage potential volunteers. The decision is in the sole discretion of the Boys & Girls Club of Burlington.

INTERVIEWING

Boys & Girls Club of Burlington will conduct in-person interviews with every candidate for employment or program volunteer service.

REFERENCE CHECKS

Boys & Girls Club of Burlington 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, Boys & Girls Club of Burlington provides reference materials when asked by other Boys & Girls Clubs.

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, policies and procedures;
- Job description;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules;
- Vermont State Licensing regulations; and
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc..

On an ongoing basis, professional training must be completed by staff with direct and repetitive contact with Club Members in compliance with both Vermont State Licensing regulations, BGCA and the Boys & Girls Club of Burlington. These training requirements may be specific to the position held. In addition, certain levels of education or certification may be required for certain positions.

DRUG- AND ALCOHOL-FREE WORKPLACE POLICY (3 PAGES)

DRUG AND ALCOHOL POLICY

Boys & Girls Clubs (local name) 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 and volunteers are prohibited from reporting to work/volunteer or working/volunteering while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees and volunteers are prohibited from reporting to work/volunteer or working/volunteering when they are using any legal drugs; exceptions can be made in accordance with state law and/or when the use is pursuant to a doctor's orders and the doctor has advised the employee/volunteer that the substance does not adversely affect the employee's/volunteer's ability to safely perform their job/volunteer duties.
- Employees and volunteers are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities. Employees and volunteers are prohibited from engaging in off-premises/non-work time/non-volunteer time abuse of alcohol, cannabis, and prescription/over the counter medication, as well as the possession, use or sale of illegal drugs, when these activities adversely affect performance, safety, or the Club's reputation with the public.
- Employees and volunteers must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation. In accordance with the Drug Free Workplace Act, as a condition of employment, employees must notify the Club within five (5) days of a conviction for any criminal drug violation occurring in the workplace. Failure to do so will result in immediate termination of employment. The Club, in turn, will, as required by law, report such convictions within ten (10) days of our learning of the conviction to the appropriate federal agency.
- Employment with the organization and the ability to volunteer with the Club is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. If an employee violates this policy, depending on the severity of the violation, they may be subject to disciplinary action, required participation and successful completion in a rehabilitation program, or termination of employment. Any violation of this policy by a volunteer might result in removal from the program for volunteers. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against an employee or volunteer who violates this policy.

Boys & Girls Club of Burlington 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 that the employee has violated this policy.

SMOKING POLICY

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 the Boys & Girls Club of Burlington properties. 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 unusual 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 might be 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 (extreme 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 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

Boys & Girls Club of Burlington 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.

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 legally permissible 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, people designated and authorized by the employee, to other Club employees or volunteers on a need to know basis, public agencies, relevant insurance companies and/or the employee's doctor.

LEGAL DRUGS AND PRESCRIPTION MEDICATION

Employees and volunteers taking a legally and properly prescribed drugs, 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 their job or volunteer duties unless such a determination or reasonable accommodation is made.

INCIDENT MANAGEMENT POLICY (2 PAGES)

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, report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses as soon as is practical before leaving work that day.

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;
- Inappropriate electronic communications between multiple youth;
- Minor and major medical emergencies;
- Accidents;
- 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)
- Names of witnesses
- Names or initials of all involved (members and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Club of Burlington follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws including those around Vermont State Licensing regulations for the protection and safety of youth. Types of incidents reported may include but are not limited to:

- Inappropriate activity between staff and members;
- Inappropriate activity between multiple members;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or

- Members missing from the premises.

INCIDENT INVESTIGATION

Boys & Girls Club of Burlington takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations 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 (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/suspected felony-level criminal act committed at 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.

Boys & Girls Club of Burlington 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.

TECHNOLOGY ACCEPTABLE USE POLICY (5 PAGES)

CLUB MEMBER USAGE

Before a member is allowed to use Club technology equipment or their personal device, the member or their 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: Boys & Girls Club of Burlington 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.

Unauthorized Use/Illegal Activities: 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: Boys & Girls Club of Burlington reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. There should be no expectation of privacy when using a Club-owned device or network.

