

# BGCTR Rules and Regulations

## **Membership Information**

- Any student in grades K-8 attending Madison County Schools is welcome to become a Club member. There is no membership fee. The membership year runs from the 1st day you enter the program until the day you leave.

## **History**

- The first Boys Club was started in Hartford, Connecticut in 1860. It is the oldest American-born youth organization in existence. On September 12, 1990, Boys Clubs of America officially became Boys & Girls Clubs of America.

## **Mission of the Boys & Girls Club**

- The mission of the Boys & Girls Club is to enable all youth, especially those that need us most, to realize their full potential as productive, responsible, and caring citizens. The Club is a non-profit organization that provides a safe facility, professional staff, a fun environment, and programs to assist youth in developing self-esteem, values, and skills. We serve youth in grades K – H to provide programs in the areas of Character and Leadership Development: Education and Career Development, Health and Life Skills, The Arts, and Sports and Recreation.

## **Vision Statement**

- To be an outstanding human service provider in our community by providing quality staff, facilities, and programs for youth and their families.

## Youth Development Strategy

The Youth Development Strategy seeks to develop four basic feelings or "senses" in youth:

- A Sense of Belonging: an environment where young people know they are welcome and valued.
- A Sense of Usefulness: the opportunity to do something of value for others.
- A Sense of Influence: a chance to be heard and to influence decisions.
- A Sense of Competence: pride from the knowledge that they can do something and do it well.

## Program Philosophy

To provide youth with age-specific and individually appropriate enrichment activities that promote opportunities for friendship, skill development, self-esteem, values, self-discipline, and respect for others through positive habits, attitudes, behaviors, and choices.

- Boys & Girls Clubs are building-centered, offering a safe and supportive place youth can call their own.
- Our programs are guidance-oriented; Boys & Girls Clubs help young people make appropriate and satisfying choices in all aspects of their lives.
- We employ trained staff who develop programs and form relationships with youth that promote positive values, enhance self-esteem, and teach life skills.
- We do not have membership fees so that any youth can belong.
- We require no proof of good character; all boys and girls are welcome.

## **Program Goals**

It is the goal of our program to serve the needs of families while addressing the special interests and concerns of the youth. Our trained staff works to provide a quality program designed to promote Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Sports, and Fitness & Recreation. Our weekly activities may include but are not limited to sports, games, arts and crafts, reading, outdoor adventures, and leisure time. The focus is to ensure fun, quality, programs that provide safe and positive experiences.

## **Special Needs**

In addition to having a policy of non-discrimination, The Club strives to include all youth, including those with special needs, and will attempt all reasonable solutions before denying or terminating any youth with special needs. We encourage parents of youth with special needs to communicate with staff about the youth's needs. We will make every reasonable effort to have our staff trained to work more effectively with each youth's special needs, We are committed to serving all youth.

- Inclement Weather Policy
- The Club will be closed if Madison County Schools are closed due to inclement weather.
- Family Involvement
- Families are welcomed and encouraged to tour the Club, visit with staff, and participate in program activities as often as they like. Parents are encouraged to join The Club's Advisory Council.

## **Volunteers**

Volunteers are vital to our programs, and we encourage any parent or other adults to become Club volunteers. Volunteers tutor, teach classes, help with special events, fundraise, work in the office, participate on the Advisory Council, and help with building repair and maintenance projects. Volunteers are interviewed and must undergo a comprehensive nationwide Criminal History Background Check. If you would like to volunteer at The Club, please speak with a staff member.

## **Communication**

The Club staff are always interested in developing a friendly and professional relationship with parents by engaging in daily conversation, but please remember, their primary responsibility during program hours is the safety and supervision of the children entrusted to their care. If you want to discuss something at length, please contact your program director. The Club staff do need to know information that may affect your child while they are at The Club. Please let us know if there are changes in your child's life that may affect their behavior.

## **Child Abuse & Neglect Reporting**

Staff at The Club are mandated to report suspected child abuse and neglect. We are not required to inform you if we make a report, although we will often tell you that we have done so. Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it is the raising of a question about the fate of the child. Making a report can be the beginning of a process to help families with their problems and protect their children.

