



BOYS & GIRLS CLUB
OF ATLANTIC CITY

Safety Policies

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Child Abuse Prevention Policy

The priority of Boys & Girls Club of Atlantic City (BGCAC) is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Club of Atlantic City maintains a zero-tolerance policy for child abuse. BGCAC implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

One-on-Contact Prohibition: Boys & Girls Club of Atlantic City prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

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

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

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

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

MANDATED REPORTING

Every staff member or volunteer of Boys & Girls Club of Atlantic City who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

REQUIRED TRAINING

Boys & Girls Club of Atlantic City conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

Before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Annually:

All the policies, including all safety policies, for Boys & Girls Club of Atlantic City.

PHYSICAL INTERACTIONS

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

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Physical assault, including but not limiting to hitting, pushing, or shaking a member. Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult's leg

VERBAL INTERACTIONS

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

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes and Sarcasm (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten, or humiliate youth Corporal punishment. Touching or caressing a member in an inappropriate

	manner. Sharing ones personal information
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To assure the safety of our clients the following conduct is prohibited by the BGCAC:

- Transporting participants in a personal vehicle to unofficial and official activities.
- Visitation of members to employees' homes.
- One-to-one mentoring outside the Club or inside without supervision.
- Going out with members to unofficial activities.
- Having cyber relationships with members: Facebook, Instagram, Twitter, etc.

If an allegation of a violation to the safety policy arises, the employee will immediately be suspended pending further investigation. If the investigation results in proving the safety violation did happen, the employment will be terminated, and the individual will not be able to apply for a job with the organization in the future.

DAILY HEALTH SURVEILLANCE CHECK FOR MEMBERS

There must be a daily health surveillance check of each camper that enters the facility. All staff must perform a daily check of each camper in their group. The health surveillance must be visual only and should not include any type of touching. Only visual areas can be inspected, to discover signs of childhood maladies such as fevers, skin sores, ringworm, pink eye, etc. They are also performed to discover any type of bruises caused by child abuse. All findings must be reported to the Unit Director immediately, and an accident report must be completed.

RESOURCES

Boys & Girls Club of Atlantic City prominently displays BGCA-approved collateral that shares ethics hotline, crisis text-line and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

Private One-on-One Interaction Policy

- Boys & Girls Club of Atlantic City (BGCAC) is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:
- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to 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, leased or your own vehicles.

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

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

DEFINITION OF ONE-ON-ONE INTERACTION

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - One staff member transporting one member in a vehicle.
 - Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members

or variations of these combinations. Examples of public contact include but are not limited to:

- Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
 - Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.
- **Physical Interaction/contact** - Every staff member and volunteer of Boys & Girls Clubs of Atlantic City (BGCAC) is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

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

IMPACT ON MENTORING PROGRAMS

Mentorship is a key component of BGCAC programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible but not heard.
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the BGCAC site.
- Documenting interactions between mentors and youth.

IMPACT ON PARTNERSHIPS WITH LOCAL MENTORING ORGANIZATIONS

- All local mentors are required to abide by BGCAC policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all BGCAC safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly

communicated to parents or guardians.

- Every interaction between mentor and youth will be documented and maintained

KNOW YOUR ROLE IN THE BGCAC

As part of the BGCAC staff, you are responsible for the actions of our participants. You are the leader, mentor and model, not the “buddy” of the members. You are here to ensure the safety of the children in the BGCAC.

As employees we have a responsibility to create a positive environment. We have influence over the amount of noise, energy, excitement, fun or chaos that exists. We cannot say "the kids are terrible today" or "I told them not to do that and they ignored it". It is the job of all Club employees to ensure that members follow instructions and rules or receive appropriate consequences for their behavior.

- **Be prepared:** Know what activities will be implemented each day. Have substitute activities in case you need to make changes.
- **Be creative:** ACTIVITIES MUST BE FUN! Try to motivate the members, raise their own energy and change things regularly. Have fun!!
- **It's okay if you do not know everything:** If you do not know what to do in a situation ask or find out in the right place.
- **Don't take it personal:** You have influence over our members. You must be aware that everything you say and do will be observed and analyzed by them. Our members can be experts in pushing their buttons and disillusioning them. It is our job to stay on course and be repetitive with our message. It is this consistent message that over time has the most profound impact.

IMPACT ON TRAVELING TO OFF-SITE EVENTS AND ACTIVITIES

- When travelling to external events such as Keystone, Youth of the Year or other off-site events, the one- on-one policy shall continue to be followed.
- Should the BGCAC take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle.
- Accommodation shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - Coordinating with other Clubhouses or nearby organizations to travel together.
 - Travelling with additional staff or members.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.

Similar practices should be in place when coordinating field trips.

IMPACT ON TRANSPORTATION TO AND FROM THE BGCAC

- When transporting members to and/or from a BGCAC-sponsored event or activity, single members

should not be transported alone with one staff person.

- Consider the following to accommodate single children:
 - Modify bus or van routes so single children are not picked up first or dropped off last.
 - Use a bus aide if available.
 - Pick up and drop off children in groups.
 - Modify staff schedules to ensure multiple staff are present.

