



Policies for the  
Protection of  
Youth

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**BOYS & GIRLS CLUBS  
OF BANGOR  
Child Abuse Prevention Policy**

**PURPOSE:** The priority of Boys & Girls Club of Bangor (BGCB) is the physical and emotional safety of its members, staff, and volunteers. BGCB maintains a zero-tolerance policy for child abuse. The purpose of this policy is to outline BGCB's policy and procedure on child abuse prevention and mandated reporting obligations. This is necessary for BGCB to carefully and safely interact with children in our facilities, prevent any misconduct at the Club, and report any suspicion of abuse.

**DEFINITIONS:**

**BGCB Staff** means any person employed by or providing services for/at BGCB, including staff members and volunteers regardless of whether the person is of minor age, an independent contractor, or a board member.

**Child abuse or Neglect** 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:

- 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).
- Physically harming a child.
- Sexually abusing a child.
- Exposing a child to substance use, domestic violence, or other unsafe conditions.
- Failing to provide adequate food, shelter, clothing, or medical care.
- Exposing a child to unsafe or unsanitary living conditions.
- Threatening to harm a child.
- Chronically calling children names or putting them down.
- Neglect, meaning the failure to provide for a youth's basic needs or the failure to protect youth from harm.

**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 daily activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting, or other "accidental" touches.



## **MANDATED REPORTING**

BGCB Staff shall immediately report or cause a report to be made to the Department of Health and Human Services when they know or reasonably suspect that a child has been or is likely to be abused or neglected or that a suspicious child death has occurred. BGCB Staff shall also immediately report concerns to their supervisor. BGCB leadership may assist BGCB Staff with submitting reports to the Department.

## **REQUIRED TRAINING**

BGCB shall ensure that all staff members and volunteers (who have direct repetitive contact with young people) receive the following training before initially providing services at BGCB, and annually thereafter:

- BGCA-approved child abuse prevention training
- BGCA-approved mandated reporting training
- BGCA-approved grooming prevention training
- And any other safety-related policy-related training as determined by BGCB

## **PROHIBITION OF ONE-ON-ONE CONTACT**

BGCB Staff are prohibited from having any isolated one-on-one interaction with BGCB members, including but not limited to isolated one-on-one contact at any time while at any of BGCB's facilities, in vehicles, restrooms, or playgrounds. BGCB Staff are also prohibited from having any isolated one-on-one interaction with BGCB members via phone, text message, social media, or any other means or forms of communication. These restrictions shall not apply to licensed trained therapists or other professionals delivering services in accordance with relevant professional guidelines, including but not limited to approved medical services, counseling services, or other necessary professional services. BGCB Staff are strictly prohibited from meeting BGCB members outside of any BGCB-sponsored activities. This rule shall not apply when the BGCB member is a child or sibling of the BGCB Staff person or when there is an existing/prior outside relationship between the BGCB staff and the BGCB member. *Please refer to the BGCB's Prohibition of Private One-on-One Policy for additional information.*

## **ABUSE AND SAFETY RESOURCES**

BGCB prominently displays BGCA-approved materials throughout its facilities that contain information on the ethics hotline, crisis text line, and safety helpline information with members, staff, volunteers, and families. BGCB also shares all safety policies with parents and guardians upon receiving a youth membership application. Any questions about mandated reporter requirements should be directed to BGCB's Director of Operations and Impact by calling 207-404-4340. BGCB Staff may also contact the Department of Health and Human Services directly at 1-800-452-1999.

## PHYSICAL INTERACTIONS

BGCB Staff are 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 Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Showing favoritism Allowing youth to cling to an adult's leg

## VERBAL INTERACTIONS

BGCB Staff are 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



## **BOYS & GIRLS CLUBS OF BANGOR**

### **Drug & Alcohol-Free Workplace**

**PURPOSE:** The purpose of this policy is to ensure the Boys & Girls Club of Bangor is committed to providing a drug & alcohol-free workplace environment for members, staff, and volunteers.

