

Safety Policies

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# Background Check Policy

***This policy is on page 11 of the Board Approved Employee Handbook***

Niagara Falls Boys & Girls Club will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct criminal background checks on all volunteers, including minors, who have direct, repetitive contact with children. Name‐based or fingerprint‐based record searches may be used in any combination but will, at a minimum:

1. verify the person’s identity and legal aliases through verification of a social security number,
2. provide a national Sex Offender Registry search,
3. provide a comprehensive criminal search which includes a national search,
4. provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction. and
5. DMV checks on any employees or volunteers who will operate a Club vehicle for any purpose.

For staff that are not active at a NYS OCFS SACC location, such checks will be conducted prior to employment and at regular intervals not to exceed twelve (12) months. All staff active at a NYS OCFS SACC location will receive a comprehensive Background Check through NYS OCFS that includes all of the above items. NYS OCFS will obtain any update to an employee’s status such as criminal convictions. NYS OCFS will contact the agency and provide guidance and/or a directive of an employee’s ability to work within a NYS OCFS SACC program based on the background check results and updates.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of Niagara Falls Boys & Girls Club that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

1. Refuses to consent to a criminal background or DMV 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. Any traffic violations that make him/her ineligible to operate a Club Vehicle if driving a Club Vehicle is considered an essential part of the hire employee's job description.
5. Has been convicted of a felony consisting of:
	1. Murder,
	2. Child abuse,
	3. A crime against children, including child pornography,
	4. Domestic violence,
	5. Abduction or human trafficking,
	6. A crime involving rape or sexual assault,
	7. Arson,
	8. Weapons, or
	9. Physical assault or battery, or
	10. Has been convicted of a drug‐related offense committed within the last five years

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

# Code of Conduct with Youth for Employees & Volunteers

The following policy is intended to assist employees and volunteers in making decisions about interactions with youth. For clarification of any guideline, or to inquire about behaviors not addressed here, contact the CEO or Unit Director.

Our Club provides our youth with the highest quality services available. We are committed to creating an environment for youth that is safe, nurturing, empowering, and that promotes success.

Our Club has **zero tolerance** for abuse and will not tolerate the mistreatment or abuse of members/campers in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and, if warranted, contact local law enforcement.

In addition, our Club has **zero tolerance** for abuse, mistreatment, or sexual activity among members/campers within the Club. Our Club is committed to providing all members/campers with a safe environment and will not tolerate the mistreatment or abuse of one member by another member. Conduct by members that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.

Further, our Club will not tolerate any behavior that is classified under the definition of bullying. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, excluding someone from a group on purpose, hazing, or sexualized bullying. It also includes cyberbullying, which can include sending mean, vulgar, or threatening messages or images, posting sensitive or private information about another person, pretending to be someone else in order to make that person look bad, or intentionally excluding someone from an online group. The Club will take the necessary steps to eliminate any bullying behaviors. ***(See Bully Prevention Policy Attached).***

This Code of Conduct outlines specific expectations of Club employees and volunteers as we strive to accomplish our mission together.

1. Youth will be treated with respect at all times.
2. Youth will be treated fairly regardless of race, sex, age, or religion, disability, sexual orientation, gender identify or any other basis identified by law.
3. Employees and volunteers will follow the Club's policies regarding contact with youth outside of Club programs. ***(See One on One Supervision Policy Attached).***
4. Employees and volunteers will adhere to uniform standards of displaying appropriate physical contact with youth as outlined in the Club policies. ***(See attached One to One Contact Policy and Appropriate and Inappropriate Physical Contact Code of Conduct between employees, volunteers and members).***
5. Employees and volunteers will avoid interactions with youth that cannot be observed by others.
6. Employees and volunteers will adhere to uniform standards for verbal interactions with youths as defined in our Club policies, including, but not limited to:
	1. Employees and volunteers will not use profanity or tell off-color jokes. ***(See attached One to One Contact Code of Conduct Policy and the Appropriate or Inappropriate Verbal Interactions Code of Conduct Policy).***
	2. Employees and volunteers will not discuss their sexual encounters with or around youth or in any way involve youth in the personal problems or issues of employees and volunteers. ***(See attached One to One Contact Code of Conduct Policy and Appropriate or Inappropriate Verbal Interactions Code of Conduct Policy).***
	3. Employees and volunteers will not have secrets with our members/campers. ***(See attached One to One Contact Code of Conduct Policy and Appropriate or Inappropriate Verbal Interactions Code of Conduct Policy).***
	4. Employees and volunteers will not comment on member’s/camper’s bodies. ***(See attached One to One Contact Code of Conduct Policy and Appropriate or Inappropriate Verbal Interactions Code of Conduct Policy).***
7. Employees and volunteers will not date or become romantically involved with our members/camper.
8. Employees and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youth.
9. Employees and volunteers will adhere to our Club policies on appropriate use of technology during programming. In particular, employees and volunteers may not access, send, receive, download, produce, or distribute any offensive, profane, threatening, pornographic, or sexually explicit material at any time, for any reason, on Club property. Further, employees and volunteers may not access websites, newsgroups, or media platforms that contain material that is counter to the organization’s mission or that promote illegal acts. This policy is listed in our Technology Code of Conduct Policy and our Bring Your Own Devices policy attached.
10. Employees and volunteers will adhere to uniform standards for electronic communication with our members/campers as outlined in our Club policies. ***(See Technology Code of Conduct Policy, Electronic Communication and Social Media Code of Conduct Policy and Bring Your Own Device Policy attached)***. Use of a group communication device such as Remind or Group Me should be a staff member’s first line of communication with members/campers. If further communication is needed texting is permissible as long as you communicate in groups of three and add in another staff member.
11. Employees and volunteers will adhere to our Club policies on managing one-on-one interactions with members/campers. Employees and volunteers are prohibited from working one-on-one with youth in a private setting. Employees and volunteers will use common areas when working with an individual youth. ***(See One and One policy attached).***
12. Employees and volunteers will not abuse our members/campers in any way, including, but not limited to, the following:

Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints Verbal abuse: degrading, threatening, cursing

Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations

Mental abuse: shaming, humiliation, cruelty, bullying

Neglect: withholding food, water, shelter

Members/Campers are also prohibited from abusing or mistreating employees, volunteers, or other members/campers in any way. Use of abusive language, obscene or profane language, including racial, religious or sexual references directed at other people will not be tolerated. Members/Campers are prohibited from engaging in the verbal or emotional abuse or mistreatment of other members/campers, employees, or volunteers.

1. Hazing, bullying, derogatory name-calling, games of Truth or Dare, ridicule or humiliation, or sexual activity within Club programs will not be tolerated.
2. Employees and volunteers will report concerns or complaints about other staff and volunteers, other adults, or youth to a supervisor (CEO or Director of Operations who can be reached at 716-440-5771 (c), 716-804-3669 (c),or the Presidium Hot Line at 1-866-607-Safe. All reports will be considered confidential. In addition, you may make an anonymous report by completing the attached complaint form and dropping the completed form in the club mailbox addressed to the appropriate supervisor.
3. Employees and volunteers will report allegations or incidents of abuse to the proper state authority. Please refer to our state's specific guidelines regarding mandated reporting. Employees and volunteers will:
	1. Be familiar with the symptoms of abuse and neglect, including physical, sexual, verbal, and emotional abuse;
	2. Know and follow organization policies and procedures that protect against abuse;
	3. Report suspected abuse or neglect to the appropriate authorities as required by state mandated reporter laws; and
	4. Follow up to ensure that appropriate action has been taken
4. The Niagara Falls Boys and Girls Club takes every allegation of abuse or misconduct seriously and will fully cooperate with the authorities to investigate all cases of alleged abuse or misconduct. Employees and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or personals given investigative authority by the Club. Cooperation with investigations includes but is not limited to:
	1. Promptly acknowledging and responding to requests for information;
	2. Making oneself available for meetings with investigating officials;
	3. Providing full, accurate, and truthful information;
	4. Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities; and
	5. Preserving relevant information and documents.
	6. An employee’s or volunteer’s failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization.
5. Employees and volunteers may not have engaged in or been accused/convicted of child abuse, indecency with a child, or injury to a child.
6. Reporting Issues and Concerns: Employees should report any issue and concerns directly to their supervisor. All communication will be confidential and the employee’s name will never be shared. If the reporting employee is uncomfortable reporting an incident or concern directly to their supervisor, they may place a written note or use a concern/complaint form to share their concerns anonymously. Lastly, if an employee has an issue or concern about the club leadership or their direct supervisor the employee can issue their complaint to the compliance committee made up of members from the board of directors by contacting a board member directly or writing a note or completing the concern/compliant form. All reports will be kept anonymously.

