



BGCSF's Protection of Youth Framework

Reviewed and updated August 2025

General Statement on Safety

Boys & Girls Clubs of San Francisco's #1 priority is always the safety and well-being of our Club members. Every day, our skilled and caring staff are charged with following the policies outlined in this document to ensure that all youth are both physically and emotionally safe while in our care. As well, we regularly train our staff, review and update policies and practices, and hold team-level and department-level discussions in order to maintain safe spaces for youth.

Screening and Onboarding Policy

Background Checks

Boys & Girls Clubs of San Francisco (BGCSF) is committed to selecting and retaining the best staff and volunteers to serve youth. As part of the initial selection process and on an ongoing basis, BGCSF will:

- Comply with San Francisco Fair Chance Ordinance.
- Conduct criminal background checks of all employees (including minors), Board volunteers, volunteers who serve on a standing or enumerated committee, advisors, or otherwise.
- Conduct criminal background checks on all volunteers who have direct, repetitive contact with Club members.

Name-based or fingerprint-based record searches are used in the below combination, and at a minimum:

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

All background check findings will be considered when making employment or volunteer decisions, and Boys & Girls Clubs of San Francisco will not employ potential staff or engage potential volunteers if the following conditions exist:

- Refuse to consent to a criminal background check.
- Make an intentional false statement in connection with this criminal background check.
- Be registered, or be required to be registered on a State or National sex offender registry.



- Have been convicted of a felony consisting of:
 - Murder
 - Child abuse
 - Domestic violence
 - Abduction or human trafficking
 - A crime involving rape or sexual assault
 - Arson
 - Weapons
 - Physical assault or battery
 - Drug possession, use, or distribution in the last five years
- Have been convicted of any misdemeanor or felony against children, including child pornography.

All staff and volunteers will also be placed on a subsequent arrest list with the DOJ/FBI, and BGCSF will be informed automatically of arrests.

Interviewing and Reference Checks

Potential employees: Boys & Girls Clubs of San Francisco will conduct in-person behavioral-based interviews with every candidate for employment. BGCSF will also conduct reference checks on any candidate being offered employment with the organization.

Potential volunteers: Boys & Girls Clubs of San Francisco conducts reference checks on any candidate for volunteering with direct, repetitive contact with young people.

Previous Boys & Girls Club experience: Should a candidate 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 Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. As well, Boys & Girls Clubs of San Francisco provides reference materials when asked by other Boys & Girls Clubs.

Staff and Volunteer Onboarding

Upon offer of a position, each new Club employee will receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or 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 complete the required Child Abuse Prevention Trainings and will 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; and
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.

Child Abuse Prevention

Sexual Abuse or Misconduct

Boys & Girls Clubs of San Francisco (BGCSF) expects all employees, volunteers, and Board members to maintain ethical boundaries when interacting with members. BGCSF prohibits and does not tolerate sexual abuse or misconduct of any kind. Child abuse, including child sex abuse, 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:

- Any sexual activity, involvement, or attempt of sexual contact by an adult with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, 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, 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).



Grooming can be a form of child abuse and is always a red flag. 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 day activities.
- Crossing physical boundaries, such as full-frontal hugs that last too long, lap sitting, or other “accidental” touches.

BGCSF provides procedures for employees, volunteers, Board members, and victims of sexual abuse or misconduct to report such acts or suspected acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be reported to law enforcement for possible criminal prosecution and will be held accountable by BGCSF, up to and including suspension and termination of employment or relationship with the organization. No employee, volunteer, Board member or other person, regardless of his or her title or position, has the authority to commit or allow sexual abuse or misconduct.

Mandated Reporting

Boys & Girls Clubs of San Francisco follows all applicable mandated-reporting statutes and regulations and all applicable federal, state, and local laws for the protection and safety of youth. All Boys & Girls Clubs of San Francisco employees are required by law to immediately report all suspected cases of child abuse or neglect. Child abuse is any act of omission or commission that endangers or impairs a child’s physical or emotional health and development.

Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth
- Inappropriate activity between multiple youth
- Allegations of child abuse
- Any form of child pornography

Note: Staff are not responsible for investigating or confirming the suspicion of child abuse.

Abuse and Safety Resources

Boys & Girls Clubs of San Francisco prominently displays BGCA-approved signage at Clubs that shares the phone number and email address to a safety helpline. We also make all safety policies available to parents and guardians upon receiving a youth membership application.



