



**JOHN M. BARRY
BOYS & GIRLS CLUB
OF NEWTON**

**Policies and Procedures
June 2019**

675 Watertown Street
Newton, MA 02460
(617) 630-2066
www.NewtonBGC.com

**Prepared By:
David Sellers, Executive Director**



John M. Barry Boys & Girls Club of Newton

675 Watertown Street - Newton, MA 02460-1355
Phone: (617) 630-2066 Fax: (617) 630-8999

Program Policies and Procedures Manual

<u>Table of Contents</u>	<u>Page #</u>
EMERGENCY PHONE NUMBERS	1
GENERAL POLICIES	
Abuse and Neglect Policy	2
Accident Plan.....	3
Background Review Procedures.....	4
Behavior Guidance Policy.....	5
Blood Clean Up Plan.....	7
Disaster & Contingency Plan	8
Equipment/Area Check.....	9
Fire Safety and Evacuation Plan.....	10
First Aid tips	11
Lock-down Plans (Inside & Outside Incidents).....	12
Locker Room Policy.....	14
Moving Large Groups In Public Spaces.....	15
Offsite/Afterhours Interactions With Children	17
Parental Grievance Procedures	18
School Year Only Policies.....	20
School Year Staffing Ratios & The Rule of Three.....	20
Staff Orientation Plan.....	22
Transportation Safety Plan	23
SUMMER CAMP POLICIES	
General Information & Compliance Statement.....	24
Contingency Plan – Camper does not arrive, Extra Camper	26
Health Risk Management – Mildly Ill Camper, Sunscreen	27
Location/New Area Assessment Plan	28
Lost Camper Plan	29
Medication Distribution and Storage Plan.....	30
Parent/Guardian Release Plan	31
Traffic Plan.....	32
Water Safety/Lost Swimmer Plan	33



Emergency Phone List

Police.....	911
Fire	911
Ambulance	911
Poison Control.....	617 232-2120
Newton Wellesley Hospital	617 243-6000
Department of Children and Family Services	781 641-8500
Newton Crisis Response Team	617 552-7120 Carol
Newton Wellesley Hospital Counseling	617 243-6522
Social Work Referral	617 720-2828
Domestic Violence Safelink.....	877 785-2020
Special Needs Advocate	617 244-7310

Child Abuse and Neglect Policy

In 1999 it was reported that every day in Massachusetts approximately 90 children are reported to be abused or neglected. That represents 1 out of every 60 children living in the state.

Massachusetts law (Chapter 119, Section 51A) requires that various members of the community, such as physicians, teachers, social workers, daycare workers, emergency medical technicians, police, fire fighters who in their professional capacity have reason to believe that a child under the age of 18 is suffering physical, emotional, or sexual abuse or from neglect shall immediately report such a condition to the Department of Social Services.

All employees of the John M. Barry Boys & Girls Club of Newton are required to follow the following procedures in the event that abuse or neglect is suspected:

1. Immediately notify the Program Director or Camp Director. If the situation involves the Program Director or Camp Director, notify the Executive Director. If both are involved or if you have continued concerns after sharing this information with your supervisor, follow the instructions below and contact Social Services directly using the phone number provided in the Program Policies & Procedures manual.
2. Prepare a written report with the following information
 - a. The name, address, present whereabouts, date of birth, age, and sex of the child and if possible any other children in the household
 - b. The names, addresses, and telephone numbers of the child's parents or guardians
 - c. The principal language spoken by the child and the child's parents or guardians
 - d. Your name, address, telephone number, and relationship to the child (You may request anonymity, but the club must maintain a record of the accuser)
 - e. The circumstances by which you first became aware of the child's injuries, abuse or neglect
 - f. The full nature of the child's injuries, abuse, or neglect
 - g. Any indications of prior injuries abuse or neglect
 - h. An estimate of the risk of further harm to the child.
 - i. The names of any third party witnesses
 - j. The action(s) taken, if any to treat, shelter, or assist the child.
3. The Program Director, Camp Director, or Executive Director will notify the correct Office of Social Services and the Youth Officers of the Newton Police Department. If anonymity is requested by the staff member the John M. Barry Boys & Girls Club will act as the reporter. The staff member may be asked to meet with the appropriate authorities to discuss the situation.
4. Mandated reporters who have reasonable cause to believe that a child is suffering from abuse or neglect shall not be held liable in any civil or criminal action by reason of filing a report if such report is made in good faith.

