



BOYS & GIRLS CLUBS
OF VOLUSIA/FLAGLER COUNTIES

SAFETY HANDBOOK

Boys & Girls Clubs of Volusia/Flagler Counties

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Table of Contents

Boys & Girls Clubs of Volusia / Flagler Counties

Safety Handbook – 2026

- Emergency Operations Plan Policy (EOP)
 - Emergency Preparedness Framework
 - Types of Emergencies Covered
 - Annual Review Process
 - First Aid, CPR, and AED Requirements
 - Key Definitions
- Incident Management Policy
 - Incident Reporting Overview
 - Internal Incident Reporting Procedures
 - External / Mandated Reporting Requirements
 - Incident Investigation Procedures
 - BGCA Critical Incident Reporting
 - Emergency Contact Information
- Screening and Onboarding Policy
 - Background Check Requirements
 - Interviewing Procedures
 - Reference Checks
 - Staff and Volunteer Orientation
- Technology Acceptable Use Policy
 - Club Member Technology Use
 - Appropriate and Authorized Use
 - Cyberbullying and Digital Conduct
 - Monitoring and Inspection
 - Digital Citizenship Training
 - Staff and Volunteer Technology Use
- Transportation Policy
 - Driver Requirements
 - Vehicle Safety Standards
 - Youth Transportation Supervision
 - Vehicle Inspection and Maintenance
 - Shared-Use Restroom Safety
 - Accident or Emergency Protocol
- Video Surveillance Policy
 - Use of Video Surveillance
 - Equipment Placement and Notification
 - Access to Video Footage
 - Unauthorized Disclosure
 - Retention of Digital Images

- Member Privacy
- Workforce Readiness Program Policy for Minor Employees and Volunteers
 - Purpose and Scope
 - Eligibility Requirements
 - Role Classifications and Limitations
 - Permitted Duties
 - Prohibited Duties
 - Supervision and Safety Requirements
 - Training Requirements
 - Background Screening
 - Compliance with Florida Child Labor Law
 - Documentation and Recordkeeping
 - Policy Enforcement
 - Board Certification
- Drug- and Alcohol-Free Workplace Policy
 - Drug-Free Workplace Requirements
 - Smoke-Free Workplace Policy
 - Reasonable Suspicion Guidelines
 - Inspection and Testing Procedures
 - Prescription Medication and Legal Drug Use
- Aquatic Safety Policy and Plan
 - Scope and Definitions
 - Supported Aquatic Activities
 - Activities Not Supported
 - Approval Authority
 - Compliance and Enforcement

Emergency Operations Plan Policy

EMERGENCY OPERATIONS PLAN (EOP) for Boys & Girls Clubs of Volusia & Flagler Counties 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, hurricanes, etc.)
 - Lockdown (for interior or exterior threat)
 - Bomb threat
 - Suspicious package
 - Missing Child
- 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 Volusia/Flagler Counties 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, CPR, and AED Training

Boys & Girls Clubs Volusia/Flagler Counties always maintains a minimum of one First Aid/CPR/AED trained staff on site during all operating hours when members are being served.

KEY DEFINITIONS

Emergency: 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: Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now, before the next emergency occurs, to reduce human and financial consequences later.

Preparedness: 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.

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubs. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubs.

Incident reports shall be securely maintained according to BGCVFC record retention policies.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Mental health crises;
- 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 members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club- affiliated program or trip.

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of Volusia/Flagler Counties follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Staff must immediately report suspected abuse to the Florida Abuse Hotline and notify Club leadership.

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;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

INCIDENT INVESTIGATION

Boys & Girls Clubs of Volusia/Flagler Counties takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club will place that individual on administrative leave immediately (employees with pay) pending investigation. Parents or guardians shall be notified promptly when incidents involve their child, unless otherwise directed by law enforcement or child protective services.

BGCA CRITICAL INCIDENT REPORTING

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 2 hours of gaining knowledge:

- 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.
- 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.
- Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- Emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- Any failure to comply with requirements set forth by childcare licensing agencies or organizations.

- Any known or suspected felony-level criminal act committed at a Club site or during a Club sponsored activity.
- Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.

