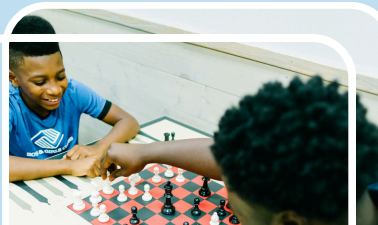




**BOYS & GIRLS CLUBS
OF TAMPA BAY**

PARENT INFORMATION GUIDE

www.bgctampa.org



About Boys & Girls Club of Tampa Bay

The mission of Boys & Girls Clubs of Tampa Bay is to enable all young people, especially those who need us the most, to realize their full potential as productive, caring, responsible citizens.

Boys & Girls Clubs are dedicated to the belief that every child possesses the potential for greatness, and they actively work towards fostering driven, independent adults through their programs. This commitment is realized within the Club family, a collaborative community of staff, volunteers, parents, youth, and supporters, who unite to create a nurturing environment rich in hope and opportunity. Together, they strive to ensure that every child has access to the resources and support needed to thrive and reach their fullest potential.

Member Expectations

To ensure a safe and enjoyable experience for everyone, we ask all members to adhere to a set of simple yet important rules.

- Have fun while adhering to Club values and guidelines.
- Respect fellow Club Members, staff, and yourself to foster a positive environment.
- Stay within the Club and on Club grounds.
- Maintain personal space by keeping hands and feet to yourself, ensuring comfort for all.
- Communicate effectively with proper and polite language for an engaging atmosphere.
- Practice responsibility by cleaning up after yourself and contributing to a tidy space.
- Prioritize safety by wearing closed-toed shoes or sneakers for all activities within the Club.

Certain behaviors are prohibited, including profanity, fighting, horseplay, bullying, disrespect towards staff and volunteers, and the misuse of equipment. The presence of alcohol, tobacco, vape products, drugs, weapons, and unsportsmanlike conduct, along with inappropriate attire, is not permitted at any time. Following these guidelines ensures a positive and safe atmosphere for everyone involved.

Consequences: The following consequences will be used to redirect inappropriate behavior:

- 1st Offense: Child is redirected by staff member
- 2nd Offense: Written warning by staff member/Club Director
- 3rd Offense: Suspension – length of suspension based on severity of conduct
- 4th Offense: Long-Term Suspension – length of suspension based on severity and frequency of behavior concerns

NOTE: Some offenses may result in immediate suspension or termination of Club membership.

Orientation Policy

Parents/guardians must attend a Club Orientation and sign the attached acknowledgment form prior to their child/children attending the program.

Report Card Policy

To receive services provided by the Boys & Girls Clubs, **ALL** student report cards will be collected without exception.

Pick Up Policy

To ensure the safety of all children, it is mandatory for a parent, guardian, or authorized individual to personally enter the building for the pick-up of their child/children, accompanied by a valid photo ID, which will be verified by a staff member before the child/children are released. No child may leave the premises without the presence of a parent or guardian or without written permission.

Authorized individuals for pick-up must be designated by the registering parent, with minors permitted for this task only if they are 16 years or older and possess school identification.

Furthermore, the registering parent must complete a Minor Release form detailing the mode of transportation and sign-out time. Please note that families will incur a late fee of \$15 for pickups within the first 15 minutes after the club closes, with an additional charge of \$1 per minute thereafter. These fees must be settled within a week to avoid suspension of the members' privileges.

Attendance Policy

It is the policy of Boys & Girls Clubs of Tampa Bay that all youth participating in programs are registered members. Since all Club Members receive considerable financial support, **YOUTH MUST ATTEND A MINIMUM OF FOUR DAYS A WEEK AT THEIR CLUB, OR RISK LOSING THEIR SCHOLARSHIP/SUBSIDY.**

Commitment to Safety

Our deepest commitment is to our Club Members, and we recognize the importance of transparency with our families, partners, and communities. We believe in fostering spaces that are equipped with trained and caring professionals, comprehensive safety policies, and the tools needed to ensure that every child feels safe when they walk into our Clubs.

At Boys & Girls Clubs of Tampa Bay, our commitment to quality includes effectively training and guiding our team members so that they are prepared and equipped to serve our youth.

Actively Collaborating with Safety Partners

Along with working with our National Office programs, such as the Child Safety Advisory Task Force and Mental Health First Aid, we engage the local community through partnerships that lend a hand in ensuring our youth and facilities are safe.

Adhering to Policies & Best Practices

Our organization complies with all local and State laws, including those impacting facilities and transportation. We also have a comprehensive policy and procedure plan, execute annual safety assessments, and host safety retreats.