Accident Response Plan

Accidental Injuries

Staff members will follow the following procedure if a child becomes injured while participating in a Boys & Girls Club activity.

1. One staff member remains with the injured child and provides triage care
2. A second staff member or an older child is sent to notify the Program Director/Camp Director and/or Health Supervisor
3. Other children are removed from the immediate area surrounding the injured child
4. Program Director/Camp Director and/or Health Supervisor arrive, assess situation, provide first aid and/or decide if emergency assistance is to be called.
5. If emergency assistance is called Program Director/Camp Director and/or Health Supervisor will consult medical forms for allergies and special conditions and provide necessary information to medical personnel. If the injury is minor care will be provided and the child's parents will be notified in person when they arrive for pick-up.
6. Once emergency assistance has arrived, Program Director/Camp Director notifies parents and Executive Director.
7. If transport is necessary a staff member is assigned to stay with the child during transport and will remain with child until relieved by Doctor and/or parent or guardian
8. Program Director/Camp Director makes a report in the Medical Log book documenting time, date, location, nature of the injury, treatment provided, and any follow up information that can be obtained. For serious injuries an Injured Camper Report must be submitted to the Health Department within a period of 48 hours.

Procedures For Background Reviews

All employees and volunteers will be subject to the following background check procedures:

CORI: Massachusetts Criminal Offender Record Information Check

SORI: Massachusetts Sexual Offender Record Information Check

National Background Check using 3rd party vendor

Social Security Verification using 3rd party vendor

All employees hired to work in the Club's drop in program will be subject to the following background check procedures:

Minimum Standards:

CORI: Massachusetts Criminal Offender Record Information Check

SORI: Massachusetts Sexual Offender Record Information Check

National Background Check using 3rd party vendor

Social Security Verification using 3rd party vendor

Candidates who wish to work in the licensed child care program must complete additional background checks including fingerprinting. After the completion of fingerprinting and receiving a "Supervised Provisional Status" from EEC they may begin working with supervision from an employee deemed "Suitable" by EEC in the licensed child care program. The candidate may work with supervision until the program receives a final suitability determination from EEC.

All checks are to be performed prior to the completion of the hiring process and at least annually thereafter.

Providing false or misleading information for the purposes of these checks is grounds for dismissal.

CORI/SORI reports are performed in accordance with state and federal regulations. If an employee leaves and returns to the club as an employee, these checks are then performed again upon their return.

If a background check produces a positive result the Executive Director will notify the employee and request an explanation. If the candidate or employee claims that the positive result was issued in error, they will be given instructions on how to contest the report. After this explanation is given, the Executive Director will contact the chair of the Human Resource Committee. Without divulging the applicant's name or any other confidential information, the offense will be discussed. If deemed necessary, the matter will be divulged to the full Human Resource Committee. A determination will be made as to whether or not the offense is of sufficient magnitude to warrant exclusion, suspension, or dismissal.

Each employee and their offense will be considered on a case by case basis taking into consideration the nature of the offense, the status of the case, the amount of time elapsed, the person's apparent level of rehabilitation, patterns of behavior, and the activities in which the applicant has been involved since the offense occurred.

Some of the offenses that represent grounds for possible exclusion include: homicide, criminal mischief, child abuse, crimes against children including child pornography, assault and battery on a child, assault and battery on an adult, spousal abuse, drug related offenses committed within the last 5 years, animal cruelty, arson, selling of alcohol to a minor, abduction, human trafficking, and sexual offenses of any kind. This list is not intended to be all inclusive. The Club reserves the right to add additional offenses at their discretion and to exclude any person whose criminal or sexual history suggests that they may be a danger to our members.

All checks are to be performed prior to the completion of the hiring process and at least annually thereafter. Providing false or misleading information for the purposes of these checks is grounds for dismissal. CORI/SORI reports are performed in accordance with state and federal regulations. If an employee leaves and returns to the club as an employee, these checks are then performed again upon their return. Employees and volunteers are advised that CORI and SORI paperwork is kept in a locked file cabinet separate from general paperwork and may only be accessed by the Executive Director. This information will be kept confidential and will not be shared with other Club personnel. Employees and volunteers are given the opportunity to self report any felony convictions.

If a background check produces a positive result the Executive Director will notify the employee and request an explanation. If the candidate or employee claims that the positive result was issued in error, they will be given instructions on how to contest the report. After this explanation is given, the Executive Director will contact the chair of the Personnel Committee. Without divulging the applicant's name or any other confidential information, the offense will be discussed. If deemed necessary, the matter will be divulged to the full Human Resource Committee. A determination will be made as to whether or not the offense is of sufficient magnitude to warrant exclusion, suspension, or dismissal.