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**Acknowledgment:** I have read and agree to comply with the Club's Code of Conduct with Youth for Volunteers and the following Addendums:

Printed Name of Employee or Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee or Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Bullying Prevention Policy

The Niagara Falls Boys & Girls Club is committed to providing all members with a safe environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

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

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, excluding someone from a group on purpose, hazing, or sexualized bullying. It also includes cyberbullying, which can include sending mean, vulgar, or threatening messages or images, posting sensitive or private information about another person, pretending to be someone else in order to make that person look bad, or intentionally excluding someone from an online group.

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

Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator’s behavior, up to, and including terminating membership.

# One on One Supervision Policy

The Niagara Falls Boys & Girls Club is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Staff, volunteers, coaches and board members shall **NOT:**

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

Staff, volunteers, coaches and board members shall:

* Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
* Ensure in-person meetings take place in areas where other staff and/or members are present.
* Communicate to another staff if an emergency situation arises.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. In addition, one on one contact will be permitted when a staff member is mentoring a club member who has been approved by Club leadership to participate in the mentoring program with parental approval. Medical, counseling or mentors should ensure that all one-on-one interactions are documented and provided to Club leadership, especially if behind closed doors. Keep documentation of these meetings (such as in shared calendar, case notes, etc.). Further, document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

To the extent possible:

* Meet in a public place where staff or volunteer is in full view of others.
* Avoid physical affection during one-on-one interactions. If unavoidable, ensure physical and verbal] interactions align with the Niagara Falls Boys & Girls Club established policies for Appropriate and Inappropriate Physical Contact and Appropriate and Inappropriate Verbal Contact policies.
* Leave the door open if meeting in a room or office, or move to an area that can be easily observed by others passing by.
* Inform other employees, volunteers, coaches and board members that you are alone with a member/camper and encourage them to randomly drop in or pass by the interaction.
* Ensure one-on-one interactions occurring behind closed doors are scheduled in advance or are communicated with the supervisor.
* Document and notify supervisor of any unusual occurrences or conversations during one-on-one time.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

What exactly is one-on-one contact?

1. One-on-one contact is defined as any private contact or communication (including electronic communication) between a member under the age of 18 and an adult, including staff, volunteers, board members, and others that may come in contact with members during regular programming and activities.
	1. What is private contact/communication? Private contact is any communication, in- person or virtual, that is between one youth member and one adult that takes place in a secluded area, is not in plain sight, and/or is done without knowledge of others. Private places can include, but are not limited to vehicles, rooms without visibility to others, private homes, hotel rooms, etc. Examples of private contact include, but are not limited to:
		1. Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
		2. One staff member transporting one member in a vehicle.
		3. Electronic communications (text, video, social media, etc.) between one member and one adult.
2. What is public contact/communication? Public contact 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 2 members, and variations of this combination. Examples of public contact include, but are not limited to:
	1. Meeting in plain sight of others (i.e. in a quiet corner of an active games room)
	2. Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
	3. Electronic communications (text, video, social media, etc.) between multiple members and adults (i.e. group chats).
	4. Public places can include, but are not limited to buses, airports, shopping malls, restaurants, schools, etc.
3. How will this policy affect mentoring programs?
	1. Mentorship is a key component of Boys & Girls Club programming and has tremendous impact on members. Prohibition of one-on-one contact does not have to negatively impact mentor programs and/or relationship building. Mentors are encouraged to adjust their practices to include:
		1. 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.
		2. Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
		3. Scheduling meetings during Club hours and at the Club site.
		4. Documenting interactions between mentors and youth.
		5. If one on one contact is essential to the relationship between mentor and mentee the mentor must obtain approval from club leadership and have written parental permission to conduct one on sessions.
4. How does this affect travelling to external and/or off-site events and activities?
	1. 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.
	2. Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least 3 people (2 staff and one member or one staff and 2 members) are together when traveling. As an alternative, public transportation may be used (i.e. taxi, Uber, bus, train, air, etc.). If this arrangement presents staffing or budget challenges, consider the following:
		1. Inviting parents or guardians to attend and/or chaperone their child.
		2. Including additional youth (i.e. Junior Youth of the Year) and/or staff in travel plans.
		3. Coordinating with other Clubhouses or nearby Organizations to travel together.
		4. Travelling with additional staff or members.
		5. Parents and guardians should also provide written consent in each instance a member travels to any off-site event.
		6. Similar practices should be in place when coordinating field trips for multiple staff and members.
5. What if I partner with a local mentoring organization in my community?
	1. If you partner with a local mentoring organization, such as Big Brothers Big Sisters, all efforts should be made to ensure mentors abide by Club policies, including background check requirements.
	2. External mentors should agree to and abide by all Club safety policies and procedures.
	3. A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member and is clearly communicated to parents or guardians.
	4. Documentation should be maintained on each mentoring interaction.
6. How does this policy affect transportation to and from my Clubhouse?
	1. When transporting members to and/or from a Club sponsored event or activity, single members should not be transported alone with one staff person.
	2. Consider the following to accommodate single children:
		1. Modify bus or van routes so single children aren’t picked up first or dropped off last.
		2. Use a bus aide if available.
		3. Pick up and drop off children in groups.
		4. Modify staff schedules to ensure multiple staff are present.
7. Are there exceptions to this policy?
	1. Exceptions can be made when delivering medical or counseling services by a licensed, trained therapist or similar professional (i.e., counselors, social workers).
	2. Exceptions can be made when the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership. All instances of exceptions should be communicated with Club leadership and documented. If medical care is given, Clubs should reference HIPAA for state-specific guidance.
	3. In emergency situations, which could create a safety risk, exceptions can be made, i.e., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk.
	4. Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including, but not limited to:
		1. Disclosing the meeting to Club leadership and regularly checking-in with the member and adult during conversations.
		2. Placing time limits on conversations.
		3. Meeting in rooms with clear sight lines (i.e. rooms with windows, glass doors).
		4. Documenting the interaction.
		5. Disclosing the emergency situation to another staff member

# Child Supervision & Staff to Youth Ratio Policy

In our programs a child is never left unattended or unsupervised. Children cannot be left without competent direct supervision at any time. Competent supervision includes awareness of and responsibility for the ongoing activity of each child. It requires that all children be within a NFBGC Employee range of vision and that the employee be near enough to respond when redirection or intervention strategies are needed. Competent supervision must take into account the child’s age emotional, physical, and cognitive development.

The NFBGC mandates that two employees are present whenever children are in care. Proper staff to child ratios should always meet/exceed NYS state requirements of: 5-9 years old 1 staff to 10 children with a max group size of 20 and for 10-12 years old 1 staff to 15 children with a max group size of 30 children. NFBGC will ensure child & staff ratios during transitions and bathroom use by hiring and utilizing floater employees. These employees are not included in required ratio staffing patterns. In the case that there is not a floater available, the staff assigned to a group will take the entire group to the bathroom and through transitions.

Only NFBGC paid employees that have completed the OCFS Comprehensive background check process will be left alone with children.

# Appropriate & Inappropriate Physical Interactions Policy

The Niagara Falls Boys & Girls Club physical contact policy promotes a positive, nurturing environment while protecting members, employees and volunteers. The Niagara Falls Boys & Girls Club encourages appropriate physical contact with members/campers and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards members in the organization’s programs will result in disciplinary action, up to and including termination of employment.

Examples of appropriate and inappropriate physical interactions include but are not limited to:

|  |  |
| --- | --- |
| ***Appropriate Physical Interactions*** | ***Inappropriate Physical Interactions*** |
| Contact initiated by the member such as:* Side hugs
* Shoulder-to-shoulder or “temple” hugs
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms
* Arms around shoulders
* Holding hands (with young children in escorting situations)
* Fist/elbow bumps
 | * Full-frontal hugs
* Kisses
* Showing affection in isolated areas or while one-on-one
* Lap sitting
* Wrestling
* Piggyback rides
* Tickling
* Allowing a member to cling to an employee’s or volunteer’s leg
* Allowing members, older than kindergarten, to sit on an employee or volunteer’s lap
* Any type of massage given by or to a member outside of accepted and documented medical treatment
* Any form of affection that is unwanted by the member or the employee or volunteer
* Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance
 |

# Appropriate & Inappropriate Verbal Interactions Policy

Employees and volunteers are prohibited from speaking to members in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Employees and volunteers must not initiate or take part in sexually oriented conversations with members. Employees and volunteers are not permitted to discuss their own sexual activities with members, or while working in general.