EXCEPTIONS TO POLICY

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

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

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

- Disclosing the meeting to BGCAC leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

Supervision and Facilities Policy

SUPERVISION

Boys and Girls Club of Atlantic City (BGCAC) is committed to providing a safe environment. All BGCAC 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 BGCAC leadership and/or 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 BGCAC purposes, as defined in the BGCAC Acceptable Use of Technology Policy.

SUPERVISION RATIOS

Site	Activity	STAFF/CHILD RATIO	Age Group	Maximum Group Size
Chelsea Club – Licensed Childcare Center	After School Club Programming	1:15	5 - 13	30
Drexel Club - Licensed Childcare Center	After School Club Programming	1:15	5 - 13	30
Teen Center	After School Club Programming	1:20	14 - 17	40
All Club Sites	Offsite Field Trips	Minimum of 2 staff members required	5 -17	30
Chelsea Club – Licensed Childcare Center	Summer Camp	2:20 (1 Adult 18 +/- 1 Counselor 16+)	5 - 13	20
Drexel Club - Licensed Childcare Center	Summer Camp	2:20 (1 Adult 18 +/- 1 Counselor 16+)	5 - 13	20
Teen Center	Summer Camp	2:20 (1 Adult 18 +/- 1 Counselor 16+)	14 - 17	20

STAFF GUIDELINES FOR THE SUPERVISION OF MEMBERS

Pay Attention: Most situations with children, both positive and negative, can be controlled with adequate supervision. Know where the children are and what they are doing, you should intervene before situations get out of control.

Get involved with the participants, DO SOMETHING POSITIVE: If children need to find something to do they will find it. Perhaps it can be an activity that we do not want to happen in the Club or distracts them from previously planned activities.

Know your role in the Club: As part of the BGCAC staff, you are responsible for the actions of our participants. You are the leader, mentor and model, not the “buddy” of the members. You are here to ensure the safety of the children in the BGCAC. As employees we have a responsibility to create a positive environment. We have influence over the amount of noise, energy, excitement, fun or chaos that exists. We cannot say “the kids are terrible today” or “I told them not to do that and they ignored it”. It is the job of all BGCAC employees to ensure that members follow instructions and rules or receive appropriate consequences for their behavior.

- **Be prepared:** Know what activities will be implemented each day. Have substitute activities in case you need to make changes.
- **Be creative: ACTIVITIES MUST BE FUN!** Try to motivate the members, raise their own energy and change things regularly. Have fun!!
- **It's okay if you do not know everything:** If you do not know what to do in a situation ask or find out in the right place.
- **Don't take it personal:** You have influence over our members. You must be aware that everything you say and do will be observed and analyzed by them. Our members can be experts in pushing their buttons and disillusioning them. It is our job to stay on course and be repetitive with our message. It is this consistent message that over time has the most profound impact.

DISCIPLINE

It is the policy of The Boys & Girls Club of Atlantic City, School-Aged Childcare Program that all staff, volunteers, and members keep a “HANDS OFF” approach towards youth members. The only circumstances that would result in staff contact is to prevent harm to the child, others, or when property is actively being destroyed. The child would then be passively restrained, and the parents notified immediately. A child is never deprived of food or water, isolated or subjected to abusive physical exercise as a means of punishment by any person. Violation of this primary rule will result in termination with cause.

DISCIPLINE PROCEDURES

1. If a child is displaying an unacceptable behavior, (i.e. running around or screaming) or shows an inappropriate response to staff direction, the child is warned that this type of behavior is not acceptable and is issued a warning. If the child continues to display the behavior, the Staff may:
 - a. Remove the child from the activity to a different supervised activity.
 - b. Remove the child from the program area to the Unit Director and/or Program Coordinator, and

the parent will be notified at the time of pick-up or by phone of the incident.

- c. Youth Staff will bring all problems to the Program Supervisor. The Supervisor will inform the Director of Childcare and/or Program Director as soon as possible.

Discipline is never administered by a JR Staff.

2. If the behavior persists or is of more serious nature (fighting, hitting) then child is referred to Program Director who will file an incident report, and contact the parent immediately.
3. The Program Director and/or Director of Childcare may remove the child from the program and/or building for a period of time or until the parent and child comes in for a conference.

SUSPENSION AND EXPULSION POLICY

It is the position of the BGCAC to keep all members safe and enrolled in the program. In the event that a child is displaying the following inappropriate behavior:

- Disrespect, physical or verbal, to staff, members, or other adults
- Disruption of Power Hour
- Misuse or mistreatment of equipment
- Refusal to follow direction or re-direction
- Endangering self or others

The result will be the appropriate steps:

- Warning, no more than twice
- Supervised Activity Switch
- Removal to Director of Childcare and/or Program Director
- Suspension from program, no more than twice
- Expulsion from program

The following circumstances are ground for immediate suspension and/or expulsion from The Boys & Girls Club of Atlantic City:

- Fighting, 2 day suspension
- Direct threat to a staff or member, 2 days
- Bullying of members, 2 days
- Bringing a weapon, expulsion

TERMINATION

Member Termination

Member termination will only occur if the following actions have been taken:

1. Steps in the Discipline Procedures stated above
2. Parent conference with Program Director, Director of Childcare, Parents/Guardian and child
3. Reasonable adjustments planned and attempted by member, parent/guardian, and staff
4. Removal for the program year

Upon notification of the incident, parents will have until 6:00pm to pick their child up from the program. If a

child is being immediately expelled, the parent will have one hour to make arrangements for pick-up of the child.

