



BOYS & GIRLS CLUB

OF LANCASTER

BGCA Required Safety Related Policies

All policies approved by BGCL Board on April 16th, 2025

Background Clearances & Employment Screening; Membership Requirement 1.2, Performance of Criminal Background Checks

In the case of all employees applying for positions involving care and supervision of children in daily program activities, the Club will comply with Pennsylvania Child Protective Services (CPSL), Chapter 63. These regulations also apply to any volunteer responsible for the supervision of a child or having routine interaction with children will be responsible for obtaining clearances as well. Individuals with approved clearances and trainings are able to be left unsupervised. Individuals working with children for a single occasion, must be supervised by a Full-Time Staff Member.

Note: The following requirements were current as of November 2015. Additional requirements will be imposed to ensure compliance as state law changes.

Full- and Part-Time Staff:

- At the time of hire, employees will need to provide the PA Child Abuse clearance, PA Criminal clearance and the FBI clearance. If the clearances were not completed within the year preceding the date of hire of the new employee, new clearances will have to be run for all three as a condition of employment.
- Boys & Girls Club of Lancaster will run background checks on an annual basis through First Advantage and incur the cost of the clearance to continue to meet the BGCA Charter requirements. Staff members will receive an email from HR to initiate the annual clearances to be run. We will retain the clearance for our records. The annual background check will:
 - 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 statewide or county-level criminal search.
- It is the responsibility of the staff member to complete required steps to ensure these clearances are completed in a timely manner. Staff members will be given two reminder emails for completion. On the third reminder, staff can be suspended until they have submitted their clearances, and the results have been received by the HR Team.
- All employees also need to complete the Pennsylvania State required mandated reporting training. New hires must complete the training within five days of their starting date. This training is taken in conjunction with the BGCA Safety training, *Foundations: Preventing Abuse in Youth Serving Organizations*, required for the first year of the staff's employment. Staff members are required to annually take the BGCA training *Foundations: Preventing Abuse in Youth Serving Organizations* except in their 5th year when mandated reporter training is accepted. The Pennsylvania State required mandated report training must be repeated every five years. If there is a delay in completing the training, staff members can be suspended without pay until training has been completed. Staff will receive reminders starting two weeks prior to the training deadline and will receive a reminder 5 days before the deadline.
- As a condition of continued employment with the Boys & Girls Club of Lancaster and in accordance with PA Law, employees are required to submit new clearances for PA Child Abuse, PA Criminal and FBI every **five years** in accordance with the law of Pennsylvania.

Routine Volunteers:

- The above background clearances policy will also apply to all volunteers who have routine interaction (See definition below) with Club members. All volunteers will have to provide the three clearances referenced above to begin their service with BGC of Lancaster as well as the mandated reporter training and required BGCA safety training.
- Although the state of Pennsylvania does not require the FBI clearance for volunteers, Boys & Girls Club of America requires it for all volunteers. Volunteers will be expected to pay for the cost of the initial FBI clearance.
- Thereafter, background checks will be required annually for every volunteer. BGCL will run the check annually thru First Advantage and incur the cost for any adult volunteer who has repetitive contact with children to ensure that the cost of the clearance does not deter continued volunteer service.
- Volunteers will be required to provide updated FBI, PA Criminal, PA Child Abuse, and mandated reporter clearances every five years. The PA Criminal and PA Child Abuse clearances are provided free of charge for volunteers every five years. At the five-year point, the volunteer will incur the cost of the FBI clearance.

Definitions:

- *Routine interaction:* direct, ongoing, regular and repeated contact with Club members that is integral to a person's employment or volunteer responsibilities.

Leadership Volunteers:

- Board and Committee Members who have routine interaction with Club members will be required to follow the same clearance procedure outlined for Routine Volunteers, including training on mandated reporting.
- Board and Committee Members will have their annual background checks run on an annual basis through First Advantage.

If an employee or volunteer receives criminal charges (citation or arrest) after submitting their clearances, a report must be made to the CEO within 48 hours of the offense. If charges are not reported, the individual can face termination from all activities.

Community Service Volunteers:

- Community service volunteers that are scheduled only for hours when Club members are not present and have no contact or interaction with children are not required to provide clearances.
- The original criminal reports must be viewed by the Director of Clubhouse Operations or a member of the Administrative Team. That same person must make a copy, stamp copy with "Viewed Original," and neatly write their name and date. This copy will be included in the individual's file, kept by the Training and Compliance Coordinator.
- Depending on the individual's charges, approval is needed by the CEO.

