



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, guardians and visitors.
- The front desk needs to be positioned to engage and identify all people who enter.
- The front desk must be staffed by an adult with mature judgment, a clear sense of authority and who has been trained to manage the front desk.
- All visitors entering the Club must be identified and sign in before admitting them onto a Club site.
- Each day members arrive at the Club they must check in either electronically with a club card and/or on a sign in sheet at the front desk with a staff member.

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 are asked to only use restrooms dedicated for their use. Only one person is permitted to use the restroom at a time. Members must obtain permission from a staff member to use the restroom. Staff must check restrooms frequently.
- 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.
- Staff must wear a staff shirt daily and be identified as an employee.

Updated 01/2023



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- 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) 1:20
- Field trips (K-12th) 1:10
- 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)

- Field trips are a privilege for the members and earned through participation and good behavior.
- 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. Driving records are monitored by management.
- Each van is maintained regularly to ensure it's working properly.



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- 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.
- All members must follow expectations of behavior including remaining seated, keeping voice level down, refraining from horseplaying, refraining from distracting drivers.

TECHNOLOGY

- Members have the opportunity to utilize the Club's technology for program and/or academic purposes.
- Members may only use technology when permitted and under the supervision of staff.
- Any misuse of technology in any way will result in suspension from using technology at the Club.
- 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.
- One-on-one technology-based interactions between members and adults affiliated with the Club are strictly prohibited.