Examples of appropriate and inappropriate verbal interactions include but are not limited to:

|  |  |
| --- | --- |
| ***Appropriate Verbal Interactions*** | ***Inappropriate Verbal Interactions*** |
| * Positive reinforcement
* Age appropriate jokes
* Encouragement
* Praise
* Strength-based conversations
 | * Name-calling
* Discussing sexual encounters or in any way involving members in the personal problems or issues of employees and volunteers
* Secrets
* Cursing
* Off-color or sexual jokes
* Shaming, belittling
* Oversharing personal history
* Derogatory remarks
* Harsh language that may frighten, threaten or humiliate members
* Derogatory remarks about the member or his/her family, religion or any other personal characteristic.
* Compliments relating to physique or body development
 |

# Technology Policies for Employees

***This policy is on pages 32 to 40 of the Board Approved Employee Handbook***

## Electronic Communication Policy

Niagara Falls Boys & Girls Club property, including (but not limited to) computers, phones, internet, intranet, electronic mail, and voice mail, should be used for conducting organization business during working hours. Any personal use of company systems or equipment that may occur from time to time must be limited, reasonable, and adhere to all policies referenced within this Employee Handbook. Any inappropriate, excessive or frequent use of company equipment/electronic communications by an employee may result in disciplinary action up through and including termination.

The electronic communication systems’ hardware and software are organization property. Additionally, all electronic communication messages composed, sent or received on the electronic communication systems are and remain the property of Niagara Falls Boys & Girls Club. Employees do not receive, and should not expect, any privacy protection using any organization owned electronic communication devices (i.e. cell phones, email, laptop or tablet, etc.); Niagara Falls Boys & Girls Club has the right to access certain information stored on any and all devices, software and electronic systems.

Access to internet sites must be limited to business use only, during working hours. Niagara Falls Boys & Girls Club reserves the right to block access to certain internet web sites it deems inappropriate for business purposes or violates the non-harassment policy. We reserve the right to monitor employees’ use of all internet activity.

Employees may not, through use of electronic communication systems, solicit for unauthorized commercial, religious or political organizations or other non-job related solicitations.

*Purpose*

* To remain competitive, better serve our members and provide our employees with the best tools to do their jobs, Niagara Falls Boys & Girls Club makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.
* Niagara Falls Boys & Girls Club encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, members, technology, and new products and services. Electronic media and services provided by Niagara Falls Boys & Girls Club are organization property and their purpose is to facilitate and support organization business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
* To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Niagara Falls Boys & Girls Club philosophy and set forth general principles when using electronic media and services.

*Prohibited Communications*

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing
2. Derogatory or defamatory to any client, member, or co-worker
3. Obscene or sexually explicit
4. A threat of violence
5. In violation of any license governing the use of software
6. Engaged in for any purpose that is illegal or contrary to this policy or business interests

*Personal Use*

The computers, electronic media and services provided by Niagara Falls Boys & Girls Club are solely for business use to assist employees in the performance of their jobs during working hours. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable at minimal levels, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. Please note this must be done on your break or lunch time and employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Employees may not use their own personal email accounts to transact Club business. This includes storing work-related documents and email messages in your personal email account, sending work to your personal email account, engaging in work-related communications (with clients, clients, or coworkers, for example) using your personal email account, or "bouncing" messages from your Club email to your personal email when you are out of the office. The only exception to this policy would be to maintain the orderly operation of Niagara Falls Boys & Girls Club due to large scale system/tech failure, and any personal email use would need to be approved by the CEO.

Please note that for the health and safety of our members, there are some positions/sites, and/or times that do not allow for the use of any electronic/personal devices during work hours. Expectations regarding those roles will be explained to you upon offer/acceptance of those roles. This is primarily when taking responsibility to watch/monitor members at Niagara Falls Boys & Girls Club locations/programs.

*Access to Employee Communications*

Niagara Falls Boys & Girls Club reserves the right, at its discretion, with our without notice, and without notice or reason, access, monitor, read, and/or copy email messages at any time, for any reason. Employees should not expect that any email sent using Niagara Falls Boys & Girls Club equipment is private, including messages considered to be personal or labeled with a designation such as "Personal" or "Private." Niagara Falls Boys & Girls Club may access and monitor all employee email communications at any time.

*Software*

To prevent computer viruses from being transmitted through Niagara Falls Boys & Girls Club's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Niagara Falls Boys & Girls Club may be downloaded. Employees should contact the system administrator if they have any questions.

*Security/Appropriate Use*

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by organization management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties
2. Hacking or obtaining access to systems or accounts they are not authorized to use
3. Using other people's log-ins or passwords
4. Breaching, testing, or monitoring computer or network security measures

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Employees may not share their email passwords with anyone, including coworkers or family members.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

You may not use the email system to solicit others to patronize an outside business or to support an outside organization, a political candidate or cause, or a religious cause. You also may not use the email system to ask employees to donate to a particular charitable cause.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

*Encryption*

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption software or passwords on files stored on an organization computer must share them with the systems administrator.

*Participation in online forums*

Employees should remember that any messages or information sent on organization-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Niagara Falls Boys & Girls Club.

Niagara Falls Boys & Girls Club recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

*Violations*

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

## Computer Software (Unauthorized Copying)

Niagara Falls Boys & Girls Club does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as $250,000 and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. Niagara Falls Boys & Girls Club licenses the use of computer software from a variety of outside companies. Niagara Falls Boys & Girls Club does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Niagara Falls Boys & Girls Club employees shall use the software only in accordance with the license agreement.
3. Niagara Falls Boys & Girls Club employees learning of any misuse of software or related documentation within Niagara Falls Boys & Girls Club shall notify the department manager or Niagara Falls Boys & Girls Club legal counsel.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Niagara Falls Boys & Girls Club employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

## Usage of Logos, Copyrights, and Trademarks

Respect all copyright and other intellectual property laws. For Niagara Falls Boys & Girls Club’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including Niagara Falls Boys & Girls Club’s own copyrights, trademarks and brands.

Do respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights. To minimize the risk of a copyright violation, you should provide references to the source(s) of information you use and accurately cite copyrighted works you identify in your online communications. Do not infringe on Niagara Falls Boys & Girls Club logos, brand names, taglines, slogans, or other trademarks.

## Internet, Social Networking and Blogging Policy

At Niagara Falls Boys & Girls Club, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media at work.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to our own or someone else’s web log or blog, journal or diary, personal web site, social networking or web bulletin board or a chat room, whether or not associated or affiliated with Niagara Falls Boys & Girls Club, as well as any other form of electronic communication.

You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers or otherwise adversely affects members or vendors, may result in disciplinary action up to and including separation of employment.

All of our policies apply to anything you write in a personal blog, post online, or upload to the Internet. This means, for example, that you may not use personal postings to harass or threaten other employees or reveal Niagara Falls Boys & Girls Club confidential information. Embarrassing or unkind comments about Club members/parents are also inappropriate. While you may have personal opinions about Club members/parents or their actions, you are not permitted to comment about them or their actions on your personal social media websites.

If, in the process of making a personal post or upload on the Internet, you identify yourself as an employee of Niagara Falls Boys & Girls Club, whether by explicit statement or by implication, you must clearly state that the views expressed in your post, or at your blog, social media page, or website, are your own, and do not reflect the views of Niagara Falls Boys & Girls Club.

Inappropriate postings, including those that include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including separation of employment. See the Non-Harassment, Anti-Discrimination, and Sexual Harassment Prevention Policy for complete details. Additionally, it is against Niagara Falls Boys & Girls Club’s policy for employees to engage with minor members on social media platforms.

**Be respectful**

Each employee is expected to work in a cooperative manner with management/ supervision, coworkers, members and vendors. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your managers by utilizing our Open Door Policy than by posting complaints to a social media outlet. If you decide to post utilizing statements, photographs, video or audio that could be viewed as malicious, obscene, threatening or intimidating, that disparages members, co-workers, or vendors, or that might constitute harassment or bullying you will be subject to disciplinary action up to and including separation of employment. Examples of such conduct include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or organization policy.