Any other incident deemed critical by the Member Organization. Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

REPORTING CONTACT INFORMATION (Quick Reference)

Staff should immediately report emergencies, suspected abuse, or other critical incidents using the resources below:

- Emergency (Police / Fire / Medical): 911
- Florida Child Abuse Hotline (DCF): 1-800-96-ABUSE (1-800-962-2873)
- TTY: 1-800-453-5145 | Online: reportabuse.dcf.state.fl.us
- Volusia County Sheriff's Office (Non-Emergency): (386) 736-5999
- Flagler County Sheriff's Office (Non-Emergency): (386) 313-4911
- Poison Control Center: 1-800-222-1222
- Suicide & Crisis Lifeline: 988

Staff must also immediately notify BGCVFC leadership and complete an Incident Report.

Screening and Onboarding Policy

Boys & Girls Clubs of Volusia/Flagler Counties is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

Boys & Girls Clubs of Volusia/Flagler Counties conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors. Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
 - 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:
 - 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
 - Has been convicted of any misdemeanor or felony against children, including child pornography.
- 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, depending on jurisdiction (*a current list of jurisdictions can be found at www.bqca.net/childsafety*).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months. All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs of Volusia/Flagler Counties will not employ potential staff or engage potential volunteers if such individual:

- Conditions of employment;
- Benefits;

- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.
- 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 workhours and schedules, breaks and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.

INTERVIEWING

Boys & Girls Clubs of Volusia/Flagler Counties will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

REFERENCE CHECKS

Boys & Girls Clubs of Volusia/Flagler Counties 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 Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of Volusia/Flagler Counties 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 policies and procedures manual or handbook.

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes but is not limited to the following:

- Child Abuse Prevention Training
- Mandated Reporter Training
- Grooming Prevention Training
- Local club orientation that includes:
 - Club mission, policies, and safety procedures
 - Member supervision guidelines
 - Expectations for staff/volunteer conduct
- Club emergency procedures & child safety rules

Technology Acceptable Use Policy

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club.

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes 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 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.

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. Personal devices must be connected to BGCVFC Guest Network to allow proper security and monitoring of safe online activities.

Appropriate use: 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.

Monitoring and inspection: Boys & Girls Clubs (local name) reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

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. 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 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 typed, posted, or spoken by members;
- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.
- 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.
- If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which 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:

- Sending harassing or threatening text messages to another member through phones, messaging apps, or social media.
- Posting insulting, humiliating, or degrading comments about another youth online.
- Sharing embarrassing photos or videos of another person without their consent.
- Creating fake social media accounts or profiles pretending to be another youth to mock, embarrass, or harm them.
- Posting or spreading rumors or false information about another member online.
- Sending repeated messages intended to intimidate, pressure, or scare another youth.
- Excluding someone intentionally from group chats, online games, or digital communities to embarrass or isolate them.
- Posting private messages, screenshots, or personal information about another youth to embarrass them.
- Encouraging others online to gang up on, ridicule, or threaten another person.
- Using digital platforms to impersonate another person and post harmful or inappropriate content in their name.
- Sending sexual, explicit, or inappropriate messages or images to another youth without consent.

- Using gaming chat, streaming platforms, or social media to target a youth with repeated insults or harassment.
- Editing or altering photos or videos in a way that humiliates or harms another person

Members may not attempt to gain unauthorized access to the Club's network, or 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. 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.

Monitoring and inspection: Boys & Girls Clubs of Volusia/Flagler Counties reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Volusia/Flagler Counties reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless Guest network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of Volusia/Flagler Counties 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 the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Boys & Girls Clubs of Volusia/Flagler Counties 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 Volusia/Flagler Counties to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Volusia/Flagler Counties Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs Volusia/Flagler Counties Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training, such as NetSmartz. This training is required for all members annually.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices: Shall include any and all staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: 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 personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate 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 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, immediate suspension from the Club, 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.