#### **Policy:**

Boys & Girls Club of Bangor maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Members, staff, and volunteers are prohibited from reporting to BGCB or working at BGCB while under the influence of alcohol or illegal or unauthorized drugs.
- Members, staff, and volunteers taking any over the counter or prescription medications that potentially affect their safety or work performance are responsible for notifying the Program Director or the Director of Operations and Impact so that a determination of Club participation, job performance, or a reasonable accommodation can be made.
- Members, staff, and volunteers are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the club and at all club sponsored or club affiliated activities.
- Staff and volunteers must disclose all criminal convictions (misdemeanor and felony) or violations involving drugs or alcohol, including, but not limited to, acts involving drugs or alcohol, driving under the influence of substances, or operating a vehicle while intoxicated.
- Employment and volunteer activities with the organization are conditional upon full compliance with the foregoing drug- and alcohol-free policy. Any violation of this policy might result in disciplinary action, up to and including discharge and termination.

#### **Smoking Policy**

Boys & Girls Club of Bangor will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace.

Smoking is defined to include the use of any tobacco-containing products, including chewing tobacco, cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Club properties except for external areas where it is specifically authorized. The smoking policy applies to staff, volunteers, and members while on Club premises or during Club activities (on or off site).



## **Reasonable Suspicion**

Staff and volunteers are required to immediately notify their direct supervisor or the Director of Operations & Impact of any action by a staff or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Members, staff, or volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises.

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

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



**BOYS & GIRLS CLUBS  
OF BANGOR  
Emergency Operations Plan Policy**

**PURPOSE:** Through the appropriate use of Club and community resources, Boys & Girls Club of Bangor strives to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recover from an emergency.

**EMERGENCY OPERATIONS PLAN (EOP)**

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

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

**EOP ANNUAL REVIEW**

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

**FIRST AID AND CPR TRAINING**

Boys & Girls Club of Bangor always maintains a minimum of two CPR- or first aid-trained staff on site during all operating hours when members are being served.





## KEY DEFINITIONS

**An emergency** is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger, or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

**Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, action must be taken now — before the next emergency occurs — to reduce human and financial consequences later.

**Preparedness** helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.



**BOYS & GIRLS CLUBS  
OF BANGOR  
Incident Management Policy**

**PURPOSE:** The priority of Boys & Girls Club of Bangor (BGCB) is the physical and emotional safety of its members, staff, and volunteers. The purpose of this policy is to outline BGCB's policy and procedure on incident management. This is necessary to ensure that any incident that has the potential to impact members, staff, volunteers, and visitors is promptly reported and documented.

**GENERAL INCIDENT DESCRIPTION**

Safety incidents that occur during BGCB programs, on club premises, and/or during BGCB affiliated programs or trips may include but are not limited to:

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

**INTERNAL INCIDENT REPORTING**

Any employee or volunteer who becomes aware of an incident, as defined in this policy, will immediately complete an incident report, and submit the incident report to their direct supervisor or the Program Director.

The following information shall be included on an Incident Report:

- Date and location
- Incident details
- Witnesses and contact information
- All notifications made (first responders, parents, leadership, etc.)

**EXTERNAL INCIDENT REPORTING**



BGCB follows all applicable federal, state, and local laws, and mandated reporting statutes and regulations to ensure the protection and safety of youth. Types of incidents that will be reported beyond BGCB include, but are not limited to:

- Inappropriate activity between staff and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or
- Members missing from the premises.

### **INCIDENT INVESTIGATION**

BGCB takes all alleged incidents seriously and is committed to supporting external investigations of all reported incidents and allegations. Federal, state and local criminal, and/or mandated child abuse reporting laws will be followed.

In the event that an incident involves an allegation against a staff member, volunteer, or club member, BGCB shall take appropriate action to ensure the safety of everyone involved, including, but not limited to suspension, reassignment, retraining, and/or termination.

### **BGCA CRITICAL INCIDENT REPORTING**

BGCB will immediately report any allegation of abuse or potential crime to local law enforcement. In addition, the Director of Operations will report the following critical incidents to the Boys and Girls Clubs of America (BGCA) (via the online portal) within 24 hours, and to the BGCB Child and Club Safety Committee.

- a. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- d. Any member who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- e. Any major medical or mental health emergency involving a member, staff member, or volunteer at a Club site or during a Club-sponsored activity leading to hospitalization, permanent injury, or death.



- f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- g. Any alleged criminal act with police involvement that includes a member, staff, or volunteer at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater or any amount of federal funds.
- i. Any known criminal or civil legal action involving BGCB, its employees, or volunteers, as well as any changes in the status of open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Club of America brand.
- k. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to BGCA could result in a funding hold or the organization being placed on provisional status.