Proof of Auto Insurance:

A copy of proof of auto insurance will be requested every six months and placed in the employee's personnel file. If the employee refuses to present such proof, the employee could face disciplinary action if their job requires driving.

A "Release from Driving Responsibility Form" is available for staff members who choose not to provide proof of car insurance. Employees are not permitted to transport Boys & Girls Club of Lancaster members for any reason. Employees are not permitted to transport other employees in their personal vehicles for any reason related to Club business and/or activities.

Background Check Findings

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

- Refuses to consent to a criminal background check
- Makes a false statement in connection with such criminal background check
- Is registered, or is required to be registered, on a state or national sex offender registry
- Has been convicted of a felony consisting of:
 - Murder
 - Child Abuse
 - Domestic Violence
 - Abduction or human trafficking
 - A crime involving rape or sexual assault
 - Arson
 - Weapons
 - Physical Assault or battery
 - Drug possession, use or distribution in the last five years
- Has been convicted of any misdemeanor or felony against children, including child pornography

Background Checks on Minors; Membership Requirement 1.14, Club members and minors serving as Club employees or volunteers.

Boys & Girls Club of Lancaster 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 routine interaction with members per the Background Check policy. This applies to all minor employees as well as non-Club member teen volunteers. Participants in work-based learning programs are not staff, but rather members or Youth.

Members participating in a Club-sanctioned program do not need to complete background checks before beginning their work-based learning experience.

It is necessary to acquire parent or legal guardian consent to authorize the background check, because the minor does not have legal authority to enter into an agreement or give consent in their own capacity.

Definitions

Minor Employees

- Boys & Girls Club of Lancaster may hire minor employees who are 15 to 17 years of age.
- An employee who is a person responsible for a child's welfare or a person with direct contact with children through a program, activity, or service.
- Minor employees may be active members of a Clubhouse.

Work-based Learning Participants

- Boys & Girls Club of Lancaster will implement a work-based learning program for members.

Non-Club Member Teen Volunteers

- Boys & Girls Club of Lancaster will allow non-Club member teens who are under the age of 18 to volunteer at our Club.

Reference Checks; Membership Requirement 1.4, Applying Reference Checks

Prior to a candidate receiving an offer, all candidates will complete a *Release of Information* form from our HR Generalist, which gives Boys & Girls Club of Lancaster access to complete reference checks. Candidates will indicate whether their employment history includes any work with any Boys & Girls Clubs. The candidates rehire / volunteer eligibility information must be obtained from all Boys & Girls Clubs they worked or volunteered for prior to extending an offer for employment or volunteer service.

Child Abuse or Suspected Child Abuse Reporting Procedures; Membership Requirement 1.6, Reporting of Critical Incidents

The priority of Boys & Girls Club of Lancaster is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Club of Lancaster maintains a zero-tolerance policy for child abuse. BGCL 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-One Contact Prohibition: Boys & Girls Clubs of Lancaster 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 whether the Club participant is a child or sibling of a staff member or volunteer.

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

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct including, but not limited to, touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate and/or unwanted activities, advances, comments, bullying, gestures, or messages (e.g. by email, text, or social media).

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

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

Reporting Procedures

All Boys & Girls Club of Lancaster staff and volunteers are legally considered mandated reporters, in accordance with the Child Protective Services Law, and are required by law to report suspected child abuse or suspicious activity. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse or suspicious activity, including possible misdemeanor or felony convictions if a child is found to be abused and there was willful failure to report.

- If any form of abuse, including neglect, is suspected the law requires the staff to immediately make an electronic report of suspected child abuse online. To make a report, individuals can visit: <https://www.dhs.pa.gov/contact/Pages/Report-Abuse.aspx>
- All reported cases of suspected child abuse need to be reported to the Director of Clubhouse Operations IMMEDIATELY and followed up with a copy of your written report within 24 hours.
- If you make an oral report to ChildLine, you must follow up with a written report to the CEO of Boys & Girls Club of Lancaster, which may be submitted electronically, within 24 hours.
- Each call is answered by a trained intake specialist. The specialist will interview the caller to determine the most appropriate course of action. They conduct a safety and risk assessment and proceed with whatever action is needed to ensure the safety of the children. Actions include forwarding a report to a county agency for investigation as child abuse or general protective services, forwarding a report directly to law enforcement officials, or referring the caller to local social services.
 - ChildLine may contact you for additional information or if they have questions.
 - With the amendments to CPSL, mandated reporters will automatically receive the results of the investigation within 90 days of the investigation's conclusion. They will be told the final status of the case and any services provided to the child/family.
 - The identity of the person making the report is kept confidential except for being released to the law enforcement officials or the district attorney's office
- **Important Club Rule** – Employees never have to admit they reported a case of abuse to parents, families, or accused child. Our members encounter five child mandated reporters a day at a minimum.