Monitoring and inspection: Boys & Girls Clubs of Volusia/Flagler Counties reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the 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. 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, immediate suspension from the Club, 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:

If a staff member is told to stop sending communications, he/she must cease the activity immediately. Staff 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.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members or community is subject to disciplinary action. Examples of cyberbullying include but are not limited to:

Communication with Club members: Staff 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 parents/guardians. This also includes overnight events such as Days of Advocacy and Youth of the Year events.

Monitoring and inspection: Boys & Girls Clubs of Volusia/Flagler Counties reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

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 Clubs of Volusia/Flagler Counties 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. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are 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.

Transportation Policy

Boys & Girls Clubs of Volusia/Flagler Counties is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. BGCVFC only provides transportation to and from the Club and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

DRIVERS

- Drivers must possess a valid driver's license appropriate for the vehicle being operated and must maintain an acceptable Motor Vehicle Record (MVR) as defined by BGCVFC insurance requirements.
- Must allow for DMV/criminal background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Club and Club-related activities, as well as current emergency contact information.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Club or to and from Club-related activities.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two screened adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles; must only transport members in official Club vehicles.
- Drivers may not use handheld electronic devices while operating vehicles transporting youth except during emergencies or when using approved hands-free systems.
- Staff must maintain appropriate supervision and behavioral expectations for youth while in transit.
- Staff shall conduct headcounts when loading and unloading youth and verify that all members are accounted for before departure and upon arrival.
- Whenever feasible, transportation will include a monitor, defined as a second screened adult staff member or volunteer, to assist with supervision of members during transit. The monitor supports youth supervision, conducts headcounts, assists with loading and unloading, and communicates with Club leadership while the driver maintains full attention on safe vehicle operation.
- All employees or screened volunteers authorized to transport members on behalf of Boys & Girls Clubs of Volusia/Flagler Counties (BGCVFC) must complete driver safety training prior to transporting youth. Training will include review of BGCVFC transportation procedures, youth supervision expectations during transit, vehicle safety inspection procedures, emergency response protocols, headcount and child-check procedures, and incident reporting requirements. Documentation of completed driver training will be maintained by BGCVFC, and drivers must maintain a valid driver's license and an acceptable motor vehicle record to remain eligible to transport members.
- Drivers are required to complete a vehicle inspection prior to and following each transportation trip to ensure the safety and operational readiness of BGCVFC vehicles. Inspections must include a review of the overall condition of the vehicle, including identification of any visible physical damage, potential mechanical issues, tire condition, lights and signals, and the general

cleanliness and safety of the passenger area. Drivers must document these inspections using the BGCVFC vehicle maintenance log and immediately report any concerns, damage, or mechanical problems to Club leadership so that appropriate maintenance or repairs can be addressed prior to future use.

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the 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 two youth and an adult walking to the restrooms and three 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 members to ensure that the facility is free of adults – and clear of youth not involved in 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 is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will 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 until Club members have exited the restroom before they can enter.
- In the event of an accident involving injury, staff shall contact emergency services immediately and follow the organization’s Incident Reporting Policy.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.
- Transportation may be suspended when weather or road conditions pose a safety risk to members, staff, or volunteers.

ACCIDENT OR EMERGENCY PROTOCOL

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive 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 recovery from an emergency. This policy will be reviewed annually by BGCVFC leadership and the Safety Committee to ensure alignment with BGCA Membership Charter Requirements.

Video Surveillance Policy

USE OF VIDEO SURVEILLANCE

The Boys & Girls Clubs of Volusia/Flagler Counties recognizes that maintaining the safety and security of Club 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, EO, Human Resources, and Club Site Directors. 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 Volusia/Flagler Counties and maybe 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 by authorities. 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 to 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.

Workforce Readiness Program Policy for Minor Employees and Volunteers

I. PURPOSE

This policy defines the scope, eligibility criteria, supervision requirements, and procedural safeguards governing minors (ages 16–17) serving Boys & Girls Clubs of Volusia/Flagler Counties (BGCVFC) as paid employees, volunteers, or work-based learning participants. This policy ensures compliance with BGCA Membership Requirements, Youth Protection standards, Florida Child Labor Law (F.S. Chapter 450), and applicable federal labor regulations.