**Be honest and accurate**

Make sure you are always honest and accurate when posting and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any private business, proprietary or confidential information or rumors that you know to be false about Niagara Falls Boys & Girls Club co-workers, members or vendors.

**Post only appropriate and respectful content**

* Maintain the confidentiality of Niagara Falls Boys & Girls Club trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, member lists, policies, procedures or other internal business-related confidential communications.
* Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may benefit.
* Do not create a link from your blog, website or other social networking site to a Niagara Falls Boys & Girls Club or member website without identifying yourself as a Niagara Falls Boys & Girls Club employee.
* Express only your personal opinions. Never represent yourself as a spokesperson for Niagara Falls Boys & Girls Club. If Niagara Falls Boys & Girls Club is a subject of content that you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Niagara Falls Boys & Girls Club, fellow employees, members or vendors. If you do publish a blog or post online related to the work you do or subjects associated with Niagara Falls Boys & Girls Club, make it clear that you are not speaking on behalf of Niagara Falls Boys & Girls Club. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Niagara Falls Boys & Girls Club.”
* We expect you to exercise discretion in using electronic communications equipment. When you send email using Niagara Falls Boys & Girls Club's communications equipment, you are representing Niagara Falls Boys & Girls Club. Make sure that your messages are professional and appropriate, in tone and content. Remember, although email may seem like a private conversation, email can be printed, saved, and forwarded to unintended recipients.

**Using social media at work**

Refrain from using social media on equipment we provide during working hours, unless it is work-related as authorized by your manager. Do not use Niagara Falls Boys & Girls Club email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited**

Niagara Falls Boys & Girls Club prohibits taking negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible violation from this policy or for cooperating in an investigation will be subject to disciplinary action up to and including separation of employment.

**Media contacts**

Niagara Falls Boys & Girls Club strives to anticipate and manage crisis situations in order to reduce disruption to our employees and to maintain its reputation as a high-quality organization. To best serve these objectives, Niagara Falls Boys & Girls Club will respond to the news media in a timely and professional manner only through the designated spokesperson(s).

Events may occur that will draw immediate attention from news media. It is imperative that one person speaks for Niagara Falls Boys & Girls Club to deliver an appropriate message and to avoid giving misinformation in any media inquiry. While reporters may ask questions about a matter, good reporters identify themselves prior to asking questions. Every employee is expected to adhere to the following media policy. Answer all media/reporter questions like this: “I am not authorized to comment for Niagara Falls Boys & Girls Club. Let me have management contact you.” Then, immediately contact Rebecca Vincheski, CEO, who has been designated as Niagara Falls Boys & Girls Club’s spokesperson.

## Automated Device Security Policy

This policy addresses the actions that must be taken by all Niagara Falls Boys & Girls Club employees who have an organization-issued automated device (such as iPad, iPhone, laptops, etc.).

Each employee provided with an automated device is responsible for the physical security of the device. All devices acquired for or on behalf of Niagara Falls Boys & Girls Club shall be deemed organization property.

Devices taken outside the Niagara Falls Boys & Girls Club office are subject to special security risks. They may be lost or stolen and may be exposed to unauthorized access or tampering. Device loss will mean not only the loss of availability of the device and its data but may also lead to the disclosure of client or other sensitive information. This loss of confidentiality, and potentially integrity, will often be considered more serious than the loss of the physical asset.

Where possible, employees must avoid leaving their devices unattended in an automobile. If they must do so temporarily, the device must be placed in the trunk or other unseen area. Additionally, devices that are off-site and will not be used for several days or longer must be locked out of sight in a secure cabinet or safe.

## Personal Phone Calls & Mail

Niagara Falls Boys & Girls Club property, including computers, phones, postage meters, electronic mail, and voice mail, should be used only for conducting organization business. Incidental and occasional personal use of organization computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

Personal phone calls need to be limited and kept to a minimum - they must not interfere with your work. You are permitted to make limited local area calls on organization telephones for emergency or essential personal business. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

Please note that for the health and safety of our members, there are some positions/sites, and/or times that do not allow for the use of any electronic/personal devices during work hours. Expectations regarding those roles will be explained to you upon offer/acceptance of those roles. This is primarily when taking responsibility to watch/monitor members at Niagara Falls Boys & Girls Club locations/programs.

Employees are not use Niagara Falls Boys & Girls Club as a personal mailing address and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

## Cell Phones/Text Messaging/Camera Devices

Employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of organization phones. Personal calls or text messaging during the workday, regardless of the phone used, interferes with employee productivity and distracts others. Personal cell phone use, including text messaging, Bluetooth and/or the latest capabilities during your shift is expected to align to the provisions of Section 6.21 except on break and meal periods. Employees are asked to make sure that friends and family members are aware of Niagara Falls Boys & Girls Club's policy. Flexibility will be provided in circumstances demanding immediate attention. Please note that for the health and safety of our members, there are some positions/sites, and/or times that do not allow for the use of any electronic/personal devices during work hours. Expectations regarding those roles will be explained to you upon offer/acceptance of those roles. This is primarily when taking responsibility to watch/monitor members at Niagara Falls Boys & Girls Club locations/programs.

If you will be late or absent from work, please use the proper call-in procedures.

Niagara Falls Boys & Girls Club prohibits employee possession or use of personal devices with camera capabilities in the workplace as a preventative step believed necessary to secure employee and member privacy, trade secrets and other business information. No photos of the building, staff or members should be taken without prior approval from the employee’s manager.

If you are seen using any personal device with a camera you may be instructed to remove it from the building or store in a locker, and repeated failure to adhere to this could result in progressive discipline up through and including termination.

This prohibition on camera devices is not meant to preclude employees from recording any bona fide safety concerns; however, we would expect you to bring those concerns to your supervisor, another member of management or the safety committee immediately so they may be addressed and corrected.

Niagara Falls Boys & Girls Club will not be liable for the loss of personal cellular phones brought into the workplace.

Failure to follow this policy may lead to disciplinary action up to and including termination.

## Wireless Communications Devices Use

In many states, drivers, including employees who drive as part of their job duties, cannot use hand-held cellular or mobile telephone or use portable electronic devices while driving to view, take, or transmit images; to play games; or to compose, send, read, view, access, browse, transmit, save, or retrieve e-mail, text messages, or other electronic data. Portable electronic devices include mobile telephones, hand-held devices with mobile data access, laptop computers or other portable computing devices, pagers, text messages, electronic games, and broadband personal communication devices. Drivers holding a cell phone to or near their ear or who hold portable electronic devices in a conspicuous manner while driving are presumed to be using such devices while driving on a public highway.

Exceptions: Emergency personnel using a cell phone during the course of their official duties are not covered by the cell phone use provisions.

Drivers can use hand-held cell phones or use portable electronic devices to make emergency calls or to communicate with the following personnel:

• emergency-response operators;

• ambulance drivers;

• firefighters; and

• police department.

Wireless Communications Devices While Driving

While operating a company-owned vehicle and/or while in the performance of company business and operating any vehicle, employees shall not operate a cell phone, electronic communication device or any other electronic equipment, including hands-free devices. This shall apply to company owned/issued devices or ones owned by the employee. Employees are directed not to initiate and/or receive calls or use that equipment while driving except when absolutely necessary during an emergency as provided by law. If an employee must initiate or receive a call, text message or other communication; they shall drive to a safe location and stop the vehicle prior to activating the device, remaining there until the communication is completed.