Additional Requirements For Summer Camp Employment:

- A. Prior work history for previous five (5) years including, a name, address and phone number of a contact person at each place of employment.
- B. Three (3) positive reference checks from individuals not related to the staff person.

Grounds For Exclusion From Employment or Volunteer Placement At The Boys & Girls Club:

Each employee and their offense will be considered on a case by case basis taking into consideration the nature of the offense, the status of the case, the amount of time elapsed, the person's apparent level of rehabilitation, patterns of behavior, and the activities in which the applicant has been involved since the offense occurred.

Some of the offenses that represent grounds for possible exclusion include: homicide, criminal mischief, child abuse, crimes against children including child pornography, assault and battery on a child, assault and battery on an adult, spousal abuse, drug related offenses committed within the last 5 years, animal cruelty, arson, selling of alcohol to a minor, abduction, and sexual offenses of any kind

This list is not intended to be all inclusive. The Club reserves the right to add additional offenses at their discretion and to exclude any person whose criminal or sexual history suggests that they may be a danger to our members.

Behavior Guidance Policy

For their own safety as well as the safety of others it is vitally important that children listen to staff members and obey Club rules. Counselors should use the following guidelines when redirecting a child:

- First attempt to redirect the behavior through conversation, explanation, and discussion.
- If a verbal resolution is not sufficient, use the “Take A Break” method of discipline. Separate the child from the group and identify a safe place where he/she can center themselves. Ideally this would be a place with minimal distractions and plenty of shade if outdoors. Be sure to place children in a location where they can be watched by at least one staff member. Counselors may assign a break period of up to 15 minutes without notifying the Program or Camp Director
- Under no circumstances will corporal punishment or the hitting of a child be tolerated. Counselors should not physically touch a child unless they are in danger of injuring themselves or others.
- Humiliation and verbal abuse of children is strictly prohibited
- Children should never be denied food or shelter as a form of punishment.
- Children shall never be punished for soiling or wetting their clothing due to failure to use the toilet
- For more serious or repeated unacceptable behavior notify the Program or Camp Director. The Director will discuss the situation with the child and if deemed necessary, notify the parents.

The following behavior is considered unacceptable and will result in immediate notification of parents and suspension of the child:

Hitting or Kicking

Biting

Repeated refusal to follow directions

Verbal abuse of another child or of a staff member

Counselors should notify the Program or Camp Director immediately if any of these behaviors occur.

All incidents that require a break period are to be recorded in the Behavior Log Book. Discussions of these incidents will take place at weekly staff meetings.

Procedures For The Clean Up of Blood Spills/Bodily Fluids

The following procedure should be followed when cleaning up blood spills or bodily fluids:

1. Always use latex rubber gloves
2. Use an absorbent disposable cloth
3. Disinfect area with bleach and water solution or industrial disinfectant spray
4. Place any soiled materials in a plastic ziplock bag and dispose in a lined trash barrel
5. Wash hands immediately after completing clean up.

Hand Washing Procedure:

1. Wash hands with soap and warm water
2. Rub hands together for 10-15 seconds or more
3. Rinse thoroughly
4. Dry

Disaster and Contingency Plan

Basic Contingency Plan

The following procedure will be followed if any emergency/disaster were to occur:

1. A whistle is blown and attention is called for. All activities cease.
2. Children report directly to group leader (Counselor assigned to their group or area)
3. Children line up with Counselors.
4. Program Director/Camp Director will provide further instruction to Counselors
5. Counselors give directions to the children.

School Year Natural Disaster Plan

The following procedure will be followed if an emergency were to occur while we are at the Boys & Girls Club:

1. Move children to central location in the long hallway to the right of the control desk (Homework Room, Computer Room, Exercise Room entrances) or to another area with minimal exposure to windows and glass. Close and lock all hallway doors
2. Ask the children to sit with their backs to the block walls and fill in the middle area as necessary.
3. Wait for danger to pass

Outdoor Natural Disaster Plan

The following procedure will be followed if an emergency were to occur while we are outdoors.

1. Move children to indoor location (field house, bath house, school building, etc.) If indoor location is not available or is unsafe, children will be moved to buses and if necessary, transported to safer area.
2. Conduct head count/role call to be sure that all children are present and accounted for.
3. Notify the Boys & Girls Club of our position/predicament
4. Wait for danger to pass.