## **Emergency Procedures**

*In case of a serious illness or injury, the following procedure will be performed by The Club staff:*

- ▶ *Contact the medical staff on site.*
- ▶ *Contact the parent, guardian, or emergency person listed on the membership enrollment form*
- ▶ *Transport to the nearest hospital if necessary*
- ▶ *File accident/medical report*

## **Minor Accident/Injury Procedure**

*In case of a minor accident (scrapes, bruises, etc.) the following procedures will be performed by The Club staff:*

- ▶ *The medical staff will administer immediate First Aid*
- ▶ *File accident or incident reports according to program policy.*

## **Transportation**

- ▶ *The Club will transport youth according to program policy.*



### **Guidance and Discipline Policy**

Under no circumstances will corporal punishment, ridicule, or name-calling be used as forms of discipline. The staff will use positive techniques of guidance (redirection, anticipation, and elimination of potential problems), positive reinforcement, and encouragement. Techniques of competition, comparison, and criticism will be avoided. In addition, consistent, clear rules for The Club are explained to the youth. Staff will work with parents and staff to establish open communication and to problem-solve.

At the Club, we realize that an effective discipline policy focuses on teaching, responsibility, and holding members accountable for their behavior. In clubs where all members feel accepted, valued, recognized, and rewarded, good behavior is the norm.

Although we focus on the positive, there are times when a member does not accept his or her responsibilities. Club rules are for the benefit of ALL members. When rules are broken, the following procedure is used:

- ▶ Staff will inform the member of the incorrect behavior and encourage and problem solve with the member to find new ways to correct the behavior. Member is given a choice. Either he/ she can behave correctly or be given a consequence
- ▶ If the misbehavior persists, Step 1 will be repeated PLUS a consequence will be used at the discretion of the staff member (i.e. logical consequence, club service, loss of participation in an activity or area,)
- ▶ If the member decides to continue to misbehave after a staff person has tried to teach the member responsibility. The youth will be removed from the Club and the program policy will then dictate what disciplinary action will be taken

#### **ZERO TOLERANCE - IMMEDIATE SUSPENSION**

The Club is violence-free, weapon-free, substance abuse-free, and destruction-free facilities. When methods of teaching and problem-solving have not proved successful, or when seriously disruptive behavior has taken place, other actions are necessary, the more serious the misbehavior, the more severe the consequence.

Because the Club values every member, we would be doing our members a great disservice to ignore or excuse the behaviors listed below. If a member chooses to engage in any of these behaviors, they will be IMMEDIATELY SUSPENDED. Depending on the severity of the behavior, police or 911 may be called.

- ▶ Fighting (physically) with another member, staff person, volunteer, or parent. 0-5 days suspension)
- ▶ Physical endangerment-drugs, alcohol, cigarettes, tobacco products, inhalants. 0-5 days suspension)
- ▶ Destruction or theft of Club property. (1-5 days suspension, restitution, or service paid to club)
- ▶ Racial or sexual harassment (including inappropriate physical contact) (1-5 days suspension)
- ▶ Repeated violations of general expectations and rules/ chronic behavior not changed by prior consequences. (1-5 days suspension)

Effective Date: 1/15/2015 Programs: **Boys & Girls Club** Procedure #: 1.07

Revision Date (s)

### **I. Purpose**

The Boys & Girls Club of Tabula Rasa 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 youth and staff, and volunteers, including board members.

### **II. Policy**

Staff, Volunteers, and Board Members shall NOT:

- ▶ Initiate one-on-one contact with a member.
- ▶ Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- ▶ Transport one member at a time. This includes personal and private vehicles.

## **II. Policy**

- Staff, Volunteers, and Board Members shall
- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to other staff if an emergency situation arises.
- Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented and provided to Club leadership.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination

## **IV. Annual Review**

- It shall be the responsibility of the Program Administrator to review and update this Operating Procedure annually.

## **II. Policy**

- Staff, Volunteers, and Board Members shall
- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.

# Abuse Reporting Policy

## **Purpose**

To establish guidelines to ensure compliance with the Department of Children and Families requirements for child abuse reporting and to ensure a written procedure is established for the immediate protection of the alleged victim. The procedure shall also provide for the prevention and recurrence of the alleged incident pending investigation by the department or law enforcement. Boys & Girls Clubs of Tabula Rasa shall maintain compliance with the Department of Children and Families and Boys & Girls Clubs of America requirements for child abuse reporting.

## **Procedure**

Any employee or contracted employee of BGCTR is required to report any and all allegations of child abuse or suspected child abuse to the *Florida Abuse Hotline*. All youth shall have unimpeded access to self-report alleged or suspected abuse.

Once the abuse is reported to the abuse hotline the incident should be reported to the chain of command (Program Director, Area Director, Executive Director, and the Board President). Incidents should be reported to the chain of command within 2 hours after calling the abuse hotline. After reporting abuse staff will document the incident by completing an incident report and filing that report in the abuse log file, which is to be kept in a locked file cabinet.