Our Safety Response

24-HOUR TOLL-FREE CHILD SAFETY HOTLINE

We encourage all staff, members, and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation's leading safety experts, Boys & Girls Clubs of Tampa Bay members and staff have access to a confidential 24-hour toll-free Child Safety Hotline, 866-607-SAFE (7233) or email SafeClub@Praesidiuminc.com.

MANDATORY BACKGROUND CHECKS

Mandatory criminal background checks are required every year for every staff and board member at Boys & Girls Clubs of Tampa Bay. In addition, criminal background checks are required for any volunteer who has direct contact with children.

REQUIRED IMMEDIATE REPORTING

Boys & Girls Clubs of Tampa Bay staff and volunteers are all mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

MANDATORY ANNUAL SAFETY ASSESSMENTS

We complete a safety assessment each year to ensure we continually make improvements to safety at our Clubs.

SAFETY RETREATS

Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training conducted both nationally and locally. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

For a full list of our Safety Policies and Procedures, visit our website.

Dress Code Policy

Club Members are required to adhere to a dress code that promotes a respectful and safe environment. Clothing displaying violent or inappropriate language or advertising related to alcohol, drugs, or tobacco is prohibited.

In the event of a violation, the member's parent or guardian will be contacted, and the member will need to return home to change. If this is not possible, the Club Member will remain in the office for the remainder of the day.

Additionally, attire must adequately cover undergarments, with restrictions against see-through fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts that are shorter than mid-thigh. Furthermore, flip-flops and sandals are not permitted, and all Club Members must wear closed-toed shoes.

Cell Phone Policy

Parents should explain to their children that cell phones should only be used for emergencies or when permitted by the Club Director or Club staff. Club Members should only use their device to access services, networks, or files relevant to Club-sanctioned programs. Members should only use the features of their device, including, but not limited to, taking, or transmitting pictures, videos, location information or other in accordance with program offerings.

FREQUENTLY ASKED QUESTIONS

What does my child do with his/her "stuff"?

Parents are encouraged to discuss with their child/children the significance of keeping track of personal items, as we cannot accept responsibility for any lost or stolen articles. Staff members are

also unable to safeguard money or any other valuable items, so please utilize the provided open cubbies for storage.

We kindly ask that all items brought to the Club be clearly labeled to prevent mix-ups. For safety and upkeep, we advise that toys, games, radios, jewelry, and other similar items remain at home. Additionally, please note that the Club is not liable for any broken or missing cell phones or electronic devices.

What do I do if my child/children have a problem or if I have a question?

If you experience any incidents we encourage you to contact the Club and request to speak with the Club Director on the same day, as this allows us to address and resolve any misunderstandings or issues effectively while the details are still vivid in our memories. Your immediate input is invaluable in our commitment to fostering a transparent and responsive environment.

For general questions or concerns, please contact the Club and request to speak with Club staff.

What are the Club's sign in/sign out and child walk home policies?

It is imperative that all Club Members sign in and out upon arrival and departure. Additionally, for anyone authorized to pick up a child, their name must be documented in the membership files to maintain accurate records and accountability.

If a child has permission to walk home independently, this designation must also be provided in writing and included in the membership file. These measures are vital for fostering a secure environment for all members.

Help, I am running late... What do I do?

If you find yourself running late, we kindly ask that you call the Club, allowing our staff to reassure your child that you are enroute. Should a child remain at the Club after the designated closing time, our staff will promptly contact the emergency numbers on file.

To encourage timely pick-ups, families will incur late fees of \$15 within the first 15 minutes and an additional \$1 per minute thereafter for any youth remaining past normal operating hours. Frequent late pick-ups may lead to a suspension or termination of the child's enrollment at the Club.

Please be aware that if a child is still in our care one hour after closing without prior notification from a parent, we will be obligated to involve local authorities for their safety.

Why do some Clubs operate differently?

Most of our Club locations benefit from various grants that significantly subsidize operational costs for our programs and facilities, enabling us to enhance and expand our offerings. These diverse funding sources provide us with invaluable opportunities and tools to improve the quality of services we provide.

It is important to note that certain Clubs located in partnership sites operate under the regulations and schedules of their host organizations. For further information regarding specific programs and regulations, we encourage you to speak directly with the Club Director.

Are there Club Membership refunds?

Semester fees for our Clubs are not comparable to typical weekly or monthly program fees; instead, these fees are significantly subsidized, which means that parents/guardians are primarily responsible for a registration fee each semester. Please note that we do not issue refunds if Clubs are forced to close due to unforeseen circumstances.

Field Trips

Due to capacity, Club Members are allowed to attend one off-site field trip during the summer. Sign-ups open one week prior to the trip date and operate on a first come, first served basis. Club Directors reserve the right to remove any member from a field trip due to behavioral issues or inadequate attendance.

To be eligible for an off-site trip, Club Members must attend at least four days during the week leading up to the trip. For any inquiries outside of regular hours, members can leave a message at 813.875-5771.

