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BOYS & GIRLS CLUB
OF LIVINGSTON COUNTY

Bullying Prevention Policy



The Boys & Girls Club of Livingston County is committed to providing all members with a safe environment, and will not tolerate any form of bullying at any Club activity; whether occurring on Club property or not.

All staff, volunteers, and members shall read and abide by the Boys & Girls Club of Livingston County Code of Conduct.

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

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 or claimed to be a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, the Club leadership may recommend or initiate counseling, correction, discipline and/or referral to law enforcement to remedy the impact on the victim and change the perpetrator's behavior. Failure to follow the recommendations and policies of the Club can result in a termination of membership.

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BOYS & GIRLS CLUB
OF LIVINGSTON COUNTY

Incident Reporting Policy & Guidance



Having clear reporting policies and procedures is an important step in responding to incidents that may occur in Clubhouses. Organizations are encouraged to document all safety incidents that may impact staff, volunteers, members, and others that visit Clubhouses. Safety incidents can include, but are certainly not limited to

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

Additionally, Boys & Girls Clubs of America requires all member Organizations to report the following Critical Incidents within 24 hours

- A major medical emergency with a child, staff or volunteer at a Club site or Club sponsored activity leading to extended hospitalization, permanent injury or death or a mental health crisis with a child requiring outside care.

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- A child who may be abducted or missing from a Club site or Club sponsored activity.
- An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation against any child (Club-related or not) by a current employee or volunteer or any Club-related instance by a former employee or volunteer.
- An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or Club sponsored activity.
- A known or suspected felony criminal act committed at a Club site or Club sponsored activity.
- The misappropriation of organizational funds in the amount of \$25,000 or greater or any amount of federal funds.
- A felony criminal action or civil legal action that would be reportable to an insurance carrier involving the organization, its employees or volunteers, or the change in status of an open court case.
- Negative media that could compromise the reputation of the organization or the Boys & Girls Club brand.
- Any other incident deemed critical by the organization.

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BOYS & GIRLS CLUB
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Incident & Reporting Policy

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

Any employee or volunteer of BGCLC who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA, consistent with applicable laws, regulations and policies, and executing the organization's Crisis Communication Plan. Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity of/or between adults and youth
- Inappropriate activity of/or between multiple youth
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers, and/or members
- Physical assaults and injuries, including fights
- Allegations of abuse
- Criminal activity, including theft and robbery
- _____
- _____
- _____

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Accident Reports

Accident Report

Name of injured _____ Age _____

Branch _____ If non-member, explain _____

Home address _____ Phone _____

Parent/guardian name _____

Time of accident _____ Time reported _____

Place of accident _____

Who was supervising activity at time of accident? _____

Description of accident _____

Nature & extent of injury _____

When were parents notified? By whom? _____ How? _____

First aid provided? _____ By whom? _____

Was professional treatment provided? By whom? _____

Was injured transported? _____ By whom? _____

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How? _____ Time? _____

Witnesses to accident

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Comments by person making report _____

Staff signature Date Title

Parent Signature Date

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Incident Report

The staff member directly involved in an incident should file an incident report (a) any time police are called or (b) any time there is a disruption of services such as closing a branch/location. The report is to be sent to the Sr. Program Director and then sent on to the CEO as soon as possible following the incident. A separate incident report will be individualized if necessary.

BACKGROUND

Day _____ Date _____ Time _____

Branch/location _____

Name of staff in charge _____

Members/subjects involved _____

Approx. number of members in branch/location at time of incident _____

Witnesses _____

APPROACH CONSIDERATIONS

Decision-making

- Why did you call the police or disrupt services? _____
- Weapon involved _____
- Gang activity _____
- Violent behavior _____
- Fire emergency _____

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- Other _____
 - Explanation: _____
-

WHAT INTERVENTION ACTIONS DID STAFF TAKE:

- Call others to the scene _____
- Talk with the subjects _____

Staff signature _____ Date _____ Title _____

Parent Signature _____ Date _____



Intruder, Suspicious Person Safety Drill Training

An intruder/suspicious person is someone who is unknown to the Boys & Girls Club environment and whose presence at the facility is uninvited and unwelcomed. An intruder/suspicious person represents the potential to jeopardize the safety of staff and members.