Youth shall have unimpeded access to the telephone for self-reporting of alleged abuse to the Florida Abuse Hotline. Posters with numbers for the following agencies will be posted in full view of youth: Florida Abuse Hotline, Agency for Persons with Disabilities, and The Statewide Advocacy Council.

Failure to report alleged abuse or neglect is a violation of law(second-degree misdemeanor) and also will result in disciplinary action against the employee.

The Executive Director will also notify contract managers, BGCA, and the Florida Alliance of Boys & Girls Clubs within 24 hours.

If staff is being investigated for Child Abuse, the DCF (or other) investigator will assess the situation and complete the Abuse Investigator Form which details if:

**The staff is to be removed from the facility**

**The staff may remain at the facility**

If abuse is alleged, the accused staff member will be immediately removed from contact with the facility and placed on administrative leave until the investigations are completed by the Department of Children and. Staff will follow all procedures identified in the Twin Oaks Employee Handbook regarding discipline and administrative leave.

### **III. Training**

a. All staff will be trained on abuse reporting by their supervisor using the Florida Department of Juvenile Justice Abuse reporting training as well as Boys & Girls Clubs of America Safety Training. Both are available online.

#### **Boys & Girls Clubs of America Abuse Prevention Training link:**

<https://slu.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=b9286e5e-11b0-4908-8cba-57972aff8290&query=%3fq%3dMandatory+Reporters+of+Child+Abuse+and+Neglect#t=1>

Department of Juvenile Justice Abuse Reporting Training Link

<http://skillpro.djj.state.fl.us/Account/Login.aspx?ReturnUrl=%2f>



#### **IV. Abuse-Free Environment**

All staff and volunteers at BGCTR **must adhere to a code of conduct** that forbids them from using physical abuse, profanity, threats, or intimidation.









All youth and staff must feel that the program environment is free of physical, psychological, and emotional abuse. Any threats against this community value will be reported immediately.

**The Program Administrator and Leadership Team at BGCTR will take immediate action and address all incidents of physical and/or psychological abuse and incidents of verbal intimidation, use of profanity and/or excessive force.**

All staff are trained to recognize the signs of abuse and abuse reporting.

## **V. Rights for Youth in BGCTR**

We recognize that every officer, staff member, employee, and contracted provider has an obligation to serve as a role model to youth by his or her department and conduct. Having an obligation to show youth the way we would like them to behave, we must in turn model this behavior. This means that:

-  We will, always use appropriate language when speaking to or in the presence of youth.
-  We will always strive to speak in a calm and respectful tone towards and around youth.
-  We will never be deliberately confrontational with youth unless warranted therapeutically or programmatically.
-  We will always use appropriate counseling and intervention techniques
-  We will not make threatening statements to youth. We will explain options, alternatives, and consequences in a calm and professional manner.
-  We will always strive to encourage positive and compliant behavior.
-  Staff should help youth learn to make proper decisions for themselves.
-  We will always strive to be respectful and courteous to fellow employees and towards youth in our care, even when we are faced with disrespectful conduct.

## **VI. Annual Review**

It shall be the responsibility of the Program Administrator to review and update this Operating Procedure annually.

# Background Screening Policy

## Purpose

The Boys & Girls Club of Tabula Rasa (BGCTR) is committed to selecting and retaining the best staff and volunteers to serve your youth. As part of the initial selection process and on an ongoing basis, BGCTR will conduct background checks in accordance with the following policy:

## Policy

BGCTR will ensure that background screenings are conducted on all staff and board members every 5 years. Furthermore, screenings will be conducted on all volunteers (including partners and minors) who have direct, repetitive contact with children. Background screening will include at a minimum:

- Name-based and fingerprint-based record searches
- 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 which includes a national search,
- Provide a comprehensive local criminal search which includes either a statewide criminal search or a county-level criminal search
- Such checks will be conducted prior to employment and at regular intervals not to exceed 5 years and will be maintained in accordance with the Florida Department of Education, Florida Department of Children and Families, Florida Department of Juvenile Justice, and the Florida Department of Law Enforcement standards.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of BGCTR that an employee or volunteer will be automatically ineligible for employment or volunteer service, is such individual:

- Refuses to consent to a criminal background check
- Makes a false statement in connection with such criminal background check
- Is registered, or requires to be registered, on a State or National Sex Offender registry
- Has been convicted of a felony consisting of:
  - Murder
  - Child Abuse
  - Crimes against children, including child pornography
  - Domestic violence
  - Abduction or human trafficking
  - Crimes involving rape or sexual assault
  - Arson
  - Weapons
  - Physical assault or battery
- Has been convicted of a drug-related offense committed within the last five years
- Each employee must sign an Affidavit of Good Moral Character on file to be updated annually
- All screenings will be conducted through the Florida Department of Law Enforcement and the Florida Department of Children and Families Clearinghouse

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

**Annual Review**

It shall be the responsibility of the program administrator to review and update this Operating procedure annually.