Internet access: Boys & Girls Club of Burlington 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. There should be no expectation of privacy when accessing and using 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 Club of Burlington Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Club of Burlington 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 Club of Burlington 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 Club of Burlington 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 or volunteer can use Club technology equipment or a personal device, they 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 and volunteers are expected to act responsibly and thoughtfully when using technology resources. Staff and volunteers 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 prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff and volunteers may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy those in the Club 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: Boys & Girls Club of Burlington reserves the right to monitor, inspect, copy, and review files and information stored on Club-owned devices or networks. There should be no expectation of privacy when using a Club-owned device or network. In addition, the Boys & Girls Club of Burlington reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff and volunteers may refuse to allow such inspections. If so, the staff member/volunteer may be subject to disciplinary action up to and including termination of employment or removal as a volunteer.

Loss and damage: Staff and volunteers 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 or volunteer's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally

owned device brought to the Club.

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

Inappropriate communication includes but is not limited to:

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

If a staff member or volunteer is told to stop sending communications, they must cease the activity immediately.

Staff and volunteers must be aware of the appropriate 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 and volunteers 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 and volunteers may never use devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff or volunteers and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Youth of the Year events.

Internet access: The Boys & Girls Club of Burlington 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. There should be no expectation of privacy when accessing and using the Club's internet service.

Password and access: To prevent unauthorized access, devices must require password or other authentication protection.

TRANSPORTATION POLICY (2 PAGES)

Boys & Girls Club of Burlington is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Club of Burlington 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. Abide by all speed limits and traffic regulations.
- Drive in a safe and courteous manner.
- Be aware of and minimize any distractions.
- Must keep an updated list of all members who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no members are left in 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.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.
- Do not use drugs or alcohol prior to or while operating Club vehicles.
- Do not, under any circumstances, operate a Club vehicle when any physical or mental impairment impedes safe operation of the vehicle. This prohibition includes circumstances in which an employee or volunteer is unable to operate a vehicle safely or legally because of illness or medication.

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 significant problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles
- Each vehicle must provide a seat belt for passengers and comply with state/ 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 significant 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.
- Members shall follow the “rule of three” in using public restrooms, with at least two members 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 members 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.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify their supervisor if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Immediately report any motor vehicle incident or moving violations in Club vehicles, including any personal injuries, regardless of severity, to the police and the Club.
- 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.

SECURITY CAMERAS (1 page)

The Club 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 security cameras, 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.

Security cameras may be used to monitor work areas when there is a specific job- or business-related reason to do so. Staff members should not have any expectation of privacy in those work areas. Privacy in non-work areas, such as locker rooms and restrooms, will be respected to the extent possible, and legal advice would be sought in advance in any rare cases where non-work-area privacy might be compromised.

Video footage and data may be used to support that a Club Member, parent/guardian, staff member, volunteer, or other person has/has not engaged in behavior that violates the law, policies and/or Club rules. Footage and data may also be used to assess security risk.

Video footage is considered to be for internal use only, unless specifically authorized by the Executive Director or where external release of the footage is legally required. To the extent possible, all security camera footage will remain confidential. Video coverage is maintained for a period of three weeks. Video equipment, footage and data shall be captured and used only in accordance with all applicable law.

EMERGENCY OPERATIONS PLAN POLICY (1 PAGE)

EMERGENCY OPERATIONS PLAN (EOP)

The EOP of the Boys & Girls Club of Burlington shall, *at a minimum*, encompass the following elements:

- Evacuations of the building for fire or other emergencies such as lockdown • Any specific concerns related to the location of the program • Notifying the local authorities of the emergency; • A system for notifying the parents of the emergency; • A system of identifying the children and staff present at the time of the emergency and maintaining knowledge of their whereabouts; • A plan for handling children with special needs; • An established evacuation meeting location within walking distance • Responsibility to account for all children and staff at the evacuation meeting place; • An established plan, as possible, for relocation if necessary including safe transportation; and • Staff responsibilities.
- Recovery Plan
- Plan for Practicing

EOP ANNUAL REVIEW

Boys & Girls Club of Burlington 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 Club of Burlington 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.