Required Sexual Abuse Prevention Training

Boys & Girls Clubs of San Francisco conducts and reports through BGCA.net, BGCSF, and the State of California, the following training for all staff members and volunteers with direct, repetitive contact with young people. All the policies for Boys & Girls Clubs of San Francisco, including all safety policies, must be signed by all staff.

Before providing services to young people and annually thereafter:

- Keeping Your Boys & Girls Club Safe: Child Abuse Prevention
- Duty to Report: Mandated Reporting
- Abuse Risk Management: Grooming Prevention
- BGCSF's Sexual Abuse Prevention Policy

Within the first 30 days of employment:

- Additional modules in Child Abuse Prevention
 - It Happened to Me
 - Preventing Sexual Activity Between Young Children
 - Preventing Sexual Activity Between Adolescents
 - Social Media Safety
 - Preventing Bullying in Youth Organizations
 - A Day at Day Camp
 - Athlete Protection, Part 1 & 2

Annually:

- Abuse Prevention Refresher
- Protection of Youth - Child Safety Policies

One-on-One Interactions Policy

Boys & Girls Clubs of San Francisco **prohibits** isolated one-on-one interaction (contact or communication) between Club participants and staff or volunteers, including Board members. This includes isolated one-on-one interaction at any time at the Club, in vehicles, or by phone, text, social media or any other means.

BGCSF also **prohibits** staff or volunteers from meeting Club members or campers outside of Club-sanctioned times and activities, regardless of whether the interaction is one-on-one or not, and whether the action is private or public.

Isolated one-on-one interaction is any contact or communication, in person or virtual, that is



between one youth member and one adult (18 or over) that is not in clear view of others.

Examples of prohibited isolated one-on-one interaction include but are not limited to:

- One member and one staff meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not easily visible to others.
- One staff member transporting one member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.

Exceptions to the Policy

BGCSF has established three exceptions to this policy:

1. **Dual relationships**: BGCSF understands that staff members sometimes have a personal relationship with a Club member that is understood and acknowledged in writing by both the family and the President of BGCSF. This may result in interactions between the Club member and this staff member that are outside the scope of services provided by BGCSF. The parent or legal guardian of the Club member acknowledges that any interaction between the staff member and the Club member that occurs outside of any structured Club activity is a personal interaction and the staff member is functioning as an individual and not as an employee of BGCSF. A signed copy of the [Dual Relationship form](#) MUST be on file with BGCSF in order for this interaction to be permitted. Staff members are expected to conduct themselves by the highest standards of safety and integrity whether on duty or off duty.
2. **Behavioral health**: When a licensed, trained therapist or similar professional is delivering medical or counseling services, one-on-one interactions are permitted.
3. **Emergency**: If an emergency arises that necessitates an exception to this policy, whenever possible the emergency exception shall be approved in advance by Club or BGCSF leadership. In all cases, whether approval was granted or not, a detailed incident report must be completed immediately after the emergency has been handled. One example of an exception is when the emotional or physical safety of a member is at risk and a private one-on-one interaction is deemed necessary by Club leadership.



Physical Interactions

Every staff member and volunteer of Boys & Girls Clubs of San Francisco is prohibited from engaging in inappropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
• Side hugs • Handshakes • High-fives, hand slapping, fist bumps • 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 • Allowing youth to cling to an adult's leg

Verbal Interactions

Every staff member and volunteer of Boys & Girls Clubs of San Francisco is prohibited from engaging in inappropriate 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

Supervision and Facilities Policy

Club activities MUST be under continuous supervision by an appropriate ratio of adults to members; no adult (staff or volunteer) is allowed to be isolated with a single Club member and volunteers may not supervise a room alone.



- Children must be supervised at all times. This means staff are in the same area where the Club members are and Club members must be in the view of the staff.
- Staff and volunteers should be actively engaged with Club members in each program area and positioned such that they can be monitored by a supervisor.
- When there is more than one staff person in an area, the staff should be spread out so they can supervise the entire area.
- When speaking to or working with one Club member or a small group of Club members, staff must maintain supervision of the entire area.
- Staff must communicate with each other about what is happening. Before leaving an area or activity, a staff member must inform another staff member and ensure that the staff/youth ratios are appropriate.
- Teens who are not yet adult staff may not supervise a space alone under any circumstances.
- Staff must ensure that policies for ratios of adults to members are followed at all times, regardless of whether or not the ratios shift or are static as people move around the Club.