Additional Information

- The Program Director/Camp Director is responsible for clearing the building/facility /area and for making sure that all persons have been moved to safety.
- If a disaster occurs while the children are in transit, seek out a safe place to pull over and if possible move the children indoors to safer area.
- If after a roll call has been conducted, a child is found to be missing, staff members are assigned to search the inside of the building and outside area. If child is not found contact the police. Parents and emergency numbers will be called next. Director enters of date, time, and procedures followed in Emergency Log Book.

Equipment and Area Safety Check

It is the intention of the John M. Barry Boys & Girls Club of Newton to provide a safe environment for all members at all times. The surrounding area and all equipment should be checked daily for unsafe conditions prior to the arrival of children.

What to look for:

- Broken glass, bottles, drug paraphernalia, needles, dog feces, bodily fluids
- Downed power lines and other electrical hazards
- Equipment with sharp edges, point, corners, or protruding bolt heads
- Equipment with visible cracks, bending, warping, rusting, breakage, splintered wood
- Equipment with any deformation of open hooks, shackles, rings, links or with loose or missing bolts or worn bearings
- Be sure that the area around the equipment is covered with some type of shock absorbent material.

If an area or a piece of equipment is considered to be unsafe a staff member should be assigned to keep the children from going near it. If possible the equipment should be removed from the area. If equipment cannot be moved, a notice should be posted warning of the danger.

Report all unsafe areas and equipment to the Program Director or Camp Director immediately.



Fire Safety and Evacuation Plan

Evacuation

Staff member calls 911 and alerts Program Director, Camp Director, and/or other staff members.

If a fire were to occur at any location, if it is safe to do so, staff members should attempt to extinguish the fire with a fire extinguisher. If the fire cannot be extinguished or is spreading, the following procedure will be used.

Children will line up with nearest staff member in an orderly manner and proceed to the nearest emergency exit.

Children will be moved to a safe, outdoor area as far away from the fire as possible

Once in this area they meet up with their assigned groups and counselors and roll call will be taken.

The Program or Camp Director is responsible for clearing the building/facility/area and for making sure that all persons have been moved to safety.

Safety and Prevention

Staff members must be aware of the locations of all emergency exits and check them to be sure they are clear.

Staff members must know the locations of fire extinguishers.

Staff members must not panic. The children need the staff to get them to safety in a calm, controlled manner

Fire drills will be conducted three times per year and during the first 24 hours of the start of each camp session.

First Aid Tips

City of Newton



David B. Cohen
Mayor

HEALTH DEPARTMENT

J. David Naparstek, Commissioner
1294 Centre Street
Newton, MA 02459-1544

Telephone
(617) 552-705
Fax
(617) 552-706

FIRST AID TIPS

- Wear gloves whenever administering first aid
- Do not move person in the case of a serious injury
- Notify parent/guardian of any injury or illness that requires follow-up care or observation
- Call 911 in the event of a life-threatening emergency or if a parent/guardian cannot be reached and the child needs immediate medical attention.

CUTS/SCRATCHES:	Wash area with soap/water - apply dressing
BUMPS/BRUISES:	Apply ice
SPRAINS/STRAINS:	Elevate - apply ice - immobilize - watch for swelling
FRACTURES:	Immobilize - watch for swelling and/or discoloration
BURNS:	First degree - apply cold water/ice Second degree - apply cold water/ice - loose dressing if blistered Third degree - no water or ice - keep covered - seek medical attention
FAINTING:	Lie flat - legs elevated or head down, loosen clothing
BLEEDING:	Apply constant pressure - elevate area - apply dressing
SEVERE BLEEDING:	Apply constant pressure (use cloth or gauze) add more cloths as needed (do not remove soiled dressing) - seek medical attention
SHOCK:	Keep person quiet and warm and lie flat - head lower than feet - seek medical attention
HEART ATTACK/ CHEST PAIN:	Keep person quiet - loosen clothes Seek medical attention
POISONING:	Keep person quiet - call poison center 232-2120
CHOKING:	Do not do anything if person can speak or cough - otherwise perform Heimlich Maneuver - seek medical attention
UNCONSCIOUSNESS:	Cardiopulmonary resuscitation (CPR) should be performed by a trained individual on any person without a pulse or respiration

m\fatips

Email: dnaparstek@mis11.ci.newton.ma.us

Lock-Down Plan (LOCK DOWN)

The following plan would be put into effect if there was an incident involving a person entering the facility with a weapon or discharging a firearm within the facility.