Summer Program Schedule & Closures

Club Summer Semester Dates: Monday, June 3 - Friday, July 26, 2024

School Sites Summer Semester Dates: Monday, June 3 - Friday, July 16, 2024

Daily Schedule Monday - Friday: Traditional Sites

Monday – Thursday: Various School Sites

Programs Offered: Academic Success, Health & Wellness, Sports & Recreation, Leadership & Service, The Arts, Lunch and Snack (check your Club for specific program times)

Summer Holiday Closures

Boys & Girls Clubs of Tampa Bay will be closed for the following days during the summer semester.

- Wednesday, June 19th – In observance of Juneteenth
- Thursday & Friday, July 4th-5th – In observance of Independence Day

Boys & Girls Clubs of Tampa Bay Anti-Bullying Policy

Boys & Girls Clubs of Tampa Bay is steadfast in its commitment to fostering a safe and positive environment for all members by implementing a zero-tolerance policy toward bullying and other forms of victimization. The Club expects every member to engage in respectful behavior and actively supports initiatives that mitigate bullying and similar behaviors

By prioritizing respect, tolerance, dignity, and human rights, the Club endeavors to cultivate an atmosphere where every individual feels valued and empowered, ensuring that all programs, activities, and services contribute to the well-being of every participant.

Definition of Bullying:

For purposes of the Club's environment and its expectations of its members, staff, and volunteers, Boys & Girls Clubs of Tampa Bay defines bullying as:

- An attack of intimidation toward another with the intention to cause fear, distress, or harm, which is either physical, verbal, psychological, or digital (social media websites, posting photos without permission, etc.). "Cyber bullying" and other forms of electronic aggression are defined as bullying.

- Repeated attacks or intimidation, no matter the severity, between the same youth over time.

Bullying Resolution:

Staff members may not always be aware of incidents occurring outside the club; however, when acts of bullying are observed or reported, whether by the victim or a third-party, they will take immediate action to address the situation.

If bullying behaviors, whether verbal or physical, persist, staff will classify the occurrence as a bullying offense and respond accordingly. Upon witnessing or receiving reports of bullying from any Boys & Girls Club of Tampa Bay employee or volunteer, immediate intervention will occur to halt the bullying. Subsequently, the incident will be thoroughly documented and investigated to assess the need for disciplinary measures, which may include removal from the Club.

Prescription Medication Policy

Boys & Girls Clubs of Tampa Bay kindly encourages parents to arrange for any necessary medications to be taken outside of Club attendance. In instances where medication needs to be administered during Club hours, adherence to the established policy is essential to ensure the safety and well-being of all members:

- Club Members may be permitted to self-administer medication for potentially life-threatening illnesses such as diabetes, allergies, asthma, and cystic fibrosis.
- Written authorization is needed from the Club Members's physician, advanced registered nurse practitioner, or physician assistant certifying that the Club Member has a life-threatening illness. In addition, the licensed health care provider is attesting that the Club Member is capable of and has been instructed in the proper administration of the required medicine and /or procedure for management of life-threatening health condition(s).
- The parent/guardian must sign a written authorization for their child/children to self-administer medication. This authorization also includes a statement that Boys & Girls Clubs of Tampa Bay shall incur no liability because of any injury arising from the self-administration.
- Permission is effective for each registration period (school year & summer) and will be reviewed annually.
- Permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment, or supplies are being used inappropriately.

SUPERVISION

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

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Boys & Girls Clubs of Tampa Bay supports a staff to child ratio of 1 (adult) to 20 (youth). Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RESTROOM USAGE

Boys & Girls Clubs of Tampa Bay is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or any (but not necessarily all) of the best practices outlined below:

- Implement procedures to limit the number of children using restrooms at the same time.
- Prohibit younger children and teens from sharing a restroom.
- Position staff near restroom entries to maintain auditory supervision of space.
- Design or renovate multi-user restrooms to eliminate outer doors while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

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

ENTRANCE AND EXIT CONTROL

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

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

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

FACILITY CONDITION

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

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

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

FOOD AND DRINK

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

Child Abuse Prevention Policy

The priority of the Boys & Girls Clubs of Tampa Bay is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Clubs of Tampa Bay maintains a zero-tolerance policy for child abuse.

Boys & Girls Clubs of Tampa Bay implements policies and procedures for members, employees, volunteers, visitors, or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

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

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

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

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

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

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

MANDATED REPORTING

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

REQUIRED TRAINING

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

Before providing services to young people, and annually thereafter:

1. Spillet Leadership University Foundations: Preventing Abuse in Youth Serving Organizations

Annually:

- All the policies, including all safety policies, for Boys & Girls Clubs of Tampa Bay

PHYSICAL INTERACTIONS

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

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

VERBAL INTERACTIONS

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

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name-calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten or humiliate youth

ABUSE AND SAFETY RESOURCES

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

National Child Abuse Hotline

(800) 422-4453

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

Child Safety Helpline

(866) 607-7233

Praesidium provides employees, volunteers, parents, and youth with an anonymous helpline to report suspicious or inappropriate behaviors regarding children.