II. SCOPE

This policy applies to all BGCVFC Club locations, administrative offices, programs, and special events. It governs all individuals under age 18 serving in any capacity, whether compensated or unpaid.

III. POLICY STATEMENT

BGCVFC permits minors (ages 16–17) to serve in structured developmental roles supporting workforce readiness and leadership development. Youth workers may count toward required staff-to-member ratios (after completing all required BGCA training), may not supervise members independently, and must be directly supervised by an adult employee (age 18+) at all times. Youth workers may count toward ratios only after completing all required BGCA Youth Protection training and while working under the active supervision of an adult staff member.

IV. ELIGIBILITY REQUIREMENTS

Youth workers must be at least 16 years old, provide proof of age, submit parental/guardian consent, complete onboarding and required Youth Protection training, and sign the BGCVFC Code of Conduct and confidentiality agreements prior to member interaction.

V. ROLE CLASSIFICATIONS & LIMITATIONS

Minor Employees may assist with programming, prepare materials, and support activities under supervision but may not supervise members, transport youth, administer medication, or access confidential systems. Minor Volunteers serve in supplemental support roles under direct supervision and may not count toward ratios. Work-Based Learning Participants must have documented learning objectives and assigned adult supervision and may not replace paid staff. Youth workers may count toward ratios only after completing all required BGCA Youth Protection training and while working under the active supervision of an adult staff member.

VI. PERMITTED SCOPE OF WORK FOR YOUTH WORKERS

Youth workers may assist adult staff in supporting program operations and member engagement. Permitted duties may include:

- Assisting staff with activity setup, preparation of materials, and cleanup
- Supporting youth engagement during games, academic activities, and enrichment programs
- Serving as peer mentors for younger members under direct staff supervision

- Assisting with administrative tasks such as organizing supplies or preparing program materials
- Supporting special events, tournaments, or group activities under staff direction
- Modeling positive behavior and leadership for Club members

Youth workers are considered support staff and developmental participants and are not responsible for independent program delivery.

VII. PROHIBITED DUTIES FOR YOUTH WORKERS

To ensure youth safety and compliance with BGCA Child Safety policies, youth workers may not:

- Supervise members independently or serve as the sole staff member responsible for youth
- Be alone with a single member in any enclosed space
- Transport members in any vehicle
- Administer medication or provide medical treatment
- Conduct disciplinary actions beyond redirection under staff direction
- Access confidential member records or internal management systems
- Participate in incident investigations or mandated reporting processes
- Serve as the primary authority in emergency response situations

Youth workers must defer all safety-related decisions to supervising adult staff.

VIII. SUPERVISION & SAFETY

Youth workers may be included in staffing ratio calculations. An adult staff member must maintain active, line-of-sight supervision at all times. Youth workers may not be alone with members in enclosed spaces and may not participate in investigations or high-risk supervision.

IX. TRAINING REQUIREMENTS

Prior to contact with members, youth workers must complete Sexual Abuse Prevention Training, Grooming & Manipulation Prevention, emergency procedures, and site-specific safety orientation. Annual refresher training is required.

X. BACKGROUND SCREENING

Screening is conducted in accordance with BGCA guidance and Florida law. Upon turning 18, individuals must complete full Level 2 background screening prior to continued service.

XI. FLORIDA CHILD LABOR LAW COMPLIANCE

BGCVFC complies with Florida Child Labor Law regarding hour restrictions, meal breaks, school-day limitations, and prohibited occupations. Scheduling is monitored to ensure compliance.

XII. DOCUMENTATION & RECORDKEEPING

BGCVFC maintains parental consent forms, proof of age, training logs, signed conduct forms, and work-based learning agreements as applicable. Records are securely retained in accordance with organizational policy.

XIII. POLICY ENFORCEMENT

Failure to comply with this policy may result in reassignment, suspension, termination of service, or notification to partner institutions as applicable.

XIV. BOARD CERTIFICATION

The Board of Directors of Boys & Girls Clubs of Volusia/Flagler Counties affirms that this policy aligns with BGCA Membership Requirements and applicable Florida regulations.

