



**BOYS & GIRLS CLUB
OF THE WEST VALLEY**

CHILD SAFETY POLICIES & PROCEDURES

FACILITIES & SECURITY

EXTERIOR

The Club needs to:

- Keep grounds neat and free of trash and debris;
- Trim shrubbery and eliminate hiding places;
- Remove graffiti within 24 hours;
- Repair or remove vandalized or broken items;
- Ensure security lighting outside is working;

ENTRANCE

- The Club needs to have a single point of entry into the Clubhouse for members, parents and visitors.
- The front desk needs to be positioned to engage and identify all people who enter.
- The front desk must be staffed by a person with mature judgement, a clear sense of authority and who has been trained to manage front desk.
- All visitors entering the Club must be identified before admitting them into the Clubhouse.
- Members must sign in daily with their membership card and/or signing in.
- All visitors must sign in.

INTERIOR

- Interior windows must be clear of posters etc to allow observation of the space.
- Members may not gather in areas such as: hallways, bathrooms, unsupervised areas
- Members must use restroom for kids only and obtain a bathroom pass from staff.
- Only a few members can be in the restroom at one time.
- Staff must check restrooms frequently.
- Staff and adults must use the employee restroom only.
- Program doors must remain unlocked at all times.
- Security cameras must be on during hours of operation and in working condition.

STAFF/VOLUNTEERS

See Background Check Policy, Boundaries Policy, Child Abuse Policy, Anti-bullying Policy and Emergency Procedures

- All staff and volunteers must clear a background check prior to working with children.



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- Staff must wear a staff shirt daily and be identified as an employee.
- Volunteers must sign in and wear a badge each time.
- Staff and volunteers are prohibited from being alone with a single child
- Staff must address bullying behavior immediately and appropriately according to the policies/procedures.
- Staff must attend orientation to be trained in the following: CPR/First Aid, Emergency Procedures, Boundaries, Child Abuse, Anti-bullying Policy and Supervision/Positioning.

SUPERVISION

The Club maintains the following ratios:

- After school and day camp 1:20
- Programs (small group) 1:15
- Field trips (K-3) 1:10
- Field trips (4th-8th) 1:12
- Field trips (9th-12h) 1:14
- Field trips (water/swimming) 1:10

POSITIONING

- Staff must always be in a position where there is a clear view of the entire room.
- Staff must never leave an area without supervision.
- Staff must stay on the perimeter of an area so their back is to the wall and not the activity.

FIELD TRIPS (see Field trip procedures)

- Every member must have a permission slip signed by their parent or guardian to attend.
- Every child on the trip must wear a club shirt
- Under no circumstance will a Club member go unsupervised on a field trip.
- Staff chaperones must be assigned a smaller group of members to supervise on the trip.
- Staff chaperones must remember to take bathroom breaks especially with younger members and must be near the exit of the bathroom to provide supervision and wait until all members are accounted for before exiting the restroom.
- Staff chaperones must ensure the members have eaten a complete meal on the field trip, taking into consideration any food restrictions a member might have.

TRANSPORTATION (see Transportation Policies)

- All drivers are trained and screened. Drivers are enrolled in EPN Program and driving records are monitored by management.



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- Each van is maintained regularly to ensure it's working properly. All vehicles are inspected by CHP on schedule.
- All members are required to wear a seat belt when being transported by the vans. Staff must ensure kids are wearing belts at all times during transport.

TECHNOLOGY

- Members have the opportunity to utilize the Club's technology for program and/or academic purposes.
- All allowable websites have been pre-determined.
- All internet connected devices have firewalls to block unsafe websites.
- All members using Club technology is supervised at all times.
- Members are educated in internet safety.
- The Club has an anti-bullying policy, which includes the use of technology to perpetuate bullying behavior. Staff are trained to pay attention to specific behaviors and to intervene when bullying is taking place.