# Electronic Communication and Social Media Code of Conduct

In recent years, electronic communication and social media platforms have become increasingly popular. While these tools provide many benefits, they also present the potential for inappropriate behavior, increased access to vulnerable members, and privacy violations. Employees, volunteers, and members participating in the Niagara Falls Boys & Girls Club’ programs, events, and activities shall adhere to the following guidelines as it relates to online social media usage:

1. Employees and volunteers are not permitted to engage in behavior or comments that are, or could be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
2. Employees and volunteers are not permitted to engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.
3. Be a positive role model by exhibiting professionalism in all interactions; portray an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
4. Only program-related messaging may be communicated electronically between employees and volunteers of the Niagara Falls Boys & Girls Club to members, and their parents/guardians. Such communication should generally occur during standard business hours.
5. Employees and volunteers are prohibited from sending private messages to members and/or replying to private messages from a member. If a member attempts to privately communicate with an employee or volunteer electronically, the staff member’s supervisor must be notified immediately.
6. Personal social networking profiles and/or blogs of employees and volunteers shall be private and not shared with members. Employees and volunteers with profiles on social networking sites shall not request to be “friends” with or follow members or approve friend or follow requests from members.
7. Employees and volunteers may engage in electronic communication or social media contact with family members of club members/campers with whom they have personal relationships with outside of the club. Employees and volunteers should do their best to ensure that the family members of members/campers understand and can distinguish between your personal social media communication and your professional communications through the club.
8. Employees & volunteers may communicate with members via text, social media or an approved group app in groups of 3 or more. If communication is only directed to one member, another staff member should be included in the text.
9. Never reveal sensitive or confidential information, including identifiable details or photos of a member without written consent from their parent or legal guardian.
10. Employees and volunteers may not post or share on their personal social media accounts any photographs or videos of members participating in the Niagara Falls Boys & Girls Club’ programs.
11. Employees and volunteers may not post or share inappropriate photos or comment on photos of members through social media.
12. Employees and volunteers cannot make pornography in any form available to members participating in the Niagara Falls Boys & Girls Club’ programs, events, and activities or assist members in any way in gaining access to pornography.
13. Employees and volunteers may not create web pages on behalf of the Niagara Falls Boys & Girls Club unless they have prior approval to do so and may not misrepresent their work with the Niagara Falls Boys & Girls Club or the Niagara Falls Boys & Girls Club itself.
14. Employees and volunteers engaging in social media and online communication become a public figure associated with the Niagara Falls Boys & Girls Club and are responsible to help protect the organization and its members. Always act in a professional, respectful and constructive manner and use sound judgement before posting or sharing content.
15. Rather than personally defend Niagara Falls Boys & Girls Club’ reputation, employees and volunteers should notify their supervisor or an administrator of a negative comment posted on social media about the Club, Staff, Club member or camper about any matter related to the organization.
16. Employees and volunteers must adhere to uniform standards of electronic communication and social media approval process as describe below: These policies include: Any post/photo on the Clubs Facebook or social media pages must be approve in advance by Director of Administration. Adjustments to the Club website can only be made by the Director of Administration or CEO. Requests for updates to the website need to be submitted in writing.
17. This Code of Conduct and associated policies and procedures shall be made available to any club stakeholder, parent, guardian, donor, etc. It shall be available upon request to the front office. The Niagara Falls Boys & Girls Club’ will continue to maintain a policy statement on our website for public view at bgcea.org.
18. Parents/guardians may request in writing that a member not be contacted through any form of electronic communication or social media by an employee or volunteer of the organization.

# Bring Your Own Device Policy

The Niagara Falls Boys & Girls Club adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others.

A personally owned device includes all member-owned existing and emerging technologies and devices that can take photographs; play and record audio or video; input text; upload and download content and/or media; transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g.; flash drives), as well as communication tools including social media sites, text messages, chat and websites.

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to gaming devices or consoles, laser pointers, modems or routers and televisions.

Club purposes include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren’t sure of the permissibility of a particular use of technology prior to engaging in use.

Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

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

Inappropriate communication includes, but is not limited to, 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 of the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creations of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use their technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

Members must be aware of appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

Monitoring and inspection. Niagara Falls Boys & Girls Club reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Internet access. The Club provides a content-filtered wireless network for Club members throughout the facility for all youth members participating in remote learning, club programming or for their own personal use during club hours. Club members are encouraged to use this wireless network when they are at the Club. Members must follow Club procedures to access the Club’s Internet service. Niagara Falls Boys & Girls Club 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.

Loss and damage. Members are responsible for keeping the device with them at all times. Staff are not responsible for security and condition of the member’s personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club. Members may check their personally owned device in at the front desk. It will be held in a secured location until the owner personally signs it out of the secured location.

Parental notification and responsibility. Niagara Falls Boys & Girls Club’ Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the internet. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for the Niagara Falls Boys & Girls Club to monitor and enforce a wide range of social values in student use of the Internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.

Club Member Orientation: Club members will be required to participate in a Club orientation upon their official and initial joining of the club and annually thereafter. The Club staff will share all of the information regarding this BYOD policy at the club orientation meeting. Each Club member will sign off on an orientation program sign off sheet they have listen, understand and have participated in the Club member orientation program and that they understand that they are aware and will abide by this policy and agree to not use a personally-owned device in any manner deemed in a general nature to be considered inappropriate and/or as outlined in this policy.

# Outside the Organization Code of Conduct

Organizational abuse occur off-site and outside of regularly scheduled activities. Allowing contact outside of regularly scheduled activities may put employees, volunteers, members, and the Niagara Falls Boys & Girls Club at increased risk.

Examples of contact outside of regularly scheduled program activities:

* Babysitting arrangements
* Tutoring
* Private lessons/coaching
* Mentorship
* Social interactions between employee’s or volunteer’s children and children served by the organization:
	+ - * + Playdates and birthday parties
				+ Sleepovers
				+ Overnight trips and vacations
				+ Rides to/from organization or extracurricular activities and events
* Attending public events in a shared community (like graduation, sports events, religious ceremonies)
* Continued contact with member after a member’s participation in a program has ended.
	+ - * + A schedule of the interaction including times of engagement, member(s) involved, and location of event/activity
				+ If anything unusual occurred that could be misinterpreted as inappropriate behavior
* Define the acceptable level of contact after member participation in programming has ended and communicate those expectations to employees, volunteers, members, and parents/guardians. As examples:
	+ - * + Only the member can initiate sustained communication or contact with employees or volunteers after they leave or end their program participation, and preferably through organization-approved means of communication (i.e., organization email address or business phone line)
				+ Member and parent/guardian must understand the contact is not affiliated with or represented by the employee or volunteer’s professional role within the organization
* Consider other organizational policies governing interactions between employees, volunteers, and members (like physical contact, verbal interactions, electronic communications, managing one-on-one interactions)

The Niagara Falls Boys & Girls Club strongly encourages employees and volunteers to refrain from outside contact with members with which they do not have a preexisting familial or social relationship (i.e., children are friends at school, families attend same religious institution). However, if interactions with members outside of regularly scheduled program activities are part of programming or otherwise unavoidable, this organization offers the following guidelines:

* If there is a pre-existing social or familial relationship, ensure proper boundaries are drawn by the employee or volunteer while in organization programming.
	+ For example, if Emily Employee is best friends with Member Charlie’s mom such that Member Charlie calls Emily by her first name in social settings, ensure Emily communicates to Member Charlie that while in organization programming Member Charlie needs to call Emily, Ms. Employee. This helps reinforce the boundary and makes clear that Emily’s role as an employee or volunteer is different than her role as Member Charlie’s mom’s best friend and the relationship should reflect that.
	+ If Emily has children that are friends with Member Charlie, she can give Member Charlie a ride if her children are also in the car. Even in that interaction, make sure Member Charlie is sitting in the back seat. The same rules apply for trips to McDonald’s/the park/etc. that are occurring as part of the preexisting social relationship.
	+ To increase transparency, consider texting or emailing an administrator when these interactions like transportation and social outings occur.
	+ If Emily allows other young members to spend the night with her children, ensure administrators are notified to increase transparency and consider keeping the number of members at the gathering small (1-3). Ensure that rules prohibiting one-on-one interactions apply in this setting and that members are not going into Emily’s bedroom or vice versa.
	+ If members are going to join Emily and her children on a vacation or other trip, make sure the Rule of Three applies so there are no one-on-one interactions. Consider requiring Emily to get some sort of written confirmation from the member’s parents/guardians that they have allowed their child to go (can be as simple as a text).
* Consider utilizing a preexisting relationship form (i.e. if someone has a familial or social relationship with a member or will be hiring them to babysit/housesit/tutor/etc.) have them notify the organization ahead of time. This helps ensure transparency and also protects the employee or volunteer from rumors. For example, if Coach Jones has hired Morgan to babysit and someone sees Morgan leaving Coach Jones’ house at 10pm on a Friday night, it is much easier for the employee or volunteer and organizational leadership to respond to those concerns if they have been notified that interaction was going to take place. It is not a foolproof system, as abuse can certainly still happen in the situation given, but it adds an extra layer of protection for employees, volunteers, and members.