Ethics Point Hotline

(866)295-3701

Provides employees, volunteers, and parents anonymous reporting of any unethical or illegal workplace activities

Crisis Text Line

Text CLUB to 741741

Provides free 24/7 access for adults and youth to confidential support with professional crisis counselors

Report to Child Protective Services (DCF)#

(800) 962-2873

Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect

Prohibition of Private One-on-One Interaction Policy

Boys & Girls Clubs of Tampa Bay is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff, and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings occur in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

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

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

ONE-ON-ONE INTERACTION POLICY GUIDANCE

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

Definition of one-on-one interaction

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

- **Private** contact/communication is any communication, in-person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight, and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
- One staff member transporting one member in a vehicle
- Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members, or variations of these combinations. Examples of public contact include but are not limited to:
 - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats)
 - Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

Impact on mentoring programs

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

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

Impact on partnerships with local mentoring organizations

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

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

Impact on traveling to off-site events and activities

- The one-on-one policy shall continue to be followed when traveling to external events such as Keystone, Youth of the Year, or other off-site events.
- 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 three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - Coordinating with other Clubhouses or nearby organizations to travel together.
 - Traveling with additional staff or members.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

- Single members should not be transported alone with one staff person when transporting members to and/or from a Club-sponsored event or activity.
- Consider the following to accommodate single children:
 - Modify bus or van routes so single children are not picked up first or dropped off last.
 - Use a bus aide if available.
 - Pick up and drop off children in groups.

Screening and Onboarding Policy

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

BACKGROUND CHECKS

Boys & Girls Clubs of Tampa Bay conducts criminal background checks of all employees, including minors, board volunteers, others who serve on a standing committee, and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

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

- Verify the person's identity and legal aliases by verifying a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county-level criminal search, depending on jurisdiction (*a current list of jurisdictions can be found at www.bgca.net/childsafety*).
- Include any additional background check criteria required by organizational policies, funding, or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry, or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

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

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check
- c. Is registered, or is required to be registered, on a state or national sex offender registry
- d. Has been convicted of a felony consisting of:
 1. Murder
 2. Child abuse
 3. Domestic violence
 4. Abduction or human trafficking
 5. A crime involving rape or sexual assault
 6. Arson
 7. Weapons
 8. Physical assault or battery
 9. Drug possession, use, or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography

INTERVIEWING

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

REFERENCE CHECKS

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

STAFF AND VOLUNTEER ONBOARDING

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

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

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies, procedures, and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks, and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required **Child Abuse Prevention Training** approved by BGCA

Technology Acceptable Use Policy

CLUB MEMBER USAGE

Before a member is allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use Policy and return it to the Club. Under the Technology Acceptable Use Policy, the following relevant principles shall apply:

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

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

Club purposes shall include program activities, career development, communication with experts and/or 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 inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

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

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to 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.

Monitoring and inspection: Boys & Girls Clubs of Tampa Bay reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection.

Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff is not responsible for the 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.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to 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.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages and material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices

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

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff, or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening, or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles

Members may not attempt to gain unauthorized access to the Club's network or any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: Boys & Girls Clubs of Tampa Bay reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Tampa Bay reserves the right to inspect and/or review personally owned devices that are 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, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Tampa Bay reserves the right to monitor communication and internet traffic and manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

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

Parental notification and responsibility: While the Boys & Girls Clubs of Tampa Bay Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of Tampa Bay to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Tampa Bay Code of Conduct. The same rules and guidelines

members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of Tampa Bay Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned and operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes, and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

STAFF AND VOLUNTEER USAGE

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

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

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

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff, and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff is expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where privacy is expected.

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action, including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Clubs of Tampa Bay reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may face disciplinary action up to and including termination

Loss and damage: Staff is responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member's personal device.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment 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 sexual content or disrespectful language or images typed, posted, or spoken by the staff or members.
- Information that could cause conflict
- 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.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

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

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members, or community is subject to disciplinary action.

Examples of cyberbullying include but are not limited to:

- Harassing, threatening, or hurtful text messages, emails, or comments on social media.
- Rumors that are sent via email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between

staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Monitoring and inspection: Boys & Girls Clubs of Tampa Bay reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action, including termination.

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

Loss and damage: Staff is responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff 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.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

Disallowed apps and/or websites: This organization does not allow staff to access any apps and/or websites during work hours containing sexual content, violence, drugs, or any application/or websites that go against the Boys and Girls Club's core pillars.