RESTROOM USAGE

BGCAC 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.
- BGCAC 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 BGCAC leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time (3 student maximum for multi-user restrooms).
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify BGCAC leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

VISITOR POLICY

Safety is priority number 1 at the BGCAC. Any Outside organizations seeking to provide a program and/or service to our members must submit a detailed email to the CEO, Director of Programs or Director of Resource Development. All visitors wishing to meet with members on a consistent basis for specific programs and/or services must undergo the BGCAC background check process, at no cost to BGCAC.

All organizations or visitors seeking to provide a program and/or service to our members occasionally must submit a request at least one week in advance to the CEO, Director of Programs or Director of Resource Development and must always be accompanied by a BGCAC staff member while visiting any one of the BGCAC facilities.

Confirmation notifications of the visit will be sent to all visitors two days in advance. If BGCAC does not receive notice of the visit within 24 hours, we will cancel the visit. All cancellations of programming or services must be submitted to the Director of the Unit at least 24 hours prior to the scheduled visit. Request to reschedule the visit must be submitted via email to the BGCAC. BGCAC will not accept request to reschedule visit by telephone.

Any outside vendor, facility contractor, and/or parent that visits the BGCAC is held to same measure of consistency and best practice to control access to any of our buildings is by way of the front door. Upon arrival and entry by the front desk personnel is held to the same standard of expectation including that all visitors show identification, sign in the visitors log, receive a visitor pass and explain why they are seeking access to the building. After the check-in process, all visitors are then accompanied by the BGCAC staff to the area of the facility to address the specific request or tasks of the organization.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Facility damage to facilities shall be repaired in a reasonable manner. Facility damage that poses imminent risk to the health and safety of members, staff or volunteers should be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FACILITY AND EQUIPMENT

The condition of our facilities and equipment reflects the type of service we provide to young people. It is our goal to have attractive, safe clubs that offer appealing equipment in good working conditions. Our members deserve the best. Both staff and members are responsible for assuring that:

- All program areas are neat clean and attractive
- All program areas are safe, well-ventilated and well-lit, with emergency procedures posted and first aid kits accessible
- All equipment is in good condition, with safety precautions posted (where needed) and members instructed in proper and safe use of equipment
- Members understand and follow standards of conduct in the program area
- Members actively participate in keeping the Club neat and clean, putting away equipment and supplies after program and activities
- Wall and bulletin boards in all program area are used to display names, photos, and notes giving recognition to members

FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All exit doors shall have an audible alarm to discourage unauthorized use of exiting or entering the facility.

Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

Screening and Onboarding Policy

Boys & Girls Clubs of Atlantic City (BGCAC) is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state and federal laws, background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

BGCAC conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (*a current list of jurisdictions can be found at www.bgca.net/childsafety*).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.
- Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

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

1. Refuses to consent to a criminal background check,
2. Makes a false statement in connection with such criminal background check.
3. Is registered, or is required to be registered, on a state or national sex offender registry.
4. Has been convicted of a felony consisting of:
 - a. Murder
 - b. Child abuse
 - c. Domestic violence
 - d. Abduction or human trafficking
 - e. A crime involving rape or sexual assault
 - f. Arson
 - g. Weapons
 - h. Physical assault or battery
 - i. Drug possession, use or distribution in the last five years
5. Has been convicted of any misdemeanor or felony against children, including child pornography.
6. Barrier Crimes and Offenses that automatically bar an individual from consideration as an employee or volunteer include:

- a. Any Conviction for a felony offense;
- b. Any Subsequent Arrest for a Violent or Sexual Felony
- c. Any Convictions or Subsequent arrests of the following misdemeanor offenses.
- d. All crimes against children including child pornography; child molestation; child abuse; child abandonment; child neglect; enticing a child into a motor vehicle, structure or isolated area; endangering the welfare of a child; and the selling of controlled substances to a child or the use of a child to sell controlled substances.
- e. Crimes involving sexual assault, rape, criminal sexual contact or lewdness.
- f. Stalking and related offenses involving restraint, imprisonment, or criminal coercion.
- g. Crimes involving assault with a weapon or an assault that results in bodily harm.
- h. Terrorist threats.
- i. Cruelty to animals.
- j. Any attempt or conspiracy to commit any of the crimes listed.

INTERVIEWING

BGCAC will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

REFERENCE CHECKS

BGCAC conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, BGCAC provides reference materials when asked for by other Member Organizations.

STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee or volunteer shall receive and confirm in writing receipt of an up-to- date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment
- Benefits
- Rights and responsibilities of employees
- Club safety policies; and
- Any other important employment-related information.

STAFF AND VOLUNTEER ORIENTATION

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that demonstrates how their efforts fit into the larger mission and can serve to includes an overview of the following:

The organization's goals, policies and procedures and schedule

- Increase confidence in their new role or work with the Club

- Job descriptions and performance standards for their position
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Decrease risks of future problems in the organization
- Improve retention – can form a sense of enthusiasm right from the start
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.