Staff-to-Youth Ratios

- General 1 adult to 20 youth
- Field Trips 1 adult to 15 youth
 - When traveling in Club vans the ratio is 1 adult to 9 youth
- Public Transit 1 adult to 15 youth
- Overnight 1 adult to 6 youth, with a minimum of 2 adults present

For general purposes and field trips, adding one volunteer or LIT enables staff to increase the ratio by 5 youth.

Restroom Usage

- Having clear restroom policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. Boys & Girls Club of San Francisco is committed to providing a safe environment in every area of the Club and enforces the following restroom practices for Club members, staff, volunteers, and other adults.
- Adults and Club members are not permitted to use restrooms at the same time.
 - When adult-only restrooms are available, adults, including staff, volunteers, and any other adult in the Club, will NOT use youth-only restrooms. If no adult-only restrooms are not available, adults will only use the restroom when no youth are in the restroom, and youth will only use the restroom when no adults are in the restroom.



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- In a Club facility that does not have an adult-only restroom, Boys & Girls Clubs will place an “Occupied” sign outside of the restroom door to alert others that they must wait until Club members have exited the restroom before they may enter.
- Each Club will have individuals use the restroom consistent with their established gender identity, when applicable.
 - The Clubhouse Director will meet with gender nonconforming youth, their parents and/or advocates to discuss the Club member’s preference and the Club facilities that are available, and confirm that the youth and caregivers are comfortable with the restroom plan.
- BGCSF has a [Restroom Code of Conduct](#). All youth will be oriented to the Code of Conduct and will sign it during member orientation.
- Restrooms will be monitored by designated staff at a schedule set by Clubhouse leadership at least twice an hour – and whenever a concern is suspected. Monitoring includes verifying that bathrooms are being used safely and that any space needs are reported and addressed appropriately (up to and including closing the bathroom for the day).
 - Incident reports must be written and submitted to Club Leadership for all restroom-related incidents. Follow-up with parents/guardians will occur immediately for all restroom-related incidents.
- Restroom usage is encouraged during transitions to reduce the frequency of visits during programming. Staff will monitor the restroom during this time. Transition times include the following:
 - Between program blocks
 - Before snacks and meals
 - Before field trips
- During program time, youth must always ask to use the restroom. No more than one youth may go to the restroom at a time.
 - Youth ages 6-10 will use bathroom passes
- Audio or visual recording devices, including cell phones, are strictly prohibited in the restrooms.
- Staff will conduct sweeps to ensure no youth is left in restrooms before closing.

Shared-Use Restrooms

This section describes procedures youth and adults should use when using public restrooms, whether for a field trip or for other reasons.

- When using a public restroom, youth will never enter the restroom alone unless it is a single-occupancy restroom that is empty.



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- Youth will follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and two youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by Club members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing Club members 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 is deemed ineffective.

Entrance and Exit Control

- All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of programming OR locked/alarmed to prevent entry or exit.
 - All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.
- Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility.
- If an employee is supervising a scheduled activity, they will be responsible for the security of their program space.

Facility Condition

- All program spaces shall have clear lines of visibility and be monitored by adult staff when in use.
- All interior and exterior spaces, including hallways, stairs, and stairways, shall 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 and only accessible by adult staff.
- Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of Club members, staff, or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether to temporarily close the facility or the specific space. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities, including BGCA, as a critical incident.
- Any sharp instruments or tools, including kitchen utensils such as knives, shall be properly and securely stored and, during use, should be properly supervised.



Drug, Alcohol, and Smoking/Vaping Policy

BGCSF recognizes that the success of its operations is dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation, and intent of BGCSF to take reasonable measures to ensure that alcohol, drugs, and controlled substances do not jeopardize the success of its operations or otherwise affect BGCSF, its employees, or its Club members.

With these basic objectives in mind, BGCSF has established the following policy and procedures with regard to alcohol, drugs, and controlled substances, and smoking/vaping.

Alcohol

The use of alcohol or being under the influence of alcohol while supervising youth, operating vehicles, or having a current responsibility for the functioning of a BGCSF property is prohibited. The use of alcohol or being under the influence of alcohol during working hours is strictly prohibited, unless BGCSF leadership requires staff to participate in social, networking, or celebratory events where alcohol is served. In these limited situations, staff must manage their intake such that they represent BGCSF, Camp Mendocino, and themselves with professionalism and integrity. Alcohol may not be consumed on BGCSF property unless exempted in writing by the President of BGCSF (see paragraph below for specific information about Camp Mendocino). Use of alcohol or being under the influence of alcohol during working hours may result in discipline up to and including termination.