Physical Interactions

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

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

Verbal Interactions

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

| Appropriate Interactions | Inappropriate Interactions |
|---|--|
| <ul style="list-style-type: none">- Positive Reinforcement- Child-Appropriate Jokes- Encouragement- Praise | <ul style="list-style-type: none">- Name Calling- Inappropriate jokes- Discussing Sexual Encounters or Personal Issues- Secrets- Profanity or derogatory remarks |

Incident / Accident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must document accidents resulting in injury or incidents using the BGCL Incident / Accident Report. Reports will be sent to the CEO and DCO at the end of each night. These forms will be reviewed by the CEO within 48 hours.

General Incident / Accident Description

Safety incidents and accidents can include but are not limited to:

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

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

External Incident Reporting

Boys & Girls Clubs of Lancaster follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws for the protection and safety of youth. In addition to complying with mandatory reporting requirements, BGCL will report, when deemed appropriate under the circumstances, other types of incidents, including:

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

Incident Investigation

Boys & Girls Clubs of Lancaster takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the CEO and BGCL Legal Team when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA Critical Incident Reporting

We are required as a Member Organization to 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:

- 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.
- 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.
- Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- 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.
- 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.
- Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- 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.
- Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Mandatory Safety Trainings; Membership Requirement 1.10, Safety Training

All staff members and volunteers who have routine interaction with young people must complete the following trainings prior to providing services to young people and annually thereafter:

- Foundations: Preventing Abuse in Youth-Serving Organizations – 45 mins
- Organization's policies, including all safety policies – 3 hours average

All staff members are required to submit their training certificates to the Training and Compliance Coordinator. Staff members who are required to take their annual training courses will receive reminder emails at least one month in advance prior to training needing to be taken. All training certificates will be uploaded into Kronos to track completion and renewal of training.

CPR and First-aid Training; Membership Requirement 1.11, CPR, and first-aid training

BGCL Full-Time staff will participate in CPR and first-aid training hosted by a qualified adult and infant/child CPR and first-aid trainer. By having all Full-Time staff trained in CPR and first-aid, BGCL will be able to meet all requirements outlined by BGCA in that we will have at least one staff member or volunteer present at each site during all operating hours and during offsite programs / trips.

Drug & Alcohol Policy

Boys & Girls Club of Lancaster is committed to providing a safe work environment, to fostering the well-being and health of its employees and to providing good role models for its members. That commitment is jeopardized when any Boys & Girls Club of Lancaster employee illegally uses drugs or unauthorized alcoholic beverages, comes to work under the influence, or possesses, distributes or sells drugs in or out of the workplace.

Therefore, Boys & Girls Club of Lancaster has established the following policy:

- It is a violation of Club policy for any employee to possess, sell, trade, or offer for sale illegal drugs or controlled substances or otherwise engage in their illegal use in or out of the workplace.
- It is a violation of Club policy for anyone to report to work under the influence of alcohol or illegal drugs.
- It is a violation of the Club policy for anyone to illegally use prescription drugs.

A first offense of driving under the influence of alcohol or a controlled substance, graded as a first-degree misdemeanor can prevent hiring and, if already employed, will result in disciplinary action. This will be determined on a case-by-case basis and will be decided by the Chief Officers.

Employees who are terminated for violation of this policy may reapply after 3 months; however, the employee must present themselves as drug free (i.e., a clear drug screen test) in order to be considered for reemployment.

Boys & Girls Club of Lancaster has adopted testing practices to identify employees who use illegal drugs. It shall be a condition of employment for all employees to submit to drug testing under the following circumstances:

- When there is reasonable suspicion, as explained below, to believe that an employee is using illegal drugs.
- As a part of the random testing for all employees of Boys & Girls Club of Lancaster.

As a condition of employment, employees must abide by the terms of this policy and notify Boys & Girls Club of Lancaster in writing of any conviction of a violation of a criminal drug statute no later than 48 hours after such conviction.