# Bathroom Usage Policy

## **Purpose**

The Boys & Girls Club of Tabula Rasa is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults

## **Policy**

Restrooms located at all BGCTR sites shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and regulating bathroom usage through pass systems set by Club leadership. In our school sites and residential treatment locations staff will follow the bathroom usage procedures adopted by those sites in addition to the procedures spelled out in policy.

## Procedures

- Prohibit mixed age groups (children, teens, and adults) from sharing a restroom
- Provide separate restrooms for youth and adults when available
- Permit only one of youth or adults to use the restroom at a time
- If permitting more than one at a time, limit the number of restroom users at one time
- Issue restroom passes or keys
- Clearly display codes of conduct, enforce all codes of conduct and report violations to club leadership
- Prohibit audio or visual recording devices, including cellphones, in the restrooms
- Position staff near restroom entrances for supervision
- Secure restrooms when not in use, and conducts sweeps to ensure no youth is left in the restrooms before closing and in between use
- Implement a regular restroom inspection and monitoring schedule
- Keep facilities in good repair and ensure stalls lock properly
- Clean and Sanitize restrooms regularly
- Implement a system for reporting restroom conditions and maintenance needs

Annually Review: It shall be the responsibility of the Program Administrator to review and update this Operating Procedure annually.

# Bullying Prevention Policy

## **Purpose**

The Boys & Girls Club of Tabula Rasa is committed to providing all members with a safe environment and will not tolerate any form of bullying at any Club activity on or off Club property. All staff, volunteers, and members shall read and abide by the Boys & Girls Club of Tabula Rasa Code of Conduct.

## **Definition**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## **Policy**

Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Club leadership and document the incident in writing. Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to, and including terminating membership

## **Annual Review**

It shall be the responsibility of the Program Administrator to review and update this Operating Procedure annually.



# Drug-Free Workplace

## **Purpose**

To establish guidelines to ensure that Boys & Girls Club of Tabula Rasa (BGCTR) is a Drug-Free Workplace

## **II. Procedure**

- a. The Program Administrator or designee shall post the Drug-Free Workplace policy in a common area of the administration office.
  
- b. The Program Administrator shall document participation in the Drug-Free Workplace as part of the personnel hiring packet.
  
- c. All employees will be provided a copy of the Drug-Free Workplace policy upon employment with BGCTR.

All BGCTR employees will be screened for illegal substances prior to employment. As part of the hiring process, the Administrative Assistant will provide the applicant with the consent form for drug screening to be completed by Paramedical Services, Inc. The Administrative Assistant will check the results via computer. Written documentation will be placed in the background section of the employee's personnel file.

## **REASONABLE SUSPICION:**

Additional drug testing may be required when there is reasonable suspicion to believe an employee is using or has used or abused illegal drugs or alcohol. Drug testing for “reasonable suspicion” requires the approval of the Program Administrator. This suspicion may be based on but not limited to the following:

- Observable phenomena while at work, such as direct observation of drug or alcohol use, or other physical symptoms of being under the influence of drugs or alcohol.
- Abnormal conduct or erratic behavior while at work or a significant deterioration of work performance.
- A report of drug use, provided by a reliable and credible source.
- Evidence that an individual has altered or tampered with a drug test during his employment with the current employer.
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on BGCTR premises or while operating BGCTR vehicles or equipment.

BGCTR prohibits the use or possession of any illegal drug by any person on BGCTR property or during any BGCTR activity.

Any employee found in violation of this policy may be terminated immediately.

BGCTR maintains a resource file that contains the names, addresses, and phone numbers of many counseling services that can provide employees and their families with counseling for drug and alcohol abuse problems and shall identify opportunities available for treatment and counseling.

### **III. Authority**

Chapter 985, Florida Statutes

### **IV. Reference**

Florida Administrative Code 65E-9

CARF Behavioral Healthcare Standards

### **V. Annual Review**

It shall be the responsibility of the Program Administrator to review and update this Operating Procedure annually.