Procedure:

- The Local Club Leadership Team should be notified immediately when an intruder/suspicious person is on the Club's property.
- Provide the CEO with as much information as possible regarding the person's description, location and what behavior that person is exhibiting.
- The Local Club Leadership Team will determine if additional law enforcement presence is necessary.
- The Local Club Leadership Team will then determine whether a lockdown is necessary.
 - Examples of situations where heightened state of security/preventative lockdown/lock-in protocol may be initiated: bomb threats, weapons on Club property, a major crime or law enforcement chase near the local Club and civil disturbances that pose a threat to members and staff.
 - Procedure
 - ✓ The Local Club Leadership Team will inform all local Club staff and members that the heightened state of security/preventative lockdown protocol is being implemented by the use of the intercom system, walkie-talkie or other established method of communication. Personnel in areas without intercom/phone/radio capability will be notified by a runner from the Local Club Leadership Team.
 - ✓ If members are not in a room at the time the warning is announced, they should proceed to their assigned meeting place. Local Club leaders (including small group leaders) will lock their doors once the hallways near their rooms are clear of members. If leaders observe imminent danger near their room, they should immediately secure their room and notify a Boys & Girls Club staff member of the danger.
 - ✓ If no imminent danger has been detected, leaders should brief members that the local Club has been placed on a heightened security status as a precaution and that no imminent danger has been detected. Members should be given instructions as appropriate as to what they should do during the lockdown protocol. Local Club staff not assigned to room duties should follow the local Club's procedures for limiting access to their workplace. They should also report any suspicious activity to the main office immediately.
 - ✓ While the lockdown protocol is in effect, leaders should not open room doors unless clearance is obtained from the local Club leadership or local law enforcement.
 - ✓ Law enforcement will determine the validity of the threat.

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**BOYS & GIRLS CLUB
OF LIVINGSTON COUNTY**

ONE-ON-ONE Contact Policy



The Boys & Girls Club of Livingston County is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits unauthorized one-on-one interactions between the youth and the staff and volunteers (including board members).

Except as provided herein, staff shall NOT, during the scope of the Club activities and programs:

- Initiate unsupervised one-on-one contact with 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, including personal and private vehicles unless there is another person able and willing to accompany the staff.

Staff 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 another staff in 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 the policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to an including termination.

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This policy does not forbid appropriate contact that with a youth while the staff/volunteer is acting outside the scope of his/her employment and has an established, appropriate relationship (family member, family friend, etc.) that is at the discretion of the parent(s) and/or legal guardian(s) of the youth.

Adult Staff may meet one-on-one with youth for the purpose of mentoring and/or counseling in the scope of an established mentorship program. Further, staff are permitted to meet on-on-one with youth to investigate potential safety and discipline issues where there is a valid and legitimate reasonable belief that such a meeting will be a more effective method of encouraging candid and appropriate conversations with the youth. In these investigatory meetings, staff may use video recording, when available. Audio recording may also be used, if consistent with all legal requirements.

The Club recognizes the emphasis of the Boys & Girls Clubs of America's emphasis of the policy regarding on-on-one contact. The Board has determined that the recommended policy template provisions do not fit the culture of our community. Adopting that template as this Club's policy would severely limit our ability to provide quality programming. The strain on the limited resources and personnel would be a certain, immediate detriment. If there is a change in circumstances, this should be revisited.

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**BOYS & GIRLS CLUB
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Prescription Medication Policy



The Boys & Girls Club of Livingston County (BGCLC) urges parents to schedule any necessary medication that needs to be taken outside of BGCLC attendance. If medication must be administered during Club hours, it must be done so in accordance with this policy. The purpose of this policy is to provide control over the administration and use of medications by the members of BGCLC, to ensure that such medications are prescribed by and administered according to the instructions of the physician; and to promote and facilitate good health and medical treatment of members of the Boys and Girls Club of Livingston County. If the administration of any drug prescribed by a physician requires specific training, such as an injection, the Boys and Girls Club of Livingston County will be unable to administer the medication. Such medication will need to be administered outside of Club hours.

Authorization Requirements

1. For a member whose medication must be administered at the Club, a health plan for each medication must be in place before the administration of the medication.
2. In addition to the health form, the parents and/or guardians of the member must meet with the director prior to the authorization of medication usage to outline dosage, frequency and items relating to the use of the medication.
3. New forms must be submitted at the beginning of each school year and a new form must be completed for each new prescription medication.
4. The medication and signed forms must be returned to the Club location before commencement in the program. The parent/guardian must personally deliver the medication.
5. The first dose of medication(s) should always be administered at home to ensure there are no allergic reactions to the medication(s).

Prescription Identification

Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/licensed pharmacist and labeled with:

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1. Member's name
2. Name of medication and strength
3. Dose of medication
4. Time or interval of administration
5. Expiration of medication
6. Route of administration

Medication Exclusions

The below listed medications will not be administered at the Club location:

1. Over the counter medications
2. Herbal supplements
3. Homeopathic remedies
4. Shot administered medication
5. Controlled substances

Refusal of Medication

If any of the policies outlined in the here stated policy are not met, the Boys & Girls Club of Livingston County will refuse to administer any medications until all documentation is correctly received.

Record Keeping and Medication Storage

A locked storage area shall be designated for the storage of medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by members. Each dose of medication will be logged and stored at the Club location. This does not include medication used on an "as needed" basis. If the medication is carried and administered by the member, documentation will not occur.