Employees in violation of this policy are subject to disciplinary action up to and including termination.

Reasonable Suspicion

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's Drug & Alcohol policy. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick,
- Being absent directly before or after holidays and weekends,
- Repeatedly damaging inventory,
- Failing to meet reasonable work schedules, and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

BGCL Emergency Plan & Policy

Important Numbers:

- Non-Emergency Line: 717-664-1180
- Bureau of Fire: 717-291-4869
- Lancaster County Children & Youth: 717-299-7925
- Lancaster City Alliance (Red Shirts): 484-724-1385
- Child Safety Hotline: 866-607-7233
- Sexual Assault Hotline: 717-392-7273
- Columbia Police Department – 717-684-7735
- Lancaster Police Department – 717-735-3300

| Columbia Clubhouse | Description/Comment |
|---------------------------------|---|
| Fire Drill Locations | Evacuate to alley in the back of the building and side walk down the street |
| Weather Drill Locations | Move members to art / storage room and gym. |
| Evacuation of Building Location | Evacuate to alley in back of the building and side walk down the street |
| Intruder Lock Down Locations | Move members into classrooms on 2 nd floor and the art/storage room. |
| Important Phone Numbers | B&T Sportswear – 717-684-5191 Columbia Police Department – 803-545-3500 |

| Hill Clubhouse | Description/Comment |
|---------------------------------|--|
| Fire Drill Locations | Evacuate building and meet at Bld. Beverages and Benchmark |
| Weather Drill Locations | Move members to gym. |
| Evacuation of Building Location | Evacuate building and meet at Bld. Beverages and Benchmark |
| Intruder Lock Down Locations | Move members to gym. |
| Important Phone Numbers | Benchmark - 717-339-9766 Bld. Beverage – 717-393-4416 |

| Jack Walker Clubhouse | Description/Comment |
|---------------------------------|---|
| Fire Drill Locations | Evacuate to Basketball court |
| Weather Drill Locations | Move members to gym and classrooms in back hallway |
| Evacuation of Building Location | Evacuate to Basketball court |
| Intruder Lock Down Locations | Move members into classrooms in back hallway |
| Important Phone Numbers | Lemon Street Market – 717-826-0843 Milestones – 717-735-6682 |

| McMurtrie Clubhouse | Description/Comment |
|---------------------------------|--|
| Fire Drill Locations | Evacuate to Field |
| Weather Drill Locations | Move members into hallways, buck store, and gym |
| Evacuation of Building Location | Evacuate to Field |
| Intruder Lock Down Locations | Move members into classrooms |
| Important Phone Numbers | Phoenix Academy – 717-735-7860 King Elementary School – 717-291-6178 Milestones – 717-735-6682 |

More information regarding the Boys & Girls Club of Lancaster’s Emergency Operations Plan can be requested from leadership at any time.

The Club Leadership Team will practice this plan annually to ensure all stakeholders are aware of the plan and understand their role. The Club Leadership Team may choose from several diverse types of exercises to practice the facility Emergency Operations Plan.

Supervision:

One-On-One Safety Policy

Boys & Girls Club of Lancaster is committed to providing a safe environment for members, staff, and volunteers. The Club is mindful of its mission to provide not only a safe place but to comply with Pennsylvania law respecting identification of instances of allegation of child abuse, including physical, emotional, or sexual abuse as well as the priorities established by Boys & Girls Clubs of America in identifying instances of exploitation by a youth towards another youth. All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club, personal, or leased vehicles.
- If the needs of a Club member require one-on-one contact for the purpose of accessing the possibility of problems described above, the staff shall document such contacts as soon as practical after the contact and report to the CEO and Director of Clubhouse Operations within 24 hours.
- Staff shall communicate to other staff members if an emergency situation arises.
- Staff may have one-on-one contact with a member in conjunction with a delivery of medical or counseling services by a licensed-trained therapist, credentialed social workers, or similar professionals who have the appropriate education and training will allow them to be left one-on-one and will be noted on their badge and in their file. Staff may also have one-on-one contact in emergency situations.
- These procedures shall be reviewed with staff and volunteers on an annual basis.
- Staff or volunteers who become aware of safety risks to children, whether or not they violate the safety policy, should bring such concerns to the attention of supervisory personnel as outlined in Article II, Section 13 of BGCA Membership Requirements.