1. The phrase “**LOCK DOWN – THIS IS NOT A DRILL**” is expressed verbally by the first person to witness the incident and repeated over the loudspeaker system as rapidly as possible. 911 is called by the Program/Camp Director, their designee, and anyone else who is in a position to do so after the children in their care are brought to relative safety.
2. All activities cease and the children are instructed to line up in an area out of view from the door or the assailant.
3. If it safe to do so, staff should direct the children to exit the facility through the nearest emergency exit. Instruct students to exit with their hands held high above their heads so they are not misidentified as perpetrators.
4. If it is not safe to evacuate then lock the doors, turn off the lights, and place the children out of view of the door. Instruct the children to sit with their heads between their knees and their arms wrapped around their front.
5. Those in the teen center wing should evacuate through the Edinboro street side. Those in the learning center wing should evacuate through the adjoining rooms and out to the area behind the gym. Those in the gym should evacuate through the rear doors.
6. In the event of an evacuation all parties will report to the Craft Street Fire Station and remain there until an accurate account can be made of those present.
7. Once the incident has concluded the phrase “**ALL CLEAR**” will be issued over the loudspeaker system and verbally by the highest ranking staff member present.

Please Note

- The Program Director/Camp Director is responsible for clearing the building/facility /area and for making sure that all persons have been moved to safety. All other staff are expected to follow the procedure above. In the absence of the Program Director full time staff people are expected to make decisions involving the movement of children and their release. In the absence of full time staff, seniority determines leadership.
- If there is sufficient time, front desk staff should print a “fire-drill” list using the membership tracking software and gather the guest sign in sheets so that they can later be compared to the list made of those present at Albermarle Playground.
- When it is safe to do so, a staff member should reenter the facility, access the membership files and contact the parents of any children who are unaccounted for. After this has been done, contact the parents of those who were present at the rendezvous point.

Lock-Down Plan (SECURE & HOLD)

The following plan would be put into effect if there was an incident outside of the facility involving a person carrying a weapon or discharging a weapon.

1. The phrase “**SECURE & HOLD THIS IS NOT A DRILL**” is expressed verbally by the first person to witness the incident and repeated over the loudspeaker system as rapidly as possible. 911 is called by the Program/Camp Director, their designee, and anyone else who is in a position to do so after the children in their care are brought to relative safety.
2. The front doors are locked by Program Director, Front Desk, or Administrative Staff as rapidly as possible.
3. All activities cease immediately and the children are instructed to line up with the staff person who is in charge of the area. Those in classrooms should remain there. Those in the hallways should be brought into a classroom. Those in the Teen Center Wing should evacuate to the second floor and remain in the Curiosity Club Room. Those in the gamesroom area should be brought to one of the rooms in the Learning Center Wing.
4. Staff should check the hallways to be sure no one is waiting to enter and then lock the doors, turn off the lights, and instruct students to line up against a wall that is out of view from the door and any windows. Instruct the children to sit with their heads between their knees and their arms wrapped around their front.
5. If communication becomes necessary notes will be slipped under the doors with pertinent information.
6. Once the incident has concluded the phrase, “**ALL CLEAR**” will be issued over the loudspeaker system and verbally by the highest ranking staff member present. Children should remain where they are until this code is given unless additional instruction is provided by emergency personnel.
7. A SECURE & HOLD incident may be upgraded to “LOCK DOWN” through a loud speaker announcement, notes passed under doors, or verbal command by the highest ranking staff members present.

Please Note

- The Program Director/Camp Director is responsible for clearing the building/facility /area and for making sure that all persons have been moved to safety. All other staff are expected to follow the procedure above. In the absence of the Program Director full time staff people are expected to make decisions involving the movement of children and their release. In the absence of full time staff, seniority determines leadership.
- If there is sufficient time, front desk staff should print a “fire-drill” list using the membership tracking software and gather the guest sign in sheets in case evacuation becomes necessary.
- When it is safe to do so, a staff member should access the membership files and contact the parents of any children who are unaccounted for. After this has been done, contact the parents of those who are present with news of their safety.

Locker Room Policy

At the John M. Barry Boys & Girls Club of Newton, the locker rooms are located off the hallway of our Education and Dance rooms in addition to access points in our gymnasium. Our locker room and bathrooms are designated as separate, male and female spaces. These facilities are to be used by our Members, staff and volunteers.