## INCIDENT REPORT

**Club:** \_\_\_\_\_

**Person Filing Report:** \_\_\_\_\_

**Date Report Filed:** \_\_\_\_\_ **Date(s) of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_ **Incident Location:** \_\_\_\_\_

**Individual(s) Involved:** \_\_\_\_\_

**Description of Incident:** \_\_\_\_\_

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**Action Taken or Request for Instructions:** \_\_\_\_\_

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**Notification Details:** \_\_\_\_\_

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\_\_\_\_\_  
**Signature of Person Completing Report**

\_\_\_\_\_  
**Approval Signature**



## **BOYS & GIRLS CLUBS OF BANGOR**

### **Prohibition of Private One-on-One Interaction Policy**

#### **PURPOSE**

The Boys & Girls Club of Bangor is committed to providing a safe environment and enforces the following Prohibition of Private One-on-One Interaction Policy for members, staff, and volunteers. The Boys & Girls Club of Bangor conducts regular onboard training as well as annual staff/volunteer training.

#### **POLICY**

Boys & Girls Club of Bangor prohibits all one-on-one (one to one) interactions including member to member, member to staff member, member to volunteer, member to board member, and staff member to youth worker.

#### **DEFINITIONS**

**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 an adult, minor staff, volunteers, or board members 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, and private homes. 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 an adult staff, minor staff, board member or volunteer.
- Meeting at a non-Club location e.g. The Maine Discovery Museum

**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).
- Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).



### **Impact on transportation to and from the Club**

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

### **Exceptions to policy**

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

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



**BOYS & GIRLS CLUBS  
OF BANGOR**  
**Screening and Onboarding Policy**

**PURPOSE:** Boys & Girls Club of Bangor is committed to selecting and retaining the most effective staff and volunteers to serve our youth. As part of the selection process and in accordance with applicable state and federal background check regulation requirements, background checks and screening procedures will be conducted in accordance with this policy.

**BACKGROUND CHECKS**

Boys & Girls Club of Bangor conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all volunteers, who have direct repetitive contact with minors.

The background check will:

- Verify the individual's identity and legal aliases through verification of a social security number.
- Conduct a national Sex Offender Registry search.
- Conduct a comprehensive criminal search that includes a national search.
- Conduct a comprehensive local criminal search that includes a county-level criminal search.

In addition, all staff are required to complete a Maine Department of Health and Human Services Childcare Provider Background Check that includes a Fingerprint background check (good for 5 years) for our childcare subsidy program (requirement). This screening includes the following:

- National Crime Information Center National Sex Offender Registry and Federal Bureau of Investigation fingerprint check (using Next Generation Identification).
- Maine State child abuse and neglect registry/database, State Bureau of Identification (SBI) crime repository with fingerprints, and State Sex Offender Registry.
- In each State where the individual has resided at any time during the previous five years: State child abuse and neglect registry/database, SBI or comparable State agency's crime repository (with or without fingerprints), and State Sex Offender Registry.

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

All background check findings will be considered when making employment or volunteer decisions, and Boys & Girls Club of Bangor 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.

## **ANNUAL REVIEW OF BACKGROUND CHECKS**

Boys & Girls Club of Bangor reserves the authority to discontinue employment or disengage with volunteers, or board staff who have direct, repetitive interaction with youth if such individual meets any of the conditions outlined above.

## **INTERVIEWING**

Boys & Girls Club of Bangor will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

## **REFERENCE CHECKS**

Boys & Girls Club of Bangor conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Club for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Club of Bangor 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 handbook and club and child safety 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 and 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.
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.



**BOYS & GIRLS CLUBS  
OF BANGOR**  
**Supervision and Facilities Policy**

**PURPOSE:** Boys & Girls Club of Bangor is committed to providing a safe environment and enforces the following restroom policy for members, staff, and volunteers. Boys & Girls Club of Bangor conducts regular onboard training as well as annual staff/volunteer training.

**POLICY**

BGCB staff and volunteers shall provide continuous supervision of BGCB members at all times, including while on BGCB premises or at BGCB sponsored activities. BGCB staff and volunteers shall ensure they have received training from BGCB on appropriate supervision tactics and behavior patterns prior to supervising a BGCB member. BGCB shall maintain a record of this training. BGCB Staff and volunteers providing continuous supervision shall also comply with the following:

- Adhering to all of BGCB's policies and procedures, including but not limited to the Prohibition of Private One-On-One Interaction Policy.
- Ensuring at least one adult staff/volunteer (18 years old or older) is present when supervising BGCB members.
- Always maintaining appropriate supervision ratios. BGCB members to staff ratios are 12:1.
- Must ensure that all minor 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 while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

**DEFINITIONS**

**Rule of Three** specifies that there should always be at least three people present, i.e. one staff and two or more children, or two staff and one child.