Restroom Policy

Boys & Girls Club of Lancaster has developed policies, procedures, and strategies to ensure the safety of Club members and to prevent behaviors such as bullying, sexual misconduct, fighting, and vandalism as outlined in Article II, Section 13 of BGCA Membership Requirements.

- **Supervision**

Boys & Girls Clubs of Lancaster is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when

supervising members.

- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the acceptable technology use policy.

▪ **Restroom Usage**

Boys & Girls Clubs of Lancaster 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 youths 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 designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership.
- Restrooms will be regularly monitored by designated staff utilizing a schedule established by Club leadership. Staff will intervene if inappropriate conduct is observed, notify Club leadership, and document restroom conduct incidents in writing.
- Staff will ensure that restrooms are regularly cleaned and sanitized. If restroom issues are observed staff will immediately notify Club leadership.

- **Restroom Cleanliness**

- Staff will ensure that restrooms are regularly cleaned and sanitized to ensure they are fully operational.
- Cleaned restrooms include the following items are checked to ensure they are free of any mess:
 - Toilet, toilet seats, and handles
 - Urinal and handles
 - Sinks and fixtures
 - Mirrors
 - Trash cans
- Ensure restrooms are stocked with the following items::
 - Toilet paper
 - Soap
 - Paper towels

Technology Acceptable Use Policy - Club Member Usage

Under the Technology Acceptable Use policy, the following relevant principles shall apply:

- **Club devices** shall include any and all Club-owned existing or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content 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 Club program activities, career development, communication with experts and Club peer members, and homework. 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 immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.
- **Monitoring and inspection:** Boys & Girls Clubs of Lancaster 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 members' personal devices. 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, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.
- Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes, but is not limited to, the following:
 - Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
 - Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
 - Personal attacks, including prejudicial or discriminatory attacks;

- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
 - Knowingly or recklessly posting false or defamatory information about a person or organization; or
 - Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
- If a member is told to stop sending communications, that member must cease the activity immediately.
- **Cyberbullying:** Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety or well-being of the Club, Club members, Club staff, or community is subject to disciplinary action.
- Examples of cyberbullying include, but are not limited to:
 - Harassing, threatening or hurtful text messages, emails, or comments on social media.
 - Rumors sent by email or posted on social networking sites.
 - Embarrassing pictures, videos, websites, or fake profiles.
- Members may not attempt to gain unauthorized access to the Club's network or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- **Monitoring and inspection:** Boys & Girls Clubs of Lancaster reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks.
- **Internet access:** Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network (Lift Zone) and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Lancaster reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.
- **Loss and damage:** Members are responsible for keeping their personal device with them at all times. Staff are not responsible for the security or condition of members' personal devices. The Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.
- **Parental notification and responsibility:** While the Boys & Girls Clubs of Lancaster 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 their families. It is not considered practical for BGCL to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

- **Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Lancaster 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 BGCL 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 are required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

Vehicle Use Policy

Boys & Girls Club of Lancaster prioritizes the safety of our members and employees. The purpose of this policy is to prevent vehicle accidents by promoting a safe driving culture within the Club. In addition, this policy will serve as instructions on how to reserve, access, and use Club vehicles, private vehicles, or rented vehicles for Club use.

Only authorized drivers may drive Club vehicles. To be authorized, the individual must be employed by Boys & Girls Club of Lancaster and named in our insurance policy. The Chief Executive Officer also has to approve each individual's authorization. The individual must submit proof of insurance and a DMV driver history report, as well as complete a van drivers test and vehicle training. This training instructs drivers on routine inspection of the vehicles, use of the log, reporting of accidents and incidents, security, and responsibility for routine cleaning after each use.

During this training the Club gas card is also explained. After the initial submission, proof of insurance must be resubmitted every six months. These are the requirements of the insurance policy and are part of the Club operating policy. Volunteers who meet all the above requirements may be added to the policy with the approval of the Chief Executive Officer.

When driving the kids you must adhere to the one-to-one policy outlined on Page 106 of this handbook*. The policy outlines the following: Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

*Staff may have one-on-one contact with a member in conjunction with delivery of medical or counseling services by a licensed-trained therapist, credentialed social workers, or similar professionals. Staff may also have one-on-one contact in emergency situations. These procedures shall be reviewed with staff and volunteers on an annual basis. Documentation is required if such an occurrence occurs.