**Acknowledgment of Niagara Falls Boys & Girls Club Managing Interactions between Employees, Volunteers and Members Outside of the Organization Code of Conduct**

I have received a copy, read, and voluntarily agree to comply with the Niagara Falls Boys & Girls Club Managing Interactions between Employees, Volunteers and Members Outside of the Organization Code of Conduct. I understand that failure to comply with these policies may result in my removal from this organization.

*(Please Print)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Drug & Alcohol Free Work Place

***This policy is on page 24 of the Board Approved Employee Handbook***

1. 1. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Employees are expected to maintain this condition during all working hours and anytime they are on organization premises. It is our intent and obligation to provide a drug-free, healthful and safe work environment.
2. The unlawful manufacture, distribution, possession or use of a controlled substance, illegal drug or alcohol on Niagara Falls Boys & Girls Club's premises or while conducting Niagara Falls Boys & Girls Club's business off its premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
3. Employees must report any conviction under a criminal drug statute for violations occurring on or off Niagara Falls Boys & Girls Club's premises while conducting organization business. A report of a conviction must be made within seven (7) days after the conviction.
4. Niagara Falls Boys & Girls Club recognizes drug dependency as an illness and a major health problem. Niagara Falls Boys & Girls Club also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use our health insurance programs and assistance available through agencies such as the United Way. Further information about these programs is available from the CEO. Conscientious and consistent efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. Any performance related concerns will be addressed as per organization policy.
5. Niagara Falls Boys & Girls Club reserves the right to drug test under several different conditions including randomly post-accident and under reasonable suspicion (which must be based on specific reliable observations about the employee's appearance, behavior, speech or body odors. Some examples would be unsteady gait, odor of alcohol on the breath, slurring speech, aggressive or abusive language or behavior, disorientation or lethargy).

**Substance Abuse Policy Definitions:**

1. The term "working hours" means the employee's entire shift or workday, from the time an employee first reports for work until their work is done for the day, including meal and break times.
2. The term "organization premises" means all Organization property including offices, work locations, eating areas, parking lots, lockers and desks.

The term "illegal drugs" means all controlled substances, narcotics and other drug-related materials whose use without specific medical authorization is a criminal offense under State or Federal Law, that includes, but is not limited to, marijuana, cocaine, barbiturates, benzodiazepines, opiates, amphetamines and PCP.

**Prescription and Over-the-Counter Drugs**

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician’s prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee’s responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

**Substance Abuse Policy Procedures:**

As a means of enforcing this Policy, Niagara Falls Boys & Girls Club may test employees to scientifically determine the presence and/or any level of alcohol or illegal drugs in an individual's system. Depending on the circumstances and/or the violation suspected, the employee will be directed to permit collection of a sample of urine, breath or blood for analysis by a laboratory. Controlled substance testing will be conducted by a NIDA certified laboratory that will be retained for this purpose by Niagara Falls Boys & Girls Club. Collections will be carried out as privately as possible and will use methods to ensure the integrity of the sample provided. Tamper proof methods of storage shall be used, a secure chain of custody shall be maintained and laboratory analysis will use methods which have been demonstrated to produce specifically accurate and reliable results.

Employees will be permitted to justify positive test results by providing evidence of a doctor's prescription. If an employee satisfies that there is a legitimate, lawful explanation for the confirmed positive test result, the report will be a negative test result.

Analysis results and all other documentation pertaining to the testing process will be maintained as confidentially as possible.

Employees will be asked to sign a written consent prior to the testing process to take place. If an employee refuses to sign a consent form, testing will not be done; however, a refusal to submit to testing when directed will be deemed a refusal to comply with Niagara Falls Boys & Girls Club requirements and may result in the employee's discipline up to and including immediate discharge.

# Restroom Policy

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

Restrooms located at the Club shall be regularly monitored by designated staff at random times throughout the afternoon hours of operation. Monitoring includes walk-throughs and inspections set by Club leadership.

Members Only Restrooms Available

Restrooms located in the first level and second level of 17th Street are designated as Male and Female restrooms. Adults shall not utilize these restroom facilities during afternoon operating hours (1:00-9:00pm). Restrooms will be monitored regularly by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections throughout a staff members scheduled rover duties

Staff Only Restroom Available

The single stall restroom located on the first floor near the conference room hallway is a separate restrooms designated for adult staff members, volunteers and adult visitors.

Staff members shall not utilize the member only restrooms during operating hours (1:00-9:00pm). The member restroom facilities are for youth only.

Public Restrooms

During a field trip when using a public restroom, youth shall never enter a public restroom alone, unless it is a single stall restroom that is empty. Youth shall follow the “Buddy System” in using public restrooms, with at least two youth of the same gender walking to the restrooms together. The same procedures that we follow as far as bathroom code of conduct needs to be followed in when using public restrooms.

Practices and procedures used by the Niagara Falls Boys & Girls Club include:

* The Club will provide separate restrooms for youth members in grades K-12 on both floors of the Club and for all adults (Staff, Volunteers and adults guests over the age of 18 years old) single stall restroom near the conference room hallway.
* The Club will limit the number of restroom users at one time to two members in the members only restrooms and one adult in the adult only restroom.
* Individuals must use the restroom consistent with their gender identity.
* The Club will clearly display codes of conduct for the restrooms. All members will be provided with restroom codes of conduct at member orientation.
* The Club will enforce all codes of conduct, and report violations to Club leadership. (Samples available at bgca.net/safety – Add Code of Conduct Statement Here)
* The Club will prohibit audio or visual recording devices, including cellphones, in the restrooms.
* The Club will designate a Staff Member who will be responsible for restroom supervision. They will be responsible for regular restroom inspection every 30 minutes. They will be instructed to knock on the bathroom door, announce that they are present, listen and wait for a response from the members. They will clear out any members who are lingering in the bathrooms for too long of a period and will ask members to vacate the area when and if more than two members are in the bathrooms at a time. A video camera is positioned in the main hallway towards the member’s restrooms where the office manager can view member entering and exiting out of the restrooms.
* The Club Staff member responsible will secure restrooms when not in use, and conduct sweeps to ensure no youth is left in restrooms before closing, during safety evacuations and in-between use.
* The Club Staff member responsible will clean the bathrooms as needed but at a minimum of once per program session (afternoon and evening).
* Club restrooms have been designed to minimize exterior doors while maintaining privacy.
* Club maintains all facilities and keep all area in good repair and ensure stalls lock properly.
* The Club cleans and sanitize restrooms each evening after closing and as needed during club programming hours.
* The Club maintenance company implement a system for reporting restroom conditions and maintenance needs. The Club Staff Rover is trained to report any issues, etc. as they occur during operating hours to the Club Unit Director.



**Receipt and acceptance of Restroom Usage Policy & Guidance**

I have received a copy of The Boys & Girls Club of Niagara Falls Restroom Usage Policy and Guidance, and I understand that I am responsible for reading and complying with the policies and procedures described within it.

I understand that the policies, procedures, and benefits contained in this policy may be modified by the Club at any time.

I understand that I am expected to follow the policies and procedures outlined. I also understand that any violation of a Club policy, practice or procedure will subject me to disciplinary action up to and including separation.

I understand that nothing within the Club’s policies, practices, or procedures is intended to create a contract for employment, express or implied, or a guarantee of continued employment for a specific duration.

If I have questions regarding the content or interpretation of this policy, I will bring them to the immediate attention of the Club’s Director.

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Incident Reporting Policy

The Niagara Falls Boys & Girls Club has clear reporting policies and procedures for any incident that may occur at our Club, Summer Camp, Schools or any approved club activity or event outside the club facility (Field Trips, Keystone Conference, Camping/Canoeing Trips, etc.). The Club will document all safety incidents that may impact staff, volunteers, members, and others that visit our Club, School Age Program or Camp by completing the Clubs incident/accident report form.