# Technology Policy

## **Purpose:**

The purpose of this policy is to provide members and staff with access to the Club's Technology each day to provide academic enrichment and workforce development skills. The club will strictly monitor internet access and teach members the importance of online safety. Individuals who violate our technology policy by using it inappropriately will have their privileges revoked and may face further disciplinary action. Our goal is to create a safe and professional environment within our Technology Centers and Programs where all students and staff members adhere to the following procedures.

## **COMPUTER LAB RULES**



- No food, candy, or drinks may be consumed or present in the computer lab.
- Running and/or horseplay are not permitted.
- Treat all equipment with respect.
- Maintain a Clean workspace
- After using the software, return it to its rightful place.
- No violent games.

## **BEHAVIOR EXPECTATIONS**



- Follow all computer lab rules consistently.
- Listen and follow staff directions.
- Be always respectful to others.
- Do not visit inappropriate websites.
- Do not respond to unsolicited messages or websites.

## **UNACCEPTABLE USES**

The staff of the Boys & Girls Clubs of Tabula Rasa will not tolerate the following uses.

No installing unapproved software.

No Instant Messaging

No Chat Rooms

No personal e-mails during class or other “homework only,” sessions.

No accessing or downloading any site that exhibits violence, sex, inappropriate language, or Defamation of character, religion, race, creed, sexual preferences, or gender.

If a member accidentally accesses an inappropriate site, please do the following:

Turn off the monitor.

Staff members must complete an incident report of the incident.

## **ILLEGAL ACTIVITIES**

No member or staff may attempt to gain unauthorized access to the Boys & Girls Clubs of Tabula Rasa network. This includes any attempt to logon through another person's account or any attempt to access another person's files. These actions are illegal even if only for the purpose of "browsing." No member or staff person shall make deliberate attempts to disrupt the computer system or destroy data by spreading viruses. The network may not be used to engage in any illegal act, including but not limited to engaging in criminal activity or threatening the safety of another person.

## **SYSTEM SECURITY**

Each member is responsible for his or her individual user account and should take all reasonable precautions to protect this account. Under no conditions should a member provide another person with their password or account information. If you have identified or witnessed a possible security breach, notify your direct supervisor immediately. Do not look for security problems as this in and of itself may constitute or be construed as an illegal attempt to gain access.

## **INAPPROPRIATE LANGUAGE**

Restrictions concerning inappropriate language apply to public messages, private messages, games, and material posted on Web pages. Members and staff may not use unacceptable or disrespectful forms of communication. This applies to verbal, non-verbal, and written languages, diagrams, photographs, representations, videos, or any other form of media. Posting dangerous or damaging information will not be tolerated. Members and staff may not post false or defamatory information about any person or organization. Personal, prejudicial, or discriminatory attacks are unacceptable. Harassment and sexual harassment are illegal and strictly forbidden. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive environment. If you are told to stop sending messages to someone, you must cease and desist.

## **RESPECT FOR PRIVACY**

Please respect everyone's right to privacy. Do not re-post private messages without permission from the sender. Plagiarism and Copyright Infringement is forbidden. Plagiarism is the act of using others' ideas and words without clearly acknowledging the source of that information. Members and staff of the Boys & Girls Clubs must respect the rights of the copyright and non-copyright owners. Copyright infringement occurs when you reproduce a work that is protected by copyright without authorization. If a work contains language that authorizes specific use, you should follow the requirements.

## **INAPPROPRIATE ACCESS TO MATERIAL**

The computer equipment within the Boys & Girls Clubs of Tabula Rasa may not be used to access any profane or obscene material that advocates illegal acts or promotes violence or discrimination toward other people. This includes but is not limited to explicit song lyrics, hate literature, and pornography. An individual search will be conducted if there is reasonable suspicion that a member has knowingly violated these guidelines or the law.

## **DISCIPLINARY ACTIONS**

Members and Staff that violate the Acceptable Use Policy will be denied access to the technology centers and programs for a specified time period. Based upon the nature of the violation, they may also be subject to other severe disciplinary action.



## **Use of Electronic Devices**

### **Cell phone use is restricted within the Club for employees:**

Director is to use the cell phone only for taking and uploading Club pictures.  
Club employees should not have their cell phones during work hours.

### **Club member cell phone usage is also restricted:**

Members are NOT to be on cell phone devices at any time during high-impact programming sessions.

Members MAY use cell phones during low-impact programming at the discretion of the Club Director.