Child Passenger Safety

Boys & Girls Club of Lancaster abides by all Pennsylvania Department of Transportation laws and regulations. Under the Child Passenger Protection Act 229, BGCL will ensure the following items are met:

- Children ages 4 and older, but under the age of 8 must be buckled into a federally approved child booster seat, which must be secured to the vehicle by the seat belt system. Booster seats must be used in conjunction with lap and shoulder belts.
- The PA Department of Transportation recommends that children sit in the back seat and not the front seat until the age of 13.
- A school vehicle is defined as a motor vehicle, except a motorcycle, designed for carrying no more than ten passengers, including the driver. This is defined by PennDOT on their website on May 22, 2023.

Use of Club & Personal Vehicles

Personal vehicles may be used for transporting members and other Club-related business. Staff members are responsible for maintaining a valid PA Driver's license, proper vehicle registration, and proof of insurance every six months. The staff is also responsible for the safety and security of the vehicle and the members being transported. Transportation of members in a personal vehicle must be approved by a supervisor.

BGCL allows members and clients to be transported in a personal vehicle when:

- It is a structured BGCL event.
- A staff member has permission from supervisor and signed authorization from parent/guardian (i.e., permission form).
- All organization policies, rules, and guidelines are followed, as outlined in Article II, Section 13 of BGCA Membership Requirements.
- A child is an active BGCL member with updated contact information.
- All members and staff must have the appropriate safety harness when being transported based on PA state law.
- An employee driving for BGCL business is prohibited from using a mobile device while the vehicle is in motion.

Personal Vehicle Use

- With prior approval from DCO/CEO, local and nonlocal mileage of a personally owned vehicle may be allowable for the shortest route between points.
- Mileage reports must list address where they started and ended and the mileage total of the trip.
- Mileage is to be submitted weekly and will be reimbursed at the company rate of 50 cents per mile.

Failure to abide by the above shall be deemed a violation of policy.

Only approved use of personal vehicles for Club business is eligible for mileage reimbursement. Employees are not permitted, under any circumstances, to operate a Club vehicle or a personal vehicle for Club business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Club vehicle at any time or operate any personal vehicle for Club business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Driving License Status

Only employees who maintain a current and valid PA driver's license, current automobile insurance submitted every six months, and meet the Motor Vehicle Standards listed below will be authorized to drive Club vehicles, private vehicles, or rented vehicles for Club business. If an authorized driver commits a traffic violation, (parking tickets are excluded), the driver is required to report the violation within 24 hours to the Chief Executive Officer. If for any reason an employee's driver's license is revoked, suspended, or restricted, the employee is required to report it immediately to the CEO and will be prohibited from driving any vehicle for Club business until such action is reviewed.

Motor Vehicle Standards

Motor Vehicle Records (MVRs) will be checked annually for current employees. The MVR will be reviewed to verify that the employee holds a valid PA driver's license and their driving record is within the parameters set forth by BGCL. MVR checks that reveal the following will disqualify an employee from driving Club vehicles, personal vehicles or rented vehicles for Club business.

1. Two (2) or more traffic violations and/or at fault accidents over a three (3) year period or,
2. One (1) or more of the following serious traffic convictions within the past year:
 - a. Conviction for an alcohol and/or drug related driving offense
 - b. Refusal to submit to a Blood Alcohol Content (BAC) test
 - c. Leaving the scene of an accident as defined by state laws
 - d. Conviction of homicide, manslaughter, or assault arising out of the use vehicle
 - e. Suspension, revocation, or administrative restriction of driver's license within the last year
 - f. Conviction for reckless or careless driving
 - g. Passing a stopped school bus
 - h. Possession of a controlled substance
 - i. Making a false accident report
 - j. Excessive speeding (31 mph over posted speed limit)
 - k. Conviction for attempting to elude a police officer

The passenger vans will be available to transport members and/or staff to structured events held at BGCL facilities and other locations. The following rules should be followed when using the passenger van, transit van, private vehicles or rented vehicles for Club use:

- Members should never be left unattended in any vehicle, particularly a running vehicle.
- Seat belts must be worn by all passengers.
- Music should be kept at an appropriate level.
- Cell phones and wireless devices are prohibited.
- When transporting members, a copy of their permission form should be in the possession of the driver. No member will be transported without a signed permission form unless an emergency.
- Each vehicle should contain the following safety items:
 - First Aid kit
 - Fire Extinguisher
 - Reflective Traffic Warning Signs (Triangles or Flares)
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Clubhouse related activities.
- Must confirm that no children are left on a vehicle after every trip .