**RESTROOM USAGE**

- There are designated adult restrooms as well as procedures to ensure adults and members never utilize a restroom at the same time.
- The Clubhouse and Discovery Room have single-user restrooms, and the Gym has multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities, the rule of three will be used.
- Cell phones are prohibited in restrooms
- Staff and volunteers must be positioned near restroom entries to allow for auditory monitoring. Doors to multi-user restrooms will be propped open.



## **ENTRANCE AND EXIT CONTROL**

All facility entries and exits are controlled and monitored by staff and volunteers during all hours of operation.

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

Only designated staff and volunteers possess keys to unlock the facility. If a staff or volunteer is supervising a scheduled activity, they shall be responsible for the security of their program space.

## **FACILITY CONDITION**

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

All interior and exterior spaces will 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.



**BOYS & GIRLS CLUBS  
OF BANGOR  
Technology Acceptable Use Policy**

**PURPOSE:** Boys & Girls Club of Bangor is committed to providing safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

### **CLUB MEMBER USAGE**

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** 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 are responsible for inquiring with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use. **In-appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, defamatory, 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.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
- Cyberbullying, defined as bullying that takes place using emerging technologies and devices.
- Attempting to log in through another person's account or accessing another person's files.

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

**Disciplinary action:**

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.
- Other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

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

**Loss and damage:** Members are responsible for keeping devices with them at all times. Staff are 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.

## STAFF AND VOLUNTEER USAGE

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** will include but is not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or Club staff, and for Club purposes, such as member check in or incident reporting. Staff and volunteers have no expectation of privacy when using Club devices. Staff and volunteers shall immediately produce and hand over Club devices upon request. Club has discretion to request devices without advance notice.

**Inappropriate 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 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, or 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 staff or volunteers.
- 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.
- Cyberbullying.

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

**Communication with Club members:** Staff and volunteers 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 includes social media accounts. Employee's may not be "friends" with or followed by members or parents on social media, unless a relationship was established prior to the member enrolling in Club.

**Loss and damage:** Staff are responsible for keeping devices with them at all times. The Club is 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.



**BOYS & GIRLS CLUBS  
OF BANGOR  
Transportation Policy**

**PURPOSE:** Boys & Girls Club of Bangor (“BGCB”) provides members with transportation to and from BGCB or to certain BGCB-sponsored events or activities. The purpose of this policy is to ensure the safe and secure transportation of all members to and from BGCB and during all BGCB-sponsored events and activities.

**Scope:** This policy applies to all staff, and volunteers, involved in transporting members as part of BGCB activities. For the purpose of this policy all staff and volunteers responsible for transporting members will be referred as “BGCB Staff.”

**Policy:** BGCB will offer transportation for its members to and from BGCB at certain times and from certain pre-determined pick-up locations as determined in BGCB’s sole discretion, and in accordance with this Policy.

**1. Vehicle Safety Requirements**

Vehicles that are used to transport members for the purpose of BGCB activities must be approved in writing by BGCB prior to transporting members. BGCB staff review its approved vehicle list annually to ensure compliance with the standards outlined in this policy. BGCB reserves the right to remove any and all vehicles from its approved list, for any reason, at any time, and upon BGCB’s sole discretion. All vehicles must adhere to the following requirements:

- Have a visible current Maine State registration sticker and Maine State Inspection sticker.
- Currently insured in Maine with a minimum motor vehicle policy coverage of \$1,000,000.00
- In compliance with Maine’s state vehicle inspection standards.
- Be in good working condition, free from visible exterior major body damage that may impair the vehicle’s safe operation, and with a clean and tidy interior.
- All Vehicles must be equipped with the following:
  - i. Functional seat belts for all passengers, adhere to the maximum capacity guidelines, and meet all applicable Maine child passenger safety laws.
  - ii. An unexpired first-aid kit.
  - iii. At least one working and inspected fire extinguisher.
  - iv. Reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.