The Niagara Falls Boys & Girls Club has zero tolerance for abuse. Every employee or volunteer will actively participate in the protection of our members/campers. Safety incidents can include, but are certainly not limited to the following:

* Missing children
* Bullying behavior
* General policy violations
* Any violation for the Clubs child abuse prevention policies
* Employee or volunteer seeking unauthorized private time or one-on-one time with youth
* Employee or volunteer seeing or visiting with a youth member/camper outside of scheduled programming without prior approvals
* Employee or volunteer buying gifts for individual youth members/campers
* Inappropriate activity between adults and youth
* Inappropriate activity between multiple youth members/campers
* Unauthorized electronic communications between adults and youth through text messaging, social media, online gaming, etc. in violation of the Club’s electronic communication policy
* Employee or volunteer making suggestive comment to members/campers
* Employee or volunteer showing favoritism towards a youth member/camper or type of member/camper
* Youth disclosing that an employee or volunteer makes them feel uncomfortable
* Minor and major medical emergencies
* Accidents, including slips and falls
* Threats made by or against staff, volunteers, and/or members
* Physical assaults and injuries, including fights
* Allegations for abuse
* Criminal activity, including theft and robbery
* Other incidents Club leadership deems appropriate

Additionally, the Niagara Falls Boys & Girls Club will report any of the following critical incidents immediately to the NYS Office of Children & Family Services as stated in the School Aged Child Care Regulations and within 24 hours to Boys & Girls Clubs of America.

* A major medical emergency with a member/camper, staff or volunteer at the club, camp or club sponsored event leading to extended hospitalization, permanent injury, death or mental health crisis with a member/camper requiring outside care
* A member/camper who may be abducted or missing from the Club/Camp or Club sponsored activity
* An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation against any member/camper (Club related or not) by current employees or volunteer or any Club-related instance by a former employee or volunteer. Reports of suspected or known abuse may be made confidentially to the following:
	+ - * + Immediate Supervisor – Area Director or Director of Operations
				+ Supervisors will inform the CEO
				+ CEO will inform Board Leadership and the Board of Directors
* An instance or allegation of child abuse, including physical, emotional or sexual abuse: sexual misconduct or exploitation by a youth towards another youth at the Club or Camp or Club sponsored activity
* A known or suspected felony criminal act committed at the Club/Camp site or at a Club sponsored activity
* A felony criminal action or civil legal action that would be reportable to an insurance carrier involving the Niagara Falls Boys & Girls Club, its employees or volunteers, or the change in status of an open court case
* Negative media that could compromise the reputation of the Niagara Falls Boys & Girls Club or the entire Boys & Girls Club brand
* Any other incident deemed critical by the organization

The Niagara Falls Boys & Girls Club is committed to ensuring the safety of its members- campers, staff and volunteers.

Any employee or volunteer of the Niagara Falls Boys & Girls Club, who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Unless otherwise instructed leadership is responsible for reporting the incident to authorities and BGCA, and executing the Niagara Falls Boys & Girls Club Crisis Communication Plan. Safety incidents include all of the above.

# Sexual Abuse and Molestation Prevention Policy

Niagara Falls Boys & Girls Club does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero— tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the child’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Niagara Falls Boys & Girls Club.

**Reporting Procedure**

All staff members who learn of sexual abuse being committed must immediately report it to the CEO. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

**Investigation & Follow Up**

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization.

There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

* Sexually transmitted diseases
* Difficulty walking or ambulating normally
* Stained, bloody or torn undergarments
* Genital pain or itching; and
* Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

* Fear or reluctance about being left in the care of a particular person
* Recoiling from being touched
* Bundling oneself in excessive clothing, especially night clothes
* Discomfort or apprehension when sex is referred to or discussed
* Nightmares or fear of night and/or darkness.

**Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

# Vehicle Use and Transportation Policy & Guidance

## Vehicle Use and Transportation Policy & Guidance

The Niagara Falls Boys & Girls Club owns and operates vehicles for members, volunteers and staff transportation. Staff members and volunteers are permitted and encouraged to use these vans for Club field trips, to attend training conferences, to complete Club business, and for other Club/Program use as approved. ***The Club prohibits personal use of these vehicles and discourages the use of staff personally owned vehicles for member transportation.***

## Vehicle Drivers

Prior to operating a Club-owned vehicle, an employee or volunteer must receive certification from the Director of Operations. This certification is completed annually by conducting a DMV clearance check through USI Insurance Service and a record of that clearance is kept on file. This rule applies regardless of the type of vehicle being used or the purpose of use. To receive certification, the employee or volunteer must be 21 years of age and:

1. Present of copy of a valid driver license. A copy will be kept on file in the administrative office.
2. Complete the Disclosure/Authorization for MVR Review
3. Take a vehicle familiarization test drive in a Club-owned vehicle with the Unit Director or Program Director.

An employee or volunteer driver is responsible for keeping information up to date, including reporting any moving violations or changes in his/her driving status to the CEO within five (5) days of the conviction on any violation or change. Failure to do so will result in the loss of driving privileges.

A staff member who is convicted of (1) or more moving violation(s) in any vehicle - personal or Club owned, will be subject, at the discretion of the Club’s insurance carrier and/or CEO, to the potential loss of driving privileges to drive a Club-owned vehicle for a period of up to (3) years.

In addition, an employee may lose the privilege of driving for Club business for a period of up to three (3) years if convicted of a moving violation. Due to the nature of individual job descriptions, and the requirement of being able to transport youth, an employee could be dismissed from his/her position if there is a loss of driving privileges.

## Safe Driving Practices

Safe defensive driving practices, speed limits and other driving laws must be observed at all times. The Club will not be responsible for any fines incurred by staff or volunteers while driving a Club-owned vehicle or while driving your own vehicle for Club business. Staff and volunteers are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident. All accidents and traffic violations must be reported to the Director of Operations immediately.

## Personal Vehicle Use

The Club prohibits the use of personal vehicles by staff for the transportation of members at any time or for any reason.

Staff who are attending a conference or do Club business in the local WNY area should attempt to reserve and use a Club vehicle before using a personal vehicle to conduct this business. Should a Club vehicle not be available, staff should obtain approval from the CEO to use his/her personal vehicle. When prior permission is granted by the CEO, the employee will be reimbursed for mileage at the applicable IRS mileage reimbursement rate, and any other travel expenses (tolls, or parking cost).

## Transportation Of Members In Non-Custodial Vehicles

Transportation of members in vehicles owned and operated by a Club parent is permissible. The parent should have a valid driver license, and the vehicle must be properly insured. Parents of members who are going to be driven to an event by another Club parent must be notified in advance of the event, preferably at least 1 week. The member shall have a permission form signed by their parent/guardian on file at the Club indicating they have given their son/daughter permission to drive in vehicle driven by another Club parent.

## Preventative Vehicle Maintenance

The Club vehicles will be inspected monthly by the Director of Operations. The Director of Operations is responsible for making sure that each vehicle has a valid insurance card and vehicle registration card within the vehicle and that the inspection is current on all Club owned vehicles. Inspections will be recorded in a logbook maintained by the Director of Operations.

In addition, the Director of Operations will maintain a record of all vehicle maintenance and will be responsible for the annual maintenance of all Club vehicles.

It is the responsibility of each staff member or volunteer driver to inspect the van prior to and subsequent to each use. The driver shall communicate any physical damage prior to departure or immediately upon return to the Director of Operations as the case may be. Do not take a vehicle on any form of field trip if you suspect any mechanical problems.

## Safety Belts

***Each passenger must have access to a safety belt. The driver and all passengers, regardless of age, must wear a safety belt at all times in all Club vehicles. No exceptions.***

## Damage

Any damage to the vehicle during use must be reported immediately by the driver to the Director of Operations upon return to the Club. This will result in an investigation of the damage by the Director of Operations. If the damage to the vehicle is a result of the recklessness on the part of the staff or volunteer driver, as determined in the sole discretion of the Director of Operations, the staff or volunteer driver will pay for the damages and/or pay the insurance deductible.

## Request For Vehicle Use

To request the use of a Cub vehicle, the staff member should enter the vehicle requested, the date, the departure and return time, and the purpose of the trip on the vehicle use calendar. If the vehicle is already reserved, you must reserve another vehicle or change the date of your event.

If transportation is still needed, the staff members must meet with the Director of Operations to discuss possible alternative forms of transportation. Staff members should attempt to reserve a vehicle at least 1 week in advance of their trip. Volunteer drivers are not permitted to reserve a vehicle. The staff member to whom the volunteer is responsible must reserve the Club vehicle for the volunteer driver.

## Gas

It is the responsibility of the staff member in charge of the program to gas up Club owned vehicles after use when the gas tank is below 1/4 of a tank. The staff member is responsible when he/she was the driver of the vehicle and/or when a volunteer has driven the van on behalf of the specific Club program area.

The following procedures apply to all Club owned vehicles and need to be followed when refilling the gas tanks.

* All Club owned vehicles can be fueled up at any gas station.
* Select pump #1, when unleaded is displayed on the screen, pump gas until gas tank is full.
* Bring receipt to the Director of Finance within 48 hours of purchase.