Drug and Alcohol Free Workplace Policy

DRUG AND ALCOHOL POLICY

Boys & Girls Clubs of Atlantic City (BGCAC) is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug-and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug- Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
- Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol- free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

BGCAC further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

SMOKING POLICY

BGCAC will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers.

Accordingly, smoking is restricted at all its facilities. Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers. Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

REASONABLE SUSPICION

BGCAC 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-testing policies.

Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers 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 or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

INSPECTION AND TESTING

BGCAC reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above).

Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

PRESCRIPTION MEDICATION AND LEGAL DRUGS

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in the Boys and Girls Club of Atlantic City (BGCAC). BGCAC Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit the BGCAC.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

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

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

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to BGCAC leadership.

The following information shall be included on an Incident Report:

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

EXTERNAL INCIDENT REPORTING

Boys & Girls Club of Atlantic City follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

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

INCIDENT INVESTIGATION

Boys & Girls Club of Atlantic City takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

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

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

BGCA CRITICAL INCIDENT REPORTING

Each BGCAC Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, the BGCAC 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 (BGCAC-related or not) against any child by a current employee or volunteer; or any BGCAC-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 BGCAC site or during a BGCAC-sponsored activity.
- Any child who might have been abducted or reported missing from a BGCAC site or Club-sponsored activity.
- Any major medical emergency involving a child, staff member or volunteer at a Club site or during a BGCAC-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 (BGCAC-related or not) involving any staff member; or any BGCAC-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 BGCAC site or during a BGCAC-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 BGCAC 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.

Emergency Operations Plan Policy

EMERGENCY OPERATIONS PLAN (EOP)

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

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
 - Fire
 - Weather (tornado, flooding, hurricane, etc.)
 - Lockdown (for interior or exterior threat)
 - Bomb threat
 - Suspicious package
 - Training/drill schedule and reporting procedures for staff, volunteers, and members.
 - Developed and shared with local first responders, such as fire department and law enforcement agencies.

EOP ANNUAL REVIEW

Boys & Girls Club of Atlantic City leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

FIRST AID AND CPR TRAINING

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

KEY DEFINITIONS

- **Emergency:** An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.
- **Mitigation:** Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.
- **Preparedness:** Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.

Technology Acceptable Use Policy

CLUB MEMBER USAGE

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

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

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

Club purposes shall include program activities, career development, communication with experts and/or BGCAC peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved BGCAC times for BGCAC purposes and in approved locations only. The BGCAC expressly prohibits the use of BGCAC 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 BGCAC or personally owned device, as determined by BGCAC staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the BGCAC's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Club of Atlantic City reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the BGCAC. 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 BGCAC in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the BGCAC is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the BGCAC.

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

Members must be aware of the appropriateness of communications when using BGCAC 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 BGCAC community or create the danger of disruption of the BGCAC environment.
- Personal attacks, including prejudicial or discriminatory attacks
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the BGCAC, BGCAC members, BGCAC 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 BGCAC's network, or to any other computer system through the BGCAC's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the BGCAC's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: Boys & Girls Club of Atlantic City reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Club of Atlantic City reserves the right to inspect and/or review personally owned devices that are brought to the BGCAC.

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, but the member may be barred from bringing personally owned devices to the BGCAC in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content- filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Club of Atlantic City 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 BGCAC's internet service.

Loss and damage: Members are responsible for always keeping the personal device with them. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the BGCAC shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the BGCAC.

Parental notification and responsibility: While the Boys & Girls Club of Atlantic City Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Club of Atlantic City 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.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the BGCAC. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

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

EMAIL and SOCIAL MEDIA USAGE

The Club provides e-mail, computers, printers, and other electronic devices to many of its employees to perform their job functions. These devices are to be used for Club business only. Only computer programs that are authorized by the Club are to be used or installed on Club computers. Outside computer services such as the Internet, e-mail, etc. are to be accessed and used only for Club business during working hours.

E-Mail

The Club has established a policy about access and disclosure of electronic mail messages created, sent or received by Club employees using the Club's electronic mail system. The Club reserves the right to change the policies set forth below at any time, as may be required by the circumstances.

- The Club maintains an e-mail system. The system is provided by the Club to assist in the conduct of business within the Club.
- All staff will be provided with an BGCAC email address and must check their email account at least once per shift.
- The e-mail system hardware is Club property. Additionally, all messages composed, sent, or received on the e-mail system are and remain the property of the Club. They are not the private property of any employee.
- Each employee will be provided with an email address and is expected to check this address regularly to obtain messages and information about Club operations, schedules, and related notices.
- E-mail systems are to be used for business purposes only. Emailing is the primary way of communication throughout the Boys & Girls Club.
- The e-mail system may not be used to solicit for commercial ventures, religious or political causes,

outside organizations or other non-job-related solicitations.

- The e-mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Unit Director or C level executive.

The Club reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the Club's e-mail system for any purpose. The contents of an e-mail properly obtained for legitimate business purposes may be disclosed within the Club without the permission of the employee.