## **2. Motor Vehicle Operator (Driver) Requirements**

All persons responsible for driving a vehicle for the purpose of transporting member(s) to and from BGCB or to any BGCB-sponsored event or activities, must meet the following requirements:

- Must be at least 21 years old.
- Hold an active and valid Maine driver's license, with a clean driving record for at least the past three years, with none of the following records: driving under the influence, reckless driving charges, or excessive speeding violations.
- Pass a comprehensive background check and driving record review.
- Consent to periodic and random driving records checks.
- Successfully complete a driver safety training course, including specifics on Maine's road safety laws, as approved by BGCB.
- Comply with all other BGCB policies and procedures, including, but not limited to BGCB's Prohibition of 1:1 Policy.

## **3. Pick-Up and Drop-Off Procedures/Procedure When Transporting Members**

BGCB Staff assigned to drive the vehicle must comply with the following to ensure the secure transportation of members:

- Wear a seat belt at all times while operating a vehicle or the vehicle is in motion.
- BGCB Staff may only transport members to and from BGCB and to and from BGCB sponsored activities or events. BGCB Staff may not transport members to non-approved sites or for non-BGCB approved purposes, such as, but not limited to personal activities.
- Prior to operating a motor vehicle for the purpose of transporting a member to BGCB or to a BGCB approved location, BGCB Staff shall conduct a visual inspection of the vehicle and confirm the vehicle complies with the above listed vehicle requirements. Staff shall immediately report any concerns or problems to BGCB's Director of Operations.
- All members being transported by BGCB must be listed on BGCB's pre-approved transport list for the specific purpose that the member is being transported. BGCB Staff should verify the pre-approved transport list prior to transporting a member. BGCB Staff must confirm that no member is left on a vehicle unattended after every trip (based on a



seat-by-seat scan of each vehicle).

- BGCB Staff shall complete a transportation daily log to ensure that all members are picked up and dropped off at the appropriate designated times and locations. At the end of the transportation, BGCB staff shall sign the daily log and submit it to the Director of Operations.
- BGCB Staff must immediately notify their supervisor and/or the Director of Operations of any issues or incidents. In the event of any issues or incidents involving the transportation of members to and from BGCB or to and from BGCB-related activities, BGCB Staff shall submit a written report to their supervisor and/or the Director of Operations. The written report will detail the incident and the BGCB's issues and/or concerns.
- Never use mobile phones, tablets, or other screen devices while operating a vehicle, except that BGCB Staff may use a cell phone that is equipped with hands-free device and would not require the BGCB Staff to use hands to operate the cellphone or distract the BGCB Staff from operating the vehicle. Communication devices may be used if the vehicle is in park.
- BGCB Staff must comply with all BGCB policies, including the Prohibition of 1:1 policy. When transporting a member, BGCB Staff must ensure that at least three individuals (including the BGCB Staff and the member) are present at all times during the transportation.

#### **4. Emergency Procedures**

- BGCB Staff should immediately notify the Director of Operations if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from BGCB or BGCB-related activities.
- BGCB Staff must comply with all applicable protocols for road emergencies, including notifying authorities of any emergencies or need for roadside assistance.
- BGCB Staff must be familiar with routes to the nearest hospitals or emergency facilities.



**BOYS & GIRLS CLUBS  
OF BANGOR  
Video Surveillance Policy**

**PURPOSE:** The purpose of this policy is to establish an organization wide policy for the **USE OF VIDEO SURVEILLANCE**. The Club recognizes that maintaining the safety and security of members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.

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

**PLACEMENT AND NOTIFICATION**

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected). Video surveillance equipment will not be used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion. Video monitors shall not be in an area that enables public viewing. The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

**ACCESS TO VIDEO IMAGES**

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO and Club Site Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed. Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Boys & Girls Club personnel: CEO, Director of Operations, Club Program Director(s). These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.



### **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the CEO. Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of the Boys & Girls Clubs of Bangor and may be reproduced only in accordance with applicable law and board policy.

### **RETENTION OF DIGITAL IMAGES**

Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

### **CLUB MEMBER PRIVACY**

Video recording data will not be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law. Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property. A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.



## **BOYS & GIRLS CLUBS OF BANGOR Youth Worker Policy**

**PURPOSE:** Boys & Girls Club of Bangor (BGCB) is committed to selecting and retaining the best staff and volunteers to serve its members. BGCB recognizes the experience, skills, and enthusiasm that a staff or volunteer that is of minor age could bring to BGCB and therefore, it is committed to providing volunteer and work experience to persons who are of minor age (“Minors”).

To that end, minors can serve in one of the following roles at BGCB:

1. As an Employee if that person is at least 16-years-old.
2. A Volunteer; if they are at least 13 years old.
3. A Work-based Learning Participant if that person is between ages 14-17-years-old.