Drug- and Alcohol-Free Workplace Policy

DRUG -AND ALCOHOL-FREE POLICY

Boys & Girls Clubs of Volusia/Flagler Counties are committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization 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.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor, Human Resources, and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor, Human Resources, and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

Boys & Girls Clubs of Volusia/Flagler Counties further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

SMOKE-FREE POLICY

Boys & Girls Clubs of Volusia/Flagler Counties will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

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

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically

authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

REASONABLE SUSPICION

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees 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).
- Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:
 - Repeatedly calling in sick;
 - Being absent directly before or after holidays and weekends;
 - Repeatedly damaging inventory or failing to meet reasonable work schedules; and
 - Being involved in frequent accidents that can be related to the use of drugs or other substances.

INSPECTION AND TESTING

Boys & Girls Clubs of Volusia/Flagler Counties reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above).

Screening, testing, and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated confidentially and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, and/or the employee's doctor.

PRESCRIPTION MEDICATION AND LEGAL DRUGS

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor, Human Resources, and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

Aquatic Safety Policy and Plan

Boys & Girls Clubs of Volusia/Flagler Counties are committed to maintaining the highest standards of safety for members, staff, volunteers, and visitors. This commitment extends to all aquatic and water-related activities conducted as part of Club programming, whether on-site or off-site.

To ensure safety, reduce risk, and maintain consistent decision-making, the following framework establishes **what aquatic activities are supported, conditionally supported, and not supported** by the organization.

I. Scope

This policy applies to:

- All members, staff, and volunteers
- All Club-sponsored aquatic or water-related activities
- All locations, including Club sites, rented facilities, and community locations

II. Definitions

Aquatic Activity: Any activity involving standing water, flowing water, or water depth where there is potential risk of submersion, slipping, or drowning.

Water Depth: Any amount of water that exceeds ankle height or presents a submersion risk.

Certified Lifeguard: An individual currently certified in lifeguarding, CPR, AED, and First Aid by a nationally recognized certifying body.

Executive of Operations: The designated executive leader authorized to approve aquatic activities.

III. Supported Aquatic Activities

Aquatic activities may be supported only when all required conditions are met.

A. Off-Site Aquatic Activities

Off-site aquatic activities are permitted only if:

- A certified and trained lifeguard is always on duty
- The activity takes place at a licensed and insured aquatic facility
- The activity receives prior written approval from the Executive of Operations
- Staff-to-member ratios meet or exceed organizational safety standards. These ratios are

1:8 for all aquatic activities.

- Emergency action plans are reviewed with staff prior to the activity

Examples include:

- Public swimming pools
- Community aquatic centers
- Water parks (with professional lifeguard staffing)

B. Internal / On-Site Aquatic Activities

Internal aquatic activities are conditionally supported and require:

- Prior written approval from the Executive of Operations
- A certified lifeguard on-site and actively supervising when water depth is involved
- Compliance with all local health, safety, and insurance requirements

Examples include (but are not limited to):

- Waterslides
- Kiddie pools
- Temporary pools or water play structures involving water depth

IV. Activities Not Supported

The following activities are not supported under any circumstances, regardless of supervision or staff presence:

- Aquatic activities without a certified lifeguard present
- Use of pools, inflatable water features, or water slides without Executive approval
- Unsupervised water play
- Natural bodies of water (lakes, rivers, oceans, ponds) as part of Club programming
- “Pop-up” or spontaneous water activities not formally planned or approved
- Staff-led lifeguarding unless the staff member is assigned solely as a lifeguard and is currently certified

V. Approval Authority

All aquatic activities require advance approval from the Executive of Operations.

Approval decisions will consider:

- Member age and swimming ability

- Water depth and type of activity
- Lifeguard credentials
- Facility safety and insurance coverage
- Overall risk to members and the organization

Activities conducted without approval are considered a violation of organizational policy and may result in disciplinary action.

VI. Compliance and Enforcement

- Failure to adhere to this policy may result in:
- Immediate suspension of the activity
- Disciplinary action for staff involved
- Revocation of future programming privileges

This policy is intended to protect the safety of members and staff while ensuring consistent, responsible aquatic programming across all Club locations.