## Cell Phone

The staff member in charge must have access to a cell phone (personal, club issued or provided by a participating member). The use of this cell phone is restricted to only making a call in the event of an emergency and/or the need to contact a parent/guardian in the event of a personal injury or incident to or with a club member. Staff shall not use electronic devices, PDA’s or other communication devices while transporting members to and from the Club or Club related activities-this includes voice calls, texting, or using his/her cell phone in any other way while operating the Club vehicle.

## Post Use Inspection/Cleaning

It is the responsibility of the staff member responsible for the program area being transported, regardless of whether or not they are the driver, to inspect the vehicle after use for any damage and to clean out the vehicle of all garbage.

## Permission Forms

It is the responsibility of the staff member responsible for the program area being transported to have a parent-signed permission form completed and on file at the:

* Front desk area of the Boys & Girls Club
* In the van with the driver

## Field Trips

When transportation is required, it is the policy of the Boys & Girls Club that all field trips will maintain a staff/volunteer to club member ratio of 1:8 excluding the transportation to and from the event. Upon arrival at the destinations of a field trip, the staff member should remain with their eight club members at all times. Staff members in charge of the field trip will use the buddy system at all times. In situations where immediate and direct supervision is not possible, the staff member in charge will designate a meeting time and place to conduct a check-in. At this time, all staff members and club members must check-in. Staff members in charge must keep an updated list of all club members who are transported to and from the Club or Club related activities. Staff members in charge shall abide by the Club’s One on One Contact policy while transporting members.

## Response To an Emergency

In the event that there is an emergency, the following is the required procedure for the staff member or volunteer to abide by:

1. Pull over off the road out of harms way.
2. Stay calm and reassure passengers.
3. Turn off the engine and turn on the emergency flashers. Utilize emergency flares if necessary.
4. Check with passengers for any possible injuries. In the event that there are injuries, call 911 and then determine the severity of the injuries and prioritize the need for first aid and treatment.
5. Administer any necessary first aid.
6. Keep the passengers calm and in the vehicle unless there is danger of a fire, overturning or further collision.
7. If it is necessary to evacuate the vehicle, use extreme care in moving passengers out of the vehicle to avoid danger and oncoming traffic.
8. Notify the police if necessary. If police are notified, wait with the vehicle until the police arrive.
9. Notify the Club.
10. Get information on the other driver if another vehicle is involved. License plate number, insurance information, name of driver, vehicle make, model and the names, addresses, phone number of any witnesses.
11. Drive back to the Club after the police investigation is complete, if applicable, and if the vehicle is in safe operating condition. If vehicle is inoperable, make arrangements for transportation of club members back to the club.
12. Report accident to the Director of Operations. Submit a copy of the police report to the Director of Operations. If no police report is available or has not been completed, staff member must complete a Club incident report found in the Club middle office file cabinet and submit it to the Director of Operations.

## Action Following an Accident

1. If injuries are reported, the Director of Operations will go to the accident scene.
2. If a physician has been called to the scene of the accident or to the Club, he/she will examine all passengers.
3. Either the driver, the staff member in charge or authorities (on police report) will submit in writing, to the Director of Operations the names, addresses, license numbers and insurance data of those involved in the accident and that of any witnesses.
4. The Director of Operations will ensure that parents of all club members being transported at the time of the accident are notified and will report on their condition and location as soon as possible. A staff member will be designated to handle incoming calls from parents.
5. The CEO shall report accident to the appropriate insurance company within (24) hours.

# Vehicle Use and Transportation Policy & Guidance Summary

The Niagara Falls Boys & Girls Club is committed to providing a safe environment and enforces the following transportation policy for members, staff and Volunteers.

The Club only provides transportation to and from the Club/Camp to various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership such as camp buses, vans and the Club owned car. Written parent/guardian permission and member medical releases are required from all members participating in any form of travel in a club owned vehicle or club approved hired vehicles (Camp Buses).

**Staff/Driver of Club Owned Vehicles (Passenger Vans and Club Car) shall not:**

* Transport Club members in personal vehicles.
* Transport one member at a time.
* Use electronic devices such as cell phones, tablets, Apple watch, earphones or other electronic communication devices while transporting members to and from the Clubhouse or Club related activities while driving.
* Share seats with members/campers when using camp buses or public transportation
* Make any unauthorized stops while off-site
* Avoid engaging youth in sensitive and personal conversations with campers or club members

**Staff/Driver of Club Owned Vehicles (Passenger Vans and Club Car) shall:**

* Only transport members in official Club vehicles
* Ensure at least three individuals are present when transporting members
* Abide by the one-on-one policy when transporting members.
* Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities
* Maintain one copy of the member/camper travel/field trip permission form with the vehicle they are traveling in and leave one copy of the form at the main office.
* Discourage mixed age groups or developmental levels from sitting together. When possible, high risk campers and members are seated by themselves or in close proximity to an employee
* Document any usual occurrences
* Must have a DMV background/MVR check and be cleared to transport youth per the barrier crime policy of the Club.
* Take an accurate attendance before, during (every 30 minutes) and after transportation has occurred.
* Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times at the clubhouse.
* Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities after pulling over or using a hands free device.
* Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.
* Read and sign off on the club’s Vehicle Use Policy prior to them driving any club vehicle for the first time.
* Document the beginning and ending time of the trip and record the mileage, names of members/campers being transported, the purpose of the trip and the destination.

**Club Owned Vehicles**

* Each vehicle should meet all local, state and federal inspection and licensing requirements.
* Each vehicle should be inspected as outlined by the DMV by staff/driver before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
* Regular maintenance should be performed on all 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 requirements.
* Each vehicle must have reflective warning signs (e.g. triangle or flares) that are stored securely during transport.
* The vehicle must be clean and well maintained, and exterior physical damage must be repaired promptly.

**When using Club approved public transportation (Camp Buses, Public Transportation/Subways,Trains or Planes)**

* Staff should sit in a seat that allows for maximum supervision.
* Staff should have all members sit in the same area of the bus/train/plane/subway and must remain with the group throughout the trip.
* If traveling overnight all staff/volunteers must remain awake throughout the trip
* Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities
* Maintain one copy of the member/camper travel/field trip permission form with the vehicle they are traveling in and leave one copy of the form at the main office.
* Discourage mixed age groups or developmental levels from sitting together. When possible, high risk campers and members are seated by themselves or in close proximity to an employee
* Document any usual occurrences
* Take an accurate attendance before, during (every 30 minutes) and after transportation has occurred.
* Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times at the clubhouse.
* Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities after pulling over or using a hands free device.
* Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.
* Review and keep a copy of the out of club/camp safety plan prior to trip, during and as needed during the trip.

**Bathroom Use while in route or traveling with a group of members/campers:**

* On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-staff restroom that is empty.
* Youth shall follow the “rules of three” in using public restrooms, with at least two youth and an adult walking to the restroom 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 other adults - and clear of youth not involved in the club 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 member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective or unsafe.
* In a shared-use facility, the Club will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside the door to alert others that they must wait until club members have exited the restroom before they can enter
* Staff should not share use of the public restrooms at the same time they are in use by club members/campers.

**Accident or Emergency Protocol**

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



I acknowledge receipt of the foregoing Vehicle Use Policy, approved by the Board of Directors. I have read the contents of this document and have had an opportunity to ask questions. I understand and agree to abide by the policies and procedures with regards to use of Club Vehicles.

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 Employee/Volunteer Name (please print)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

The Niagara Falls Boys & Girls Club, Inc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Representative Signature



**Fair Credit Reporting Act:**

**Disclosure/Authorization for MVR Review**

In accordance with the provision of section 604(b)(2)(A) of the Fair Credit Reporting Act (FCRA) (Title II, Subtitle D, Chapter I, Public Law 104-208) you are hereby informed that a consumer report about you may be ordered and used for employment purposes. (Under the provision of the ACT, a driving record is considered a consumer report when used for employment purposes).

I acknowledge the receipt of the above disclosure and authorize the Niagara Falls Boys & Girls Club or its designated agent to obtain a Motor Vehicle report. This authorization is valid as long as I am an employee, employee candidate or volunteer and may only be rescinded in writing.

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Print – Employee Name

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Driver’s License Number / D.O.B. / State of Licensing

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Employee’s Signature / Date

Please return with a copy of your valid Driver’s License