



Parent Safety Resources

The safety and well-being of children is the #1 priority of the Boys & Girls Clubs of Greater Tarrant County (BGGC). Understanding the policies that guide and govern our organization's commitment to Club and Child Safety is critically important to ensuring that staff, volunteers, parents and members all work together to create a Culture of Safety. All BGGC Child and Club Safety policies will be made available for download on the BGGC website and will be furnished electronically at the time of registration and/or parent orientation. Parents are able to request a hardcopy of the BGGC Child and Club Safety Policies along with the parent handbook. Updates or changes to policies will be shared with all parents of registered members as an amendment at time of approval and change, and made available online.

For more information, please feel free to contact branchinfo@bgcgc.org or call 817-720-9372

Administrative Office
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Abuse Prevention and Incident Policy

If ever any individual has a concern for the safety and well-being of a child, the following resources are available to share confidentially. BGGC commits that each facility shall publicly display safety collateral in each facility and or program location outlining child safety and abuse prevention resources.

The law **requires** any person who **believes** that a child, person 65 years or older, and or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services (DFPS) Abuse Hotline. **All BGGC staff are considered to be mandated reporters and will comply as such.** Reports of abuse will also be subject to the BGGC Incident Management protocol. All staff are providing the following Abuse Hotline information, available 24 hours a day:

- > Toll Free Telephone Number (1-800-252-5400)
- > Website: <https://www.txabusehotline.org>

Confidential and Toll-free Praesidium Safety Helpline

- > 1-866-607- SAFE (7233)
- > safeclub@praesidiuminc.com

If a citation or an allegation of inappropriate conduct is brought to an employee's attention by any employee or member, it is imperative that the employee follow this procedure within 24 hours.

- Document the Event: written documentation is required regardless of validity. Complete the accident/incident report and follow the accident/incident reporting process
- Contact the Director and/or Senior Vice President of Operations
- Make the Report



Association with Members Policy

Under no circumstances will there be any fraternization between employee and members. Fraternization is defined as any association that is not included in the mission and program practices of the Boys & Girls Clubs of Greater Tarrant County. **BGCGTC adheres to a strict policy prohibiting any one-on-one interaction with a child/member. 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, volunteers, board members, and others who might encounter members during regular programming time. Contact with members outside of programming/work is prohibited.**

Employees shall:

- Ensure meetings and communication (in person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings with members take place in areas where other staff and/or members are present and/or within view of the interaction
- Communicate to another staff if an emergency situation arises
- Not have private meetings or communications with a member. This includes in person meetings and virtual/electronic communications such as texting, video chat, and social media
- Not transport one member at a time. This includes personal and organization vehicles
 - Accommodations shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling.
- Not show favoritism
- No use inappropriate language

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).
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including but not limited to:

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.



Member Safety and Security

Boys & Girls Clubs of Greater Tarrant County strives to maintain a Club environment that is built on respect for all. As such, there is a zero tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served or employed by the organization; this includes but is not limited to other parents, members, staff, volunteers, and partners of the organization.

- Under no circumstances should members be left unattended in or around any work site, off-site location, and organization facility or organization vehicle
- Employees are expected to utilize appropriate room management and monitor area adequately. For child supervision, staff to child ratios adherence is set forth by regulation of Texas Department of Family and Protective Services Childcare Regulations and minimum standards for programs operating under a childcare licensing. For sites operating under a childcare exemption, BGCGTC staff will strive to adhere to a 1:20 staff to child ratio as recommended by Boys & Girls Clubs of America, and as is operationally feasible and safe.
- Members are never to be left at work site locations after closing. Members are encouraged to remain inside facilities, not outside, when waiting for a ride home.
- On rare occasions, members may be provided transportation to their homes using organization vehicles which requires prior approval from CEO and President or designee. A one-to-one member/employee ratio is never permitted.
- If a member is injured during a trip or club-related program/activity, the supervisor is to be informed immediately. The incident is to be fully documented. Employee is to complete an accident/incident report and follow the accident/incident reporting process. Supervisor notification and documentation of any incidents should occur as soon as the immediate harm is properly managed and all parties are safe.

Drug-Free Workplace Policy (Alcohol, Tobacco, and Drugs)

BGCGTC is committed to a drug-free/tobacco-free workplace. All employees and volunteers performing on behalf of or in the facilities are to report to work in, and maintain at all times while at work or performing any work related activity, an unimpaired and alert physical and mental condition.

In order to provide all employees with a safe, healthy and secure and drug free workplace, the organization had adopted the following policy regarding tobacco, drug and alcohol use and abuse. The organization prohibits the use, solicitation, sale, manufacture, dispensing or possession of drugs including synthetic drugs regardless of legality, narcotics, prescription medication without a prescription, alcoholic beverages and tobacco products on or within organization property during working hours regardless of whether on property or not. Vaping, smokeless tobacco, and e-cigarettes are prohibited.

Accommodation and Inclusion

The Boys and Girls Club of Greater Tarrant County staff members will work with families to understand special needs of children seeking accommodation, and to identify potential modifications necessary to support a disability within our ability to safely serve the child. Staff will work to integrate individual accommodations as safely and feasibly as is achievable.

If an accommodation is requested and/or it is determined by staff member(s) that an accommodation is necessary to safely serve the child/member, BGCGTC Leadership staff will convene a meeting with the parent(s) or guardian(s) to discuss the potential for an accommodation. After meeting with the



parent(s) or guardian(s) BCGTC leadership will make a final determination, and document and inform the family of the decision.