All of the above roles are considered “Youth Workers” for the purposes of this policy.

### **Child Labor Laws**

BGCB is committed to providing a safe environment for all its members, staff, and volunteers. To that end, the organization follows and adheres to all applicable federal and state labor laws.

The federal child labor provisions authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being, or educational opportunities. When more than one law or regulation applies for managing youth workers, BGCB follows the stricter law or regulation.

### **Background Checks on Minors**

BGCB conducts criminal background checks of all employees, including minors; board members and all volunteers, including all non-Club member teen volunteers. Participants of work-based learning programs are considered BGCB members rather than employees. As such, BGCB does not conduct a background check on its work-based learning participants. BGCB shall obtain the authorization of a parent or legal guardian of a minor age person prior to completing a background check on that person., unless the minor age person has the legal authority to provide consent to the background check in accordance with applicable Maine law.

### **Training and Onboarding**

BGCB is committed to ensuring that all employees and volunteers, including those of minor age, understand the safety implications of working at BGCB. All employees and volunteers, including work-based learning participants, will be required to complete BGCB’s onboarding training program prior to interacting with BGCB’s members. In addition, all employees, volunteers, and work-based learning participants shall complete all required safety training each year before they interact with any BGCB members. These trainings shall focus, among other



things, on child sexual abuse prevention, grooming prevention, and mandated reporter trainings to educate employees, volunteers, and work-based learning participants on the following:

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

### **Training for Supervisors and Coordinators**

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

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

### **Prohibition of Private One-on-One Interaction**

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

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

### **Adult-to-Youth Interactions**



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

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

### **Peer-to-Peer Interactions**

Youth who are working and/or volunteering in the Club may already have relationships and interactions with other youth in the program. Accordingly, BGCB has the following procedures in place so that all staff and other youth can easily recognize when Club members are in the role of a Club member or that of a youth worker. Youth workers must:

- Sign in (or clock in if being paid) to record their presence.
- Wear their badge, identifying them in their role.

Minor employees and non-Club member teen volunteers should not interact with youth outside of their Club peer group outside of the Club environment, unless the youth in question are siblings or a pre-existing relationship has been disclosed to the supervisor and/or coordinator before work begins.

Work-based learning participants are participants in a Club-sanctioned program and therefore are not affected by this protocol.

### **Supervision of Youth Workers**

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

All meetings and communications will utilize either a team or group supervision approach. Team supervision involves two or more adults working together as a team to supervise and communicate with youth workers and is also utilized for digital communication with youth workers. This is specifically advised when a direct supervisor needs to talk confidentially with a youth worker. Group supervision is led by a facilitator in a group setting so youth workers can reflect on their work.

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

# Boys & Girls Club of Bangor

## Policy Sign Off Page

Please initial next to each policy and sign below to indicate that you have received, read and understand the following policies.

☐

### Child Abuse Prevention Policy

I have received, read and understand the Boys & Girls Club of Bangor Child Abuse Prevention Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

☐

### Prohibition of Private One-on-One Interaction Policy

I have received, read and understand the Boys & Girls Club of Bangor Prohibition of Private One-on-One Contact Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

☐

### Supervision & Facilities (includes guidance on restroom usage)

I have received, read and understand the Boys & Girls Club of Bangor Supervision & Facilities Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

☐

### Screening and Onboarding

I have received, read and understand the Boys & Girls Club of Bangor Screening & Onboarding Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

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### Drug- and Alcohol-Free Workplace

I have received, read and understand the Boys & Girls Club of Bangor Drug-And Alcohol-Free Workplace Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.



## ☐ Incident Management

I have received, read and understand the Boys & Girls Club of Bangor Incident Management Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

## ☐ Technology Acceptable Use

I have received, read and understand the Boys & Girls Club of Bangor Technology Acceptable Use Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

## ☐ Transportation

I have received, read and understand the Boys & Girls Club of Bangor Transportation Policy. I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

## ☐ Video Surveillance Policy

I have received, read and understand the Boys & Girls Club of Bangor Video Surveillance Policy I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

## ☐ Youth Worker Policy

I have received, read and understand the Boys & Girls Club of Bangor Youth Worker Policy I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

## ☐ Emergency Operations Plan

I have received, read and understand the Boys & Girls Club of Bangor Emergency Operations Plan Policy I understand that any violations of this policy may result in disciplinary action, including possible termination or removal from my position.

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_