



**BOYS & GIRLS CLUB
OF EAST AURORA**

Code of Conduct with Youth for Employees and Volunteers

Date: Feb. 21, 2021

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:
 - a. 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).
 - b. 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).
 - c. 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).
 - d. 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

15. 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:

- a. Be familiar with the symptoms of abuse and neglect, including physical, sexual, verbal, and emotional abuse;
- b. Know and follow organization policies and procedures that protect against abuse;
- c. Report suspected abuse or neglect to the appropriate authorities as required by state mandated reporter laws; and
- d. Follow up to ensure that appropriate action has been taken.

16. The Boys and Girls Club of East Aurora 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 persons given investigative authority by the Club.

Cooperation with investigations includes but is not limited to:

- a. Promptly acknowledging and responding to requests for information;
- b. Making oneself available for meetings with investigating officials;
- c. Providing full, accurate, and truthful information;
- d. Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities; and
- e. Preserving relevant information and documents.
- f. 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.

17. Employees and volunteers may not have engaged in or been accused/convicted of child abuse, indecency with a child, or injury to a child.

18. 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/complaint form. The current compliance committee is made up of Marnie Uebelhoer, Mike Sawicki and Mike Wymer. All reports will be kept anonymously.

Board Approved March 18, 2021



**BOYS & GIRLS CLUB
OF EAST AURORA**

Appropriate and Inappropriate Physical Contact Code of Conduct

The Boys & Girls Club of East Aurora’s physical contact policy promotes a positive, nurturing environment while protecting members, employees and volunteers. The Boys & Girls Club of East Aurora 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:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<p>Contact initiated by the member such as:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Board Approved March 18, 2021



**BOYS & GIRLS CLUB
OF EAST AURORA**

Appropriate and Inappropriate Verbal Interactions Code of Conduct

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:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none">• Positive reinforcement• Age appropriate jokes• Encouragement• Praise• Strength-based conversations	<ul style="list-style-type: none">• 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

Board Approved March 18, 2021



**BOYS & GIRLS CLUB
OF EAST AURORA**

Background Check Policy and Guidance

The Boys & Girls Club of East Aurora is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & Girls Clubs of East Aurora will conduct background checks in accordance with the following policy.

Boys & Girls Clubs of East Aurora 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,

- (a) Verify the person's identity and legal aliases through verification of a social security number,
- (b) Provide a national Sex Offender Registry search,
- (c) Provide a comprehensive criminal search, which includes a national search,
- (d) Provide a comprehensive local criminal search, which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction
- (e) DMV checks on any employees or volunteers who will operate a Club vehicle for any purpose.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

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

- (a) Refuses to consent to a criminal background or DMV 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. 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,
- (e) Has been convicted of a drug-related offense committed within the last five years, or
- (f) Any traffic violations that make him/her ineligible to operate a Club Vehicle if driving is considered an essential part of the hire employee's job description.

Boys & Girls Club of East Aurora 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 Boys & Girls Club of East Aurora prior to extending an offer for employment or volunteer service.

Board Approved November, 2020



**BOYS & GIRLS CLUB
OF EAST AURORA**

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 Boys and Girls Club of East Aurora's 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 Boys & Girls Club of East Aurora 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 Boys & Girls Club of East Aurora's 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 Boys & Girls Club of East Aurora's 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 Boys & Girls Club of East Aurora unless they have prior approval to do so and may not misrepresent their work with the Boys & Girls Club of East Aurora or the Boys & Girls Club of East Aurora itself.
14. Employees and volunteers engaging in social media and online communication become a public figure associated with the Boys & Girls Club of East Aurora 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 Boys & Girls Club of East Aurora 's 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 Unit Director, Neil Parrish for all Club programming and by Special Events Coordinator, Lori Stein for all posts/photos for all Club fundraising, special events, etc. All employees and volunteers must have the approval from Lillian O'Connor to make any changes or adjustments to the Club website.
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 Boys & Girls Club of East Aurora's 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.



**BOYS & GIRLS CLUB
OF EAST AURORA**

**Code of Conduct for Managing Interaction between Employees, Volunteers, and
Members Outside of the Organization**

Organizational abuse may occur off-site and outside of regularly scheduled activities. Allowing contact outside of regularly scheduled activities may put employees, volunteers, members, and the Boys & Girls Club of East Aurora 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 Boys & Girls Club of East Aurora 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.