- The confidentiality of any message should not be assumed. Even when a message is erased, it does not guarantee confidentiality. Further, the use of passwords for security does not guarantee confidentiality.
- All passwords must be disclosed to the Club, or they are invalid and cannot be used.
- E-mails must include a signature, including name, current position, office e-mail, and office phone number.
- Notwithstanding the Club's right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this Policy must receive prior approval by the Unit Director.
- Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computers pass codes must be provided to the Unit Director. No pass code may be used that is unknown to the Club.
- While sending e-mails, they must be professional and use proper e-mailing etiquette. Ensure there is no use of offensive language and limit grammatical/spelling errors.
- Any employee who violates this Policy or uses the e-mail system for improper purposes shall be subject to discipline, up to and including termination of employment.

Guidelines for Conduct on BGCAC Social Media, Networking and/or other Websites:

- Posting of photographs or videos of children, other than your own, is prohibited including, but not limited to photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.
- Any breaches of the Center's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.
- Posting photographs or videos of children with written permission from the parent to do so on file is permitted.
- General Center information/updates may be posted with prior approval from the Director.
- Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously children/family information is prohibited.

- Maintain professional boundaries in the use of electronic media. Social Networking/Media parent/staff relationships are limited to center sites and approved devices only.
- Staff/Parent communication is limited to Center sites only.
- Staff/Parent communication is limited to Center sites and personal sites, with center director's permission.
- Posting of live feeds obtained through handheld devices including children with written permission from the parent to do so on file is permitted.
- Use of social media/networking and/or other websites is prohibited when supervising children.
- Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.
- Posts that may reveal the Center's current, off-site location is prohibited.
- Children cannot use the devices to record other members in the BGCAC.

BGCAC Methods Used to Communicate with Staff and Parents:

The BGCAC will utilize the following methods to communicate with Staff and Parents:

- E-mail
- Text Messages
- BGCAC website
- Social Media Handles

Devices used by Center Staff to Communicate with Parents:

- Center Computer
- Center Tablet
- Center Phone
- Director or Designee Personal Cell Phone

Devices Prohibited by Club Staff:

- Personal Cell Phone
- Personal Tablet
- Personal Computer

Staff Guidelines for Use of Electronic Devices:

- ALL Use of devices are prohibited when supervising children.

Information that the Center may communicate electronically to parents: The BGCAC may contact parents electronically for the following reasons:

- Requests for Records/Supplies
- Behavioral Concerns
- Child's Daily Updates
- Community Information
- Emergency Closures
- Photographs

Other Media: the following are not allowed:

- Any material that is sexually explicit, provocative, inappropriate, unwholesome, or unprofessional on any computer or personal digital assistant (PDA) in the Clubhouse or any computer or PDA owned by the organization.
- Communications to other staff or members that is unprofessional, inappropriate, or unwholesome. Communication with members by email and instant message except via their Club email address.
- Communications with members by text message.
- Sharing home or personal email, instant message, or social media addresses with members.
- Communication with members through social media platforms except via the Club's social media pages (ex. Facebook, Instagram, Twitter, etc.).
- Sharing any magazines, literature, photos, videos, or music with members that would be considered inappropriate or "adult" in nature. Such materials shall not be present on Club premises.
- Any inappropriate personal photos in their office or on their person.

ACCEPTABLE USE OF TVs, COMPUTERS, VIDEO GAMES, TELEPHONES

The BGCAC provides an activity-focused learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration.

The Boys & Girls Club of Atlantic City follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing and video game time has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits.

Digital Citizenship

Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Club of Atlantic City Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Club of Atlantic City 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.

Television

As such, children who are in our care three or more hours each day, television screen time is limited to 30-40 minutes at a time. Television time will only include sporting events, (not to include boxing, MMA, or any other fighting events), educational programming, and cartoons as appropriate only during social activity periods.

Computers

The computers at the Club are for Club business only. At no time may any computer be used for other business or personal use. The software on Club computers is the property of the Club; no unauthorized copies will be made or distributed. No additional software will be installed on Club computers without specific written authorization. Software from home is not permitted to be installed onto Club computers at any time.

All data contained within Club computers belongs to the Club and cannot be altered without specific written authorization.

No data stored on Club computers is to be released to any person or outside organization without specific written authorization. This includes release through data transfer, in magnetic form, on printed reports or any other media or electronic transmission as well as databases without specific written authorization from the CEO.

The computer passwords and security codes assigned to employees are not to be communicated to any other employee, unless specifically authorized. No passwords, security codes or computer access telephone numbers are to be communicated to any persons or outside organizations without specific written authorization from the BGCAC.

Computer use is limited to 30-40 minute increments for school-age children who are completing homework, schoolwork, or supervised enrichment activities.

Video Games

Video game time is limited to 30-40 minute increments and only allowed during non-homework, educational periods. All games must be age appropriate. Games rated Mature will not be permitted to be played at any time by any member.

Each coordinator will be expected to enforce the periods of time allotted above. It is the responsibility of the staff assigned to these activity areas to follow guidelines described on the use of TVs, Computers, Video Games and Telephones.

Telephone Use

Telephone communications are an important reflection of our image to Club Kids and Families, partners, and the community. Always use proper telephone etiquette, be courteous, and provide exceptional customer service. If you are unsure of the appropriate way to answer Club phones, or how to handle calls once you have answered them, ask your Unit Director.