Membership Discontinuation

If a member ceases to participate in the program, medication must be picked up within three (3) months of the last visit or staff will discard the medication.

Communication

The Branch Director, Program Director, or designated appointee shall be the liaison between the physician, parent or guardian and member concerning the medication. Communication with the physician will be limited to consultations in emergencies only.

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Liability

No person who has been authorized by the parent and/or guardian to administer medication shall be held liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or reckless misconduct.

Self-Administered Medications

- A. A member may self-administer medication at the Clubs or during activities if so ordered by his/her medical provider. When self-administering medication, the member must do so in the presence of an adult.
- B. For “as needed” medications such as those taken by members with asthma or allergies, the physician may also order that the member carry the medication on his or her person for his/her own discretionary use according to the medical instruction. In this case, no daily documentation will be possible.
- C. Self-administered privileges may be revoked if a member demonstrates a lack of responsibility towards him/herself or others.
- D. Parent’s signature on the self-administration for acknowledges that the Boys and Girls Club of Livingston County is to incur no liability, except for willful misconduct, as a result of any injury arising from the self-administration of medication by the member and that the parents/guardians indemnify and hold harmless the Boys and Girls Club of Livingston County and its employees and agents from any claims in relation to the administration of medication (or lack thereof).

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Self-Administration Authorization

I authorize self-medication by my child for the below medication(s). I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician.

Medication(s): _____

Signature of Parent/Guardian

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**BOYS & GIRLS CLUB
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PRESCRIPTION MEDICATION DISTRIBUTION FORM

Member Information

Member's Name: _____

Parent/Guardian Name: _____

Contact Number: _____

Prescriber Authorization

Name of Medication: _____

Reason For Taking: _____

Dosage: _____

Frequency and Times To Be Given: _____

Medication Start Date: _____

Medication Stop Date: _____

Special Instructions

Does medication require refrigeration? Yes No

Is self-medication permitted and recommended for this member? Yes No

If yes, do you recommend the medication be kept "on person" by the member? Yes No

Potential Side-Effects/Contradictions/Adverse Reactions:

Treatment order in the event of an adverse reaction:

I hereby affirm that this member has been instructed in the proper self-administration of the prescribed medication(s).

Signature

Date

Phone Number

Parent Authorization

I hereby authorize the Boys & Girls Club of Livingston County to administer and assist my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage or frequency of the medication is changed.

Medication must be in the original, unopened, sealed container and be properly labeled with the member's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.

Signature

Date

Phone Number

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**BOYS & GIRLS CLUB
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Supervision Policy



Boys & Girls Club of Livingston County is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times.

Staff shall not:

- Use electronic devices such as cell phones, PDA's, or other communication devices while supervising members unless it is part of approved programming or to report any emergencies or policy violations.

Staff shall:

- Abide by the Organization's one-on-one contact policy.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Maintain proper ratios at all times.
- Be trained on appropriate supervision tactics and behavior patterns.
- Ensure all youth volunteers are supervised by an adult staff member.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

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Transportation Policy



The Boys & Girls Club of Livingston County 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. The Club only transports youth in Club 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, PDA's, or other communication devices while transporting members to and from the Clubhouse or Club related activities, except to report emergencies.

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.

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- 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.

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**BOYS & GIRLS CLUB
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Sexual Abuse Policy



The Boys & Girls Club of Livingston County is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to: inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Boys and Girls Club of Livingston County Code of Conduct or Employee Handbook.

Unless authorized in advance by the Club CEO, adult staff and volunteers shall not:

- Engage in conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adults shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the supervisor within 24 hours.
- Engage in off-site activities with members, except those organized and supervised by the Club during the regular course of its business. Forbidden interactions may include, but are not limited to:
 - field trips, meetings, and communications via phone, text, and/or social media.

All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment.

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Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

This policy does not forbid appropriate contact that with a youth while the staff/volunteer is acting outside the scope of his/her employment and has an established, appropriate relationship (family member, family friend, etc.) that is monitored and approved by the parent(s) of the youth.

Boys & Girls Club of Livingston County



Restroom Usage Policy

Boys & Girls Club of Livingston County is committed to having clear policies and procedures and is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. Each individual site operated by the Boys & Girls Club of Livingston County has practical policies, procedures, and strategies for ensuring the safety in each facility.

Each Club Site will determine the best procedure based on the site that may include the following:

- Issuing restroom passes or keys
- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom
- Limiting the number of restroom users at one time
- Positioning staff near restroom entries
- Implementing a restroom inspection and monitor schedules
- Designing restrooms to eliminate doors but maintain privacy

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

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or a key checkout process (Pontiac site) set by Club leadership.

Staff shall

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

Staff observing unacceptable restroom conditions shall

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