Board Approved January 13, 2022



**BOYS & GIRLS CLUB
OF EAST AURORA**

Restroom Usage Policy & Guidance

The Boys & Girls Club of East Aurora 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.

I. Single Stall Restroom(s)

There are three single stall restrooms located in the Club (First floor athletic hallway – Women's Bathroom, Rainbow Room and Teen room staircase). They will be used by one person at a time and the exterior door will be shut and locked to alert others that they must wait to enter. The staff bathroom will be locked at all times. The member bathrooms will be unlocked at all times so that members have free access as needed to attend to their bathroom needs.

II. Members Only Restroom Available

Restrooms located in the MAIN HALLWAY 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

III. Staff Only Restroom Available

The facilities located in the main Athletic Hallway (Team Room MALE, Single Room FEMALE) are separate restrooms designated for adult staff members, volunteers and adult visitors. They will remain locked to deter usage by members at all times (Unless needed if member restrooms are out of order).

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

IV. Gender Nonconforming Restroom Available.

The bathroom located at the top of the Teen Room staircase is a single stall

bathroom facility for any gender neutral member or staff. This bathroom will be unlocked so that a gender neutral member has access to the bathroom as needed without the need for a staff member to unlock it for them. Any member who identifies as gender neutral that needs to use this facility can use this bathroom. All other members are to use the bathrooms located in the main hallway

V. 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 Boys and Girls Club of East Aurora include:

- The Club will provide separate restrooms for youth members in grades K-12 off of the main hallway and for all adults (Staff, Volunteers and adults guests over the age of 18 years old) off of the Team Locker Room for Men and in the restroom off of the hallway behind the gym for females.
- The Club will limit the number of restroom users at one time to two members in members only restrooms and two adults in the adult male only restrooms. The female adult restroom is one stall and therefore only for one adult at a time.
- Individuals must use the restroom consistent with their gender identity.
- The Club will provide a gender neutral single stall restroom off the Teen Room in the side stairwell.
- 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 atbgca.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.

Board Approved November 12, 2020



**BOYS & GIRLS CLUB
OF EAST AURORA**

Technology Code of Conduct

The Boys & Girls Club of East Aurora utilizes technology in nearly every facet of programming, communication, and operation. This policy outlines expectations for the use of technology, both provided by the organization and personally owned (during programming), by employees, volunteers, and members ("Users"). Technology is a comprehensive term including, but not limited to, all organization and personally owned computers, projectors, televisions, iPads, tablets, multimedia players, cameras, cell phones, smartwatches, and/or other technologies.

All members of our community have a responsibility to use both personal and organization owned technology in a responsible, lawful, and ethical manner. Use of technology during programming must be consistent with our organization's philosophy, goals, and ethical standards. This organization will educate Users regarding the acceptable and responsible use of technology, appropriate online behavior and interaction on social networking websites, and an awareness of, and response to, cyberbullying.

Use of Filters on Boys & Girls Club of East Aurora's Owned Technology and Network

BGCEA will take reasonable measures to block or filter content over its internet and technology that the organization considers inappropriate. This includes pornography, obscene material, and other material that may be harmful to consumers or against the mission and standards of this organization. BGCEA reserves the right to block or filter other content deemed to be inappropriate, lacking educational or work-related content or that poses a threat to the network. BGCEA may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes. Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

Standards of Electronic Communication

All communication that takes place using personally-owned (during programming) or organization-owned technology must reflect the mission and values of our organization. This includes but is not limited to emails, texts, messages, and posts online. Additionally, User communications must be through official organizational email accounts for all programmatic and organization-related business. Official organization email accounts will be provided for Users for such purposes. Email is intended for use for programmatic purposes only.

In order to responsibly communicate online Users MAY NOT:

1. Access, send, receive, download, produce, or distribute any offensive, profane, threatening, pornographic, or sexually explicit material at any time, for any reason.
2. Access websites, newsgroups, or chat areas that contain material that is counter to the organization's mission or that promote illegal acts.