Personal Telephone Calls

Club telephones are provided for business use and should be kept free for that purpose. Although the occasional use of the organization's telephones for a personal emergency may be necessary, routine personal calls are not permitted.

Cell Phone/Smartphone/Other Electronic Device Use

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of Club telephones. Excessive personal calls, texting, emails, instant messaging, social media, or any other form of electronic communication during the workday/shift can interfere with employee productivity, safety, and may be distracting to others. Employees are therefore asked to limit personal calls, texts, emails, social media, messaging, and other communication during work time to that of emergencies only unless on an approved break. Also, when using a cell phone, please remember to keep your conversations private and quiet.

The BGCAC requires every employee to follow all state and local laws regarding the use of cell phones while driving. In addition, no employee should make or receive phone calls, send or receive text messages, or in any other way use a mobile/cellular device, smartphone or other electronic device while driving a motor vehicle or operating any machinery. Employees may use their mobile device as a GPS while driving.

Club Staff are prohibited from using a personal cell phone at any time while they are supervising or expected to be supervising Club Kids. Any employee found to be in violation of this policy is subject to disciplinary action up to and including immediate termination of employment.

Transportation Policy

Boys & Girls Clubs of Atlantic City (BGCAC) is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of Atlantic City only provides transportation to and from the Clubhouse and various approved off-site locations. The BGCAC only transports youth in Club vehicles or other vehicles approved by Club leadership.

DRIVERS

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the BGCAC and club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the BGCAC or to and from Club-related activities.
- Must only transport members in official BGCAC vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport BGCAC members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the BGCAC or Club-related activities.

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the BGCAC program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising members’ use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, BGCAC will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify BGCAC leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the BGCAC or Club-related activities.
- Staff shall immediately inform BGCAC leadership if a staff member, volunteer, or board member violates this policy. In such a case, the organization will take appropriate disciplinary action, up to and including termination.

Through the appropriate use of BGCAC and community resources, BGCAC strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

BGCAC BUS TRANSPORTATION

The Boys and Girls Club of Atlantic City bus will pick up children enrolled in the BGCAC school-aged childcare program from school. Upon arrival of the bus members will line up to get on the bus. Once on the bus they will sit down, put on their seatbelts, and sit quietly waiting for check-in.

Bus Procedures

The Bus Aide will complete the following step before the bus leaves the school:

- Check in every child on the weekly attendance log, verify that all the children belong on the bus (i.e. no regular members or non-members on the bus) before bus is in motion.
- Check that every child is wearing the seatbelt properly and sitting down.

Expectation of members while riding the bus:

- Sitting down and wearing seatbelt
- Speaking quietly so as not to distract the driver
- Remain buckled until the bus has completely stopped and told to unbuckle

The Boys & Girls Club of Atlantic City reserves the right to suspend a child from the bus and program if child repeatedly endangers him/herself or others on the bus.

Staff Procedures on the Bus

The BGCAC will always have two (2) staff members on the bus at all times of operation:

Bus Driver

Before leaving the facility:

- Fill out the Daily Bus Checklist
- Verify that the bus is clean and has enough gas for the day
- Pick up the students (no more than 24 per school).
- Drop students off at the Boys and Girls Club of Atlantic City designated site.
- Park the vehicle beside the building or on Mediterranean Avenue
- Verify that nothing was left on the bus before locking up for the night.
- Close all windows and lock all doors, before leaving the vehicle for the night.
- Shall **never** talk on a cell phone while driving a Boys and Girls Club of Atlantic city designated bus.

Bus Aide

- Ride on the bus to pick up the students.
- Check all students in on the weekly attendance report.
- Assist children in wearing seatbelts properly and be sure they are quietly, sitting down at all times while bus is in motion.
- Help children off the bus
- Refer all discipline problems and absences to a staff at time of drop-off.
- Never discipline a child on the bus.
- Refrain from personal cell phone use while on the bus with children.

The bus route shall be determined no later than September 1st of each year.

PRE-TRIP INSPECTION

Attached is the Pre-trip inspection report that must be completed prior to each trip. The report is to be handed in at the end of each month. Any findings to the negative are to be reported immediately to the Director of Operations.

INCIDENT REPORTING

All bus drivers are to report unmanageable students to the Director of Operations the appropriate written incident/conduct report provided by BGCAC. This must be done as soon as possible, preferably by the next morning. Bus drivers are not permitted to exclude students from the bus.

If a transported student becomes extremely aggressive, violent and/or dangerous, the local police should be called immediately, and the Director of Operations notified as soon as possible.

STUDENTS LEFT ON BUS – POST TRIP INSPECTION

All bus drivers and aides are to inspect every seat of the transportation vehicle at the completion of every run to ensure no Student is left in the vehicle.

The bus driver shall immediately inform the BGCAC following an incident in which it has been determined that a student has been left unattended on the school bus at the end of the route.

A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

The abandonment of Students on the vehicle is considered by the BGCAC to be a serious infraction and would demand that both the driver and the aide be immediately terminated.

SPEED LIMITS

Bus Driver is to follow the speed limits as posted and NJDMV rules thereof. Any violation of this is considered a serious infraction and can result in termination.

SECURING THE BUS

Anytime the bus driver leaves his seat, they are to turn the bus off, remove the keys and keep the keys with them.