Due to the unique nature of Camp Mendocino, separate rules governing the use of alcohol at Camp have been established. Alcohol may not be consumed at Camp Mendocino when youth are on the property for Camp programming. The President of BGCSF may exempt individuals from this rule but must do so in writing.

Controlled Substances

All employees are prohibited from being under the influence of, manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on BGCSF property (including parking areas and grounds), or while otherwise performing their work duties away from BGCSF's premises. Included within this policy are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription, with the exception of marijuana, regardless of prescription.



Legal Drugs

The possession and proper use of lawfully prescribed drugs or over-the-counter medications are not prohibited by this policy, with the exception of marijuana which is prohibited regardless of prescription.

Drug/Alcohol Testing

Employees may be required to submit to drug or alcohol screening whenever BGCSF has a reasonable suspicion that an employee has violated the Drug and Alcohol Policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work-related injury or accident.

Smoking and Vaping

BGCSF is committed to maintaining a smoke-free environment. Smoking and vaping tobacco, marijuana, or any other substance is strictly prohibited on BGCSF property.

Visitors and Contractors, Subcontractors

BGCSF strictly prohibits any visitor, contractor, or subcontractor from being under the influence of, manufacturing, cultivating, distributing, dispensing, possessing or using of alcohol, drugs, or controlled substances while in a BGCSF facility.

Incident Management Policy

Incident Reporting

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must, at a minimum, immediately report and document all safety incidents that might affect staff, volunteers, Club members, or others who visit Clubhouses. Safety incidents that occur during Club/Camp programs, on Club/Camp premises, and/or during a BGCSF-affiliated program or trip must be reported. Incident reports must be filled out and submitted within 24 hours of the actual incident.

Safety incidents include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth
- Inappropriate activity between youth
- Allegations of abuse
- Bullying behavior
- Inappropriate electronic communications between adults (18 or over) and youth
- Minor and major medical emergencies



- Accidents, including slips and falls
- Threats made by or against staff, volunteers, and/or Club members
- Physical assaults or injuries, including fights
- Missing children
- Criminal activity, including theft and robbery
- Other incidents as deemed appropriate by Club leadership

Mandated Reporting

Mandated reporting is described above, under *Child Abuse Prevention*.

Incident Inquires

The mandated reporting process is separate from BGCSF's inquiry into incidents. Our fact finding never substitutes for mandated reporting or for criminal or CPS investigations, if relevant.

Technology Acceptable Use Policy

Boys & Girls Clubs San Francisco is committed to providing a safe use of technology for Club members, staff and volunteers. The Acceptable Use Policy provides the framework for those safety practices and procedures.

Authorized Use

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.

Club members are expected to act responsibly and thoughtfully when using technology resources. Club members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Club members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Club members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.



Inappropriate Use

Club members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. Any inappropriate 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, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

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, inflammatory, threatening, or disrespectful language or images
- 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

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

Cyberbullying

Cyberbullying is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff, or community is subject to disciplinary action. Examples of cyberbullying include but are not limited to:

- Harassing, threatening, or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social media.
- Embarrassing pictures, videos, websites, or fake profiles.



Monitoring and Inspection

Boys & Girls Clubs of San Francisco reserves the right to monitor, inspect, copy, and review any files stored on Club-owned devices or networks and/or any personally-owned device that is brought to the Club. Parents/guardians will be notified before an inspection of their child's personally-owned device takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the Club member may be barred from bringing personally-owned devices to the Club in the future.

Loss and Damage

Club members are responsible for keeping personally-owned devices with them at all times. Staff are not responsible for the security and condition of the Club 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.

Internet Access

Club members must follow Club procedures in order to use technology at the Clubhouse. Boys & Girls Clubs of San Francisco has content filtering on all Club devices. BGCSF reserves the right to monitor communication and internet traffic from and through Club-owned devices, and to manage, open, or close access to specific online websites, portals, networks, or other services. The Club has no ability to monitor browsing or communications on personal devices. For this reason, BGCSF requires parents to establish rules and expectations for their child's use of their own device while at the Club. The Club reserves the right, however, to inspect the personal device of any Club member if the Club or its agents believe the safety of any child is at risk.

Parental Notification and Responsibility

While the Boys & Girls Clubs of San Francisco's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of San Francisco to monitor member access to information beyond the scope of the Technology Acceptable Use Policy.