Restroom Policy

Restrooms at any Boys & Girls Clubs of Greater Tarrant County location serving members shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections set by Club leadership.

Procedures used by BCGTC for all Restroom Facility Configurations

- Prohibit mixed age groups (children, teens and adults) from sharing a restroom.
- Provide separate restrooms for youth and adults.
- Permit only one youth or adult to use the restroom at a time.
- If permitting more than one at a time, limit the number of restroom users at one time.
- Issue restroom passes or keys.
- Have individuals use the restroom consistent with their gender identity.
- Make gender neutral single stall restrooms available.
- Clearly display codes of conduct for the restrooms. Orient all youth to codes of conduct, enforce all codes of conduct, and report violations to Club leadership.
- Prohibit audio or visual recording devices, including mobile phones, in the restrooms.
- Position staff near restroom entrances for supervision.
- Secure restrooms when not in use, and conduct sweeps to ensure no youth is left in restrooms before closing and in-between use.
- Design restrooms to minimize exterior doors while maintaining privacy.
- Implement a regular restroom inspection and monitoring schedule.
- Keep facilities in good repair and ensure stalls lock properly.
- Clean and sanitize restrooms regularly.
- Implement a system for reporting restroom conditions and maintenance needs.
- Should video cameras be used to survey Club spaces, ensure they are placed on the outside entrance of restrooms so there is a clear view of who enters and exits. Cameras and other video recording devices should not be used inside restrooms or other areas where youth and/or adults may disrobe.

Procedures Based on Specific BCGTC and/or Public Restroom Facility Configuration

- **Single Stall Restrooms** will be used by one person at a time and the exterior stall door will be shut and locked to alert others that they must wait to enter.
- **Adults-Only Restrooms** will be used by staff, volunteers, and any other adult in the Club. Adults, including staff, volunteers, and any other adult in the Club, shall not utilize the member restrooms. The member restroom facilities are for youth only.
- **Accommodations for People who are Gender Nonconforming.** The Club Director will meet with gender nonconforming youth, their parents and/or advocates to discuss the member's preference and the Club facilities available, and to confirm that the person and caregivers are comfortable with the restroom plan. The young person may opt for privacy in the restroom by shutting the



exterior doors to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait to enter.

- Lock the exterior restroom door when an adult is using it.
 - Alert members and other staff that a staff member is utilizing the restroom to ensure staff do not send youth to the restroom and youth do not try to enter the restroom.
 - Place a sign on the exterior door, a cone at the entrance, or utilize a retractable belt to shut the restroom off during adult use.
- **Field Trips and Shared Space Restrooms.** On a field trip or when using a public restroom, youth shall never enter a restroom alone, unless it is a single stall restroom that is empty. Youth shall follow the “rule of three” in using public restrooms, with at least three youth and an adult walking to the restrooms, and three youth entering a multi-stall facility together. When they can, staff will monitor and clear public restrooms before use by members, to ensure that the facility is free of adults, and clear of youth not with the Club program, before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open, when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or deemed ineffective. In a shared use facility, utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait to enter until Club members have exited the restroom.
 - Staff/Volunteers will walk in the restroom facilities first to assess the facilities.
 - Utilize the rule of three of having three children and one adult, to avoid any 1:1 situations.
 - Position staff near restroom entries.

Core Process
Swim Policy (Panther Branch)

Prepare	Verify Swim Capabilities	Monitor	Manage Against
<ul style="list-style-type: none"> ● BGCCTC staff wear staff shirts. ● Before swimming, identify roles for all staff. Follow these guidelines for all swimming events. ● Staff ratios will be 1:8 with both male and female staff when both male and female members are present at the pool. ● Lifeguard ratios should never be greater than 1:20. ● Staff members and lifeguards should be trained in CPR, AED use, and first aid before actively managing pool areas. 	<ul style="list-style-type: none"> ● Test: Swim test under the supervision of a lifeguard to determine swimming ability. Non-swimmers are required to wear a properly fitted USCG approved life jacket. ● Mark: Clearly mark all members' swimming ability for visibility to lifeguards and staff. Before members are allowed in the pool, verify lifeguards and identify non-swimmers. ● Protect: Non-swimmers and young children stay in the shallow end, are engaged in a lesson or activity with staff and within arms reach of a staff member, and must wear a properly fitted USCG approved Life Jacket. 	<ul style="list-style-type: none"> ● Staff will monitor locker rooms, bathrooms, and behavior so lifeguards focus on water safety. ● Only staff members who swim should be managing members in the pool or pool area. ● Staff will be actively engaged in monitoring members. Practice “counting faces” to ensure all members are visibly safe. ● Staff actively engage in swim supervision and manage member behavior. ● Staff should be positioned to view all members under their supervision and to scan the broader area to identify safety concerns. 	<ul style="list-style-type: none"> ● Staff do not swim, flip, or rough-house with members. ● Staff model good behavior and never allow running, extended breath-holding, diving, or members leaving the assigned swimming pool area. ● Be prepared. Manage misbehavior, illness, and bathrooms (you should never be alone with a member). ● Staff outside the pool should be at the water's edge, prepared to enter the pool if necessary. They should be scanning the pool, counting faces, managing behavior, and requiring that members remain in the appropriate swim area for their skill level.