DISTRACTED DRIVING

The bus drivers and/or aides are prohibited from using a cell phone or any other device that distracts them from driving.

If an emergency arises and the device must be used, the driver is to pull over safely and put flashers on before using any device.

Distracted driving is considered by the BGCAC to be a serious infraction and would demand that both the driver and the aide be immediately terminated.

SEAT BELTS

Drivers shall wear a properly adjusted and fastened seat belt whenever the vehicle is in motion. In accordance with R.S. 39:3B-11 each passenger on a school bus, which is equipped with seat belts, shall wear a properly adjusted and fastened seat belt or other child restraint system.

Passengers are not permitted to stand while the bus is in motion.

Youth Worker Policy

Boys & Girls Clubs of Atlantic City (BGCAC) is committed to providing a safe environment for youth workers and required to have policies in place that define the scope of how Club members and minors can serve as Youth Workers. As part of that commitment, the BGCAC implements policies, procedures, and training for the protection of youth workers. Youth worker” is used as an umbrella term to describe all minors, ***defined as youth under the age of 18, who work in the BGCAC as official staff, non-member youth volunteers or work-based learning participants.***

Of the three types of Youth Workers, the BGCAC only works with work-based learning participants 18 years-old and under, who are members of the BGCAC. It is recommended that 18-year-olds only be eligible to participate if they are registered members of the BGCAC and have not yet graduated from high school.

The BGCAC defines the roles and responsibilities of work-based learning participants as members of the BGCAC that participate in the Career launch and Job Readiness programs. Along with STEAM, Hospitality and Healthcare work-based learning experiences, industry recognized credential attainment, college preparedness and application support, connections to employers, and wage earning activities through stipends and incentives.

BGCAC is committed to providing a safe environment for members, staff and volunteers.

To further ensure youth workers’ safety, the organization follows and adheres to all child labor laws of N.J. when working with all youth workers. To make sure we enforce this policy, BGCAC is committed to:

- Educating our staff on youth work laws and showing them how to report child labor violations if they see or suspect any.
- Requiring hiring managers and HR to avoid hiring minors under the legal age for working. We also expect them to know and follow this policy and laws on wages and hours for older children.
- Keeping and validating documentation verifying our employees’ ages after they’re hired. If we discover that we’ve hired a minor, we’ll review applicable laws and adjust working hours accordingly.

BGCAC is committed to and encourages partnerships with local organizations to provide work-based learning experiences for youth. All youth who are working at the Club and those supervising them will also complete mandatory training prior to beginning their work assignment at the Club. Youth who are placed to work at the Club are or become current Club members and enroll in the work-based learning program. All youth who participate in the program are at minimum 13 years of age and follow all expectations and criteria of the work-based learning program. Partner organization supervisors work with the work-based learning coordinator and Club supervisors to ensure youth are meeting the goals of the program.

BACKGROUND CHECKS FOR MINORS

BGCAC conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct, repetitive contact with members per the Background Check policy. This applies to all minor employees as well as non-Club member teen volunteers. Participants of work-based learning programs are not staff, but rather Club or Youth Center members participating in a Club-sanctioned program; therefore, they do not need to complete background checks before beginning their work-based learning experience. Because the minor does

not have legal authority to enter into an agreement or give consent in his or her own capacity, it is necessary to acquire parent or legal guardian consent to authorize the background check.

TRAINING FOR SUPERVISORS AND COORDINATORS

BGCAC ensures that all supervisors and coordinators of youth workers understand their rights and responsibilities. All Club staff who supervise or coordinate the youth worker program or work directly in the same space as youth workers – which includes minor employees, work-based learning participants and non-member teen volunteers – shall complete Boys & Girls Clubs of America-developed training annually, after which they will:

- Understand and communicate the roles and responsibilities of minor employees, volunteers, and work-based learning participants.
- Provide leadership, supervision, training and coaching to staff as relates to organizational role, responsibilities, policies and procedures for youth workers.
- Maintain current knowledge about, communicate and follow child labor laws.
- Assess the individual and collective strengths of youth workers against the knowledge, skills and information needed to fulfill their roles safely.
- Identify and implement training for youth workers to ensure they understand and can implement their role.
- Prepare and supervise youth workers for their roles in the Club.
- Ensure systems, practices and procedures for the documentation and notification of suspected child abuse, neglect, and physical, verbal and sexual harassment in accordance with state laws and organizational policies when youth workers report incidents are in place.

TRAINING AND ONBOARDING FOR YOUTH WORKERS

BGCAC is committed to ensuring that youth workers understand the safety implications of working in the Club. All youth workers, including minor employees and work-based learning participants, will participate in the required number of hours of safety training each year before they work with any Club members. These trainings meet the requirements for child sexual abuse prevention, grooming prevention, and mandated reported training for youth workers. This training will be incorporated into the onboarding of youth workers. After participating in these trainings, youth workers at a minimum will:

- Know their rights and responsibilities as a youth worker at the Club.
- Understand their role as a youth worker and expectations around safety.
- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement organization-wide rules and policies that pertain to safety.
- Understand their role in supervising other youth.