Digital Citizenship

Club members shall conduct themselves online in a manner that is aligned with Boys & Girls Clubs of San Francisco's Code of Conduct. The same rules and guidelines Club members are expected to follow offline shall also be followed when online. Should a Club member behave online in a manner that violates Boys & Girls Clubs of San Francisco's Code of Conduct, that



Club member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Transportation

BGCSF employees are permitted to operate agency vehicles in the course of their employment responsibilities, but only in accordance with the guidelines noted below.

All staff members who operate a BGCSF vehicle are required to sign the Vehicle Agreement and Guidelines. Staff must be at least 18 years of age and have a valid driver's license for a minimum of six months in order to drive for the Club. Staff with an out-of-state driver's license will be required to obtain a California Driver's License within 90 days of their first day of employment, unless a special exception is given by the President or Chief Operating Officer. Staff may not drive if they have two or more points on their current DMV record unless otherwise authorized.

Rules and Expectations for Vehicle Operations

- Staff are required to perform safety checks prior to and after operating the vehicle.
- No more than 10 people are permitted in a Club van at any time – 1 driver and 9 passengers – unless the driver has a Class B license and there are additional seats available in the van.
- Children must use a booster seat and be seated in one of the rear seats until they are 8 years old OR have reached 4'9" tall.
- Children below the weight of 40 pounds or below 40" tall are not permitted to travel in agency vehicles.
- Drivers are required to strictly obey all vehicular codes and use the utmost caution at all times.
- Drivers and all passengers must wear a safety belt at all times.
- Noise is kept at a minimum to ensure the safe operation of the vehicle.
- Doors are kept closed and locked while the vehicle is in motion.
- Cell phone use:
 - When driving youth in a vehicle, cell phone use by the driver is strictly limited.
 - When youth are not in the vehicle, employees may use their cell phone but only in a hands-free manner.

Use of Personal Vehicle

Employees may not use their personal vehicles to transport youth. In the rare and extreme case that transportation of youth in one's personal vehicle is required, approval can be granted by the



President, COO, Vice President of Club Services, Senior Director of Club Services, Senior Director of Programs and Advancement, or the Director of Camp Mendocino (or another Vice President, if none of the above are able to be contacted). If the approval is granted, the employee must provide the COO, Vice President of Club Services, or Senior Director of Club Services with their personal proof of insurance, along with an incident report describing the need for making the exception within 24 hours of the event.

Rideshare

Rideshare options (e.g. Lyft, Uber) should only be used for high school members. If there is a situation where these services must be used, the staff member arranging the rideshare must confirm by message using the Remind app (or another authorized communication tool) that the member made it safely to their destination.

Accident or Emergency Protocol

If a Club staff driver is involved in an accident, they will first make sure that all passengers are okay. Staff will contact their supervisor or the Facilities Director as soon as it is safe to do so. Staff will complete an Accident Report Form as soon as it is safe to do so and after all necessary communication has occurred.

General Emergency Information

Boys & Girls Clubs of San Francisco embraces its responsibility for the safety and security of all Club members and sets as its highest priority children's physical and emotional wellbeing. Club members are always supervised when in our care. In the event that a Club member's guardian is unable to pick them up from a Club by closing hours, BGCSF may transport the member to the local police station so they can be safely supervised until a guardian arrives.

Boys & Girls Clubs of San Francisco has basic emergency procedures covering major unanticipated events that would disrupt the delivery of services to members and may put Club members in danger. These include child abuse/neglect, earthquake, fire, missing child, transportation accident, response to I.C.E., and the presence of weapons or violent behavior at the Club or in the immediate vicinity.

In the event of an emergency in a Clubhouse or School-Based Club, the "staff-in-charge" would be defined in the following order:

- Clubhouse Director or Site Director
- Assistant Clubhouse Director (if applicable)
- Adult Staff (capable of supervising)



In the event of an emergency at the Administrative Offices, the “staff-in-charge” would be defined in the following order:

- President/CEO
- COO
- Senior VP of Club Services
- VP of Club Services
- Facilities Director
- Other Vice President

The staff-in-charge should be notified immediately and kept abreast of any new information regarding the emergency. This person shall follow established procedures and direct staff to:

- Ensure the safety of all members, guests and staff.
- Follow First Aid & CPR procedures as necessary.
- Notify the appropriate emergency authority.
- Limit damage to the facility and equipment (only after completing a, b, c).
- Notify the appropriate BGCSF manager (see below).

For all emergencies, as immediately as possible, the staff-in-charge should contact management in the following order until one is notified:

- Clubhouse Director
- Senior VP of Club Services
- V of Club Services
- COO
- President/CEO

First Aid and CPR Training

Boys & Girls Clubs of San Francisco always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served.