Continued improper use of a cell phone will result in that phone being placed up and away from the member until the time that the member exits the Club.

### **Administration cell phone usage:**

Strongly discouraged. Family members should be notified that calls, texts, etc to employees during work hours are strongly discouraged.

Social media usage is limited to uploading pictures of CLUB activities.

The Club may provide computers, printers, and other electronic devices to its employees to perform their job functions. These devices and all related materials, including software, are Club property and may be used for **Club business only**. Only software that is authorized by the Club may be used, copied, or installed on the Club equipment. All data contained on the Club's electronic devices belong to the Club and cannot be altered without written authorization. No data stored on the Club's electronic devices is to be released to any person or outside organization. Employees who use computers at home for Club business must virus check any CDs, external drives, or other media storage devices before using them on Club computers.

Outside computer services such as the Internet, e-mail, instant messaging, etc., may be accessed and used for Club business only and only with proper authorization. The Club's electronic devices and/or services may not be used to solicit or create any offensive or disruptive messages. The Club devices and/or services shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials. All messages composed, sent, or received on the Club's electronic devices are and remain the property of the Club; they are not the private property of any employee. The Club may review, audit, intercept, access, and disclose all messages created, received, or sent over the Club's systems for any purpose without the permission of the employee; the confidentiality of any electronic message should not be assumed. Computers will be randomly monitored. Consequences of personal use: may result in warnings, suspension, or immediate separation.

All computer-related passwords must be disclosed to the Club, or they are invalid and cannot be used. Computer-related passwords and security codes assigned to employees may not be communicated to any other employee or third party unless authorized by the CEO.

Employees may not retrieve or read any electronic messages that are not sent to them. Employees who access electronic files from remote locations are governed by the terms of this Policy and must return all files and file copies to the Club at the conclusion of their employment. Any exception to this Policy must receive prior approval from the CEO.

#### **VI. Annual Review**

It shall be the responsibility of the Program Administrator to review and update this Operating Procedure annually.

# Transportation Policy

## Purpose

The Boys & Girls Club of Tabula Rasa is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Club only provides transportation to and from the Clubhouse and various approved off-site locations.

## Policy

The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. Staff shall not:



Transport Club members in personal vehicles.

Transport one member at a time.

Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

## Staff shall



Only transport members in official Club vehicles

Ensure at least three individuals are present when transporting members

Abide by the one-on-one policy when transporting members.

Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities

### **Drivers shall**

- Keep a log of all youth who are picked up and dropped off.
- Perform regular checks to ensure all members are picked up and dropped off at the appropriate times and locations.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club-related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

*\*When transporting vehicles related to Clubs operating in our residential treatment facilities Club staff will adhere to all facility transportation policies in addition to the policies set forth in this document.*

### **III. Annual Review**

It shall be the responsibility of the Program Administrator to review and update this Operating Procedure annually.

# Safety Policies and Procedures Policy

## Safety Policy Statement:

The following safety policies and procedures shall relate to Boys & Girls Clubs of Tabula Rasa and its sites in Liberty, Jackson, Calhoun, and Madison Counties. This statement is meant to provide guidance to our personnel and volunteers on responses to crises and appropriate conduct regarding the club. This plan has been developed to provide procedures for reporting incidents related to emergencies.

## CRISIS MANAGEMENT PLAN

If a crisis happens, the Executive Director is the incident coordinator and the organization's single spokesperson.

- Provide immediate emergency medical care if necessary.
- Call 911.
- Call the Area Director and they will contact the Executive Director.
- The Executive Director will contact the Board of Directors.

<b>Incident Coordinators:</b> 1st – Executive Director	<b>Kevin Kidd</b>	W 850-643-6139	C 850-643-6139
2nd – Area Director	<b>Josh Manis</b>	W 954-531-3142	C 954-531-3142
3rd – Area Director 4th – Res Development	<b>Nicole Gonzalez Sky Scott</b>	W 850-209-1913 W 850-643-7247	C 850-209-1913 C 850-643-7247

- Contact all other members of the Crisis Management Team.
- Coordinate the response delegate and follow-up.
- Serve as the only spokesperson for the organization.
- Stay in contact with the media as the incident unfolds.
- Contact the Insurance Company, if applicable.
- Contact all building owners and inform them if a building incident (intruder, fire, etc.) occurs

Board Contact: C 850-643-8049		
1st – President 2nd – Member	<b>Charlie Chervanik W Donnie Read</b>	C 850-643-7698