Prohibition of Private One-on-One Interaction

BGCAC is committed to providing a safe environment for members, staff and volunteers, including youth workers. BGCAC has put systems in place to prevent one-on-one interactions between youth members and all Club staff and volunteers. All youth workers (including minor employees, work-based learning participants and non-member teen volunteers) shall abide by the organization's policy to prohibit one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

All staff and volunteers, including minor employees and non-Club member volunteers, are strictly prohibited from meeting Club participants outside of any Club-sponsored activities, unless the Club participant is the child or sibling of a staff member or volunteer.

Adult-to-Youth Interactions

All staff, whether they supervise youth workers or not, will understand and adhere to the organization's policy governing one-on-one interactions. Staff will remember to treat youth workers as youth in and outside the Club environment. This includes making sure that adult staff will not:

- Carpool with youth workers for any reason.
- Invite youth workers to after-work non-Club-sponsored events
- Text, use social media or participate in online gaming with teens.
- Interact with youth workers one-on-one or outside of the BGCAC.

When Clubs host events for workers, organization leadership will incorporate the needs of the youth workers into planning the activities to ensure those needs are met, both as youth and as employees.

- When hosting offsite events such as a session training at another public location or Club site, the Club could arrange for a van to transport staff so that youth workers can safely get to and from the event and not violate the policy.
- When hosting work-related social events such as celebrations, the Club should consider not hosting the event at a staff member's house but rather at a restaurant or other public location.
- Teens who are 18 years old but still in high school and enrolled in the work-based learning program should be treated as teens, not adults, and treated accordingly under the prohibition of one-on-one contact policy.

SUPERVISION OF YOUTH WORKERS

Supervisors and coordinators should remain cognizant of the fact that youth workers, despite being under the age of 18, must not violate the prohibition of one-on-one contact with Club members.

All meetings and communications will utilize either a team or group supervision approach. Team supervision involves two or more adults working together as a team to supervise and communicate with youth workers and is also utilized for digital communication with youth workers. This is specifically advised when a direct

supervisor needs to talk confidentially with a youth worker. Group supervision is led by a facilitator in a group setting so youth workers can reflect on their work.

Supervisors must ensure that assigned tasks adhere to this policy and do not inadvertently create a situation where minors are alone with another staff member.

DISTINCTION OF YOUTH WORKERS ON DUTY

The organization will put the following procedures in place so that all staff and other youth can easily recognize when Club members are in the role of a Club member or that of a youth worker. Youth workers must:

- Sign in and out of the work-based program to record their presence and hours.
- Wear a Club shirt specific to the work-based role of youth worker.
- Check in with their supervisor to receive their daily instructions, tasks or immediate responsibility.

ASSIGNMENT OF YOUTH WORKERS

BGCA has recommendations on supervision of other youth. Minor employees, work-based learning participants and non-Club member teen volunteers may be assigned to work with youth outside their age group.

INTERACTIONS WITH YOUTH OUTSIDE OF ASSINED DUTIES

Youth who work in the BGCAC as employees or volunteers may have pre-existing relationships with Club members. Youth are expected to disclose those relationships with the human resources manager or volunteer coordinator at the beginning of their service. Minor employees and non-Club member teen volunteers should not interact with youth outside of their Club peer group outside of the Club environment, unless the youth in question are siblings or a pre-existing relationship has been disclosed to the supervisor and/or coordinator before work begins. Work-based learning participants are participants in a Club-sanctioned program and therefore are not affected by this protocol.

MANDATED REPORTING

BGCAC is committed to providing a safe environment for members, staff and volunteers, including youth workers. Every staff member, volunteer and youth worker who becomes aware of or has suspicion of child abuse or neglect shall immediately report to organization leadership. In such cases, youth workers may report the incident to their supervisor or another designated Club employee, who will then report to the appropriate authorities. All adult staff and volunteers will be educated on the protocols and procedures for reporting before youth workers become involved. The organization will provide support mechanisms for youth workers to access once their report has been submitted, to help limit any traumatic effects. Youth workers will receive such support on a timely basis.

INTERNAL REPORTING POLICIES AND PROCEDURES FOR YOUTH WORKERS

BGCAC is committed to providing a safe environment for members, staff and volunteers, including youth workers. As part of this commitment, any minor employee, work-based learning participant or non-Club

member teen volunteer who becomes aware of an incident, as defined in this policy, shall immediately report, and submit the incident to Club leadership. Club leadership will assist youth workers in completing an incident report. The following information shall be included on an Incident Report:

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

Video Surveillance Policy

USE OF VIDEO SURVEILLANCE

The Boys & Girls Clubs of Atlantic City (BGCAC) recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.

Video surveillance, without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

PLACEMENT AND NOTIFICATION

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7.

Video surveillance equipment will not be used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion.

Video monitors shall not be in an area that enables public viewing.

The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on BGCAC grounds shall be supervised and controlled by the CEO and Club Site Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Boys & Girls Club personnel as per the CEO of the BGCAC. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation.

Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the CEO and turn over such recordings to the BGCAC.

BGCAC personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment.

Video recording data will remain the property of the Boys & Girls Clubs of Atlantic City and may be reproduced only in accordance with applicable law and board policy.

RETENTION OF DIGITAL IMAGES

Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer.

In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

CLUB MEMBER PRIVACY

Video recording data will not be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law.

Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property. A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.