When using technology, Users are expected to:

1. Use technology tools and hardware for programmatic purposes only.
2. Refrain from using personal or BGCEA owned devices in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.
3. Refrain from using cell phone cameras and/or any recording functions, on the cell phone or within apps, during programming unless permission is granted by Unit Director for programming purposes. If permission is granted, the camera or recording feature is only to be used as directed by the employee or volunteer only for that particular purpose.
4. Refrain from using network for any activity or to transmit any material that violates federal, state, or local laws.
5. Refrain from harassing, bullying, taunting, hazing, or otherwise acting in a manner toward employees, volunteers, and members that is counter to BGCEA's mission, including its prohibition against bullying and hazing. **The Boys & Girls Club of East Aurora has zero tolerance for cyberbullying.**
6. Refrain from engaging in personal attacks, harassing others, posting confidential and/or personal information about others, or posting in a libelous, disrespectful, or harassing manner. **Users who violate these exceptions or any provision of this code of conduct will face serious disciplinary action, up to and including removal from the organization.**

Expectation of Privacy

Users do not have an expectation of privacy in communications transmitted through organization devices or technology. Our organization reserves the right to monitor and track online behaviors and interactions via organization-owned technology. Emails, messages, and other information sent through the organization's network can be inspected and files saved onto BGCEA's computers may be reviewed at any time.

In addition, Users have a limited expectation of privacy when using their own technology, particularly when activity violates the law or organization policy, and/or compromises the safety and wellbeing of other members of the BGCEA. We will investigate reports of inappropriate posts or other online activity, and hold employees, volunteers, and members accountable for online activity that violates the law or organization policy, and/or compromises the safety and wellbeing of other members of the organization.

Board Approved March 18, 2021



**BOYS & GIRLS CLUB
OF EAST AURORA**

**Boys and Girls Club of East Aurora
Bullying Prevention Policy**

The Boys & Girls Club of East Aurora 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 Boys & Girls Club of East Aurora's 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.

Board Approved March 18, 2021



**BOYS & GIRLS CLUB
OF EAST AURORA**

**Bring Your Own Devices (Members)
Boys & Girls Club of East Aurora
Acceptable Use Policy**

The Boys & Girls Club of East Aurora 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. Boys & Girls Club of East Aurora 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. Boys & Girls Club of East Aurora 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. Boys & Girls Club of East Aurora's 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 Boys & Girls Club of East Aurora 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.

Board Approved March 18, 2021



**BOYS & GIRLS CLUB
OF EAST AURORA**

One On One Supervision Policy

All Boys & Girls Clubs must prohibit one on one interaction between youth and staff and volunteers, including board members. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. 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.

The Boys & Girls Club of East Aurora 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 Boys and Girls Club of East Aurora's 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.

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:

- Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (i.e. Junior Youth of the Year) and/or staff in travel plans.
 - Coordinating with other Clubhouses or nearby Organizations to travel together.
 - Travelling with additional staff or members.
 - Parents and guardians should also provide written consent in each instance a member travels to any off-site event.
 - Similar practices should be in place when coordinating field trips for multiple staff and members.
- IV. What if I partner with a local mentoring organization in my community?
- a. 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.
 - b. External mentors should agree to and abide by all Club safety policies and procedures.
 - c. 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.
 - d. Documentation should be maintained on each mentoring interaction.
- V. How does this policy affect transportation to and from my Clubhouse?
- a. When transporting members to and/or from a Club sponsored event or activity, single members should not be transported alone with one staff person.
 - b. Consider the following to accommodate single children:
 - i. Modify bus or van routes so single children aren't picked up first or dropped off last.
 - ii. Use a bus aide if available.
 - iii. Pick up and drop off children in groups.
 - iv. Modify staff schedules to ensure multiple staff are present.
- VI. Are there exceptions to this policy?
- a. Exceptions can be made when delivering medical or counseling services by a licensed, trained therapist or similar professional (i.e., counselors, social workers).
 - b. 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.

- c. 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.
- d. Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including, but not limited to:
 - i. Disclosing the meeting to Club leadership and regularly checking-in with the member and adult during conversations.
 - ii. Placing time limits on conversations.
 - iii. Meeting in rooms with clear sight lines (i.e. rooms with windows, glass doors).
 - iv. Documenting the interaction.
 - v. Disclosing the emergency situation to another staff member

Board Approved March 18, 2021