Locker rooms shall be regularly inspected and monitored by a designated same gender staff and/or volunteer at a schedule set by Club leadership. Staff must adhere to the established supervision ratios of the rule of three at all times. This means that no individual child is to be alone with one adult behind closed doors or in a secluded location.

Before children enter the facility and at periodic scheduled time there-after, staff should complete a sweep of the facility to ensure no unauthorized adults or youth are inside. Staff should position themselves outside the locker room changing area near the door in order to be visible and within listening range without infringing on member's privacy. Exterior locker room doors should remain open when in use by youth, as long as this does not violate the privacy of those inside.

Staff should immediately notify Club leadership and/or submit written reports detailing issues or incidents within the Club's bathroom and locker room areas.

No audio or video recording devices are allowed in the locker room, including cellphones.

Moving Large Groups in Public Spaces

When moving groups of children from one location to another, safety must come first at all times. Hazards and obstacles must be identified in a timely manner and communication between the staff must be clear and concise.

General Instructions:

1. A staff member will always be the first person to move. Never allow the kids to lead.
2. Whenever possible, routes should be carefully planned ahead of time.
3. When a hazard or obstacle is identified a staff member should be sent ahead of the group to mitigate it. When staff is assigned to a hazard or obstacle they must not leave their post until the entire group has cleared the area.
4. Staff must avoid the use of hand signals to communicate as these may be misinterpreted. Loud, clear, concise verbal communication should be used at all times.
5. Senior Staff members are responsible for generating assignments and determining when and if the group will move.
6. All staff members are required to act immediately to protect the children if sudden danger presents itself.

Parking Lots

1. Whenever possible the children should be dropped off in an area that does not require the crossing of a parking lot.
2. If a parking lot must be crossed due to staffing constraints or traffic congestion be sure that a staff member is at the head of the group.
3. Have the children disembark in a safe area and keep them in that area until the staff is ready to move.
4. Instruct the children to line up single file behind the staff person and to stay in line until the group has reached the sidewalk.

Sidewalks & Streets

1. The group must travel in pairs or in a single file line with staff at the front, back, and interspersed throughout the middle. This line must be formed prior to the group's departure and should be reformed prior to approaching a crossing area.
2. Whenever possible the group should travel on the right hand side of the sidewalk. If approached by a group with special needs (examples: small children, wheelchairs, senior citizens) stop everyone, move the group to the side, and allow the other group to travel through.

Moving Large Groups in Public Spaces (cont'd)

3. Extra staff should be present at the front of the line so that they can take up positions to block obstacles before the children arrive at them.
4. Whenever possible an intersection with a traffic signal and a crosswalk should be sought out when a road needs to be crossed. Staff will signal for the walk light and remain on the sidewalk until the go signal.
5. If a traffic signal is unavailable, a crosswalk must be sought out. If there is no crosswalk do not cross. Phone the Camp Director and await further instruction.
6. Staff is to be posted to block the traffic in both directions before the children are allowed to enter the street. Those blocking traffic should be mindful of the traffic signal and if necessary the line should be halted to allow traffic to move through and then resumed afterwards.

Crowded Areas

1. Whenever possible we will avoid moving our group into a crowded area.
2. Typically when we enter crowded areas it is on a field trip to an amusement park, a water park, a museum, or a zoo. Prior to entering the area, the group will be separated into smaller groups of 10 or less with staff members assigned to each.
3. One of the first priorities when entering a crowded area is to separate your group from the rest of them to avoid confusion between our kids. When we separate into smaller groups, they should each pick a different starting point so that we do not bunch up and contribute to the crowding.
4. As soon as your group is separated, take a count and introduce the children to each other so that everyone's names are known.
5. Keep your group together by having them hold hands or ask them to place a hand on the shoulder of the person in front of them. You should always identify someone (typically an LIT or an older child) as the back of the line and instruct all of the others to stay between you and that person.
6. Periodically find a safe place off to the side of the crowd and take a count to make sure that everyone is present.
7. If a child becomes separated from your group identify that child to any staff members in the area and notify the location's staff that we have a missing child. If possible, combine multiple groups into a safe area. Hold them there and send any extra staff to notify the Program or Camp Director. Be sure to send word of your current location and exactly who is missing.

If a child is missing, after taking the steps described above, double back to your previous location and stay near the last place where the child was seen until relieved by the Camp or Program Director.

Off Site and After Hours Interactions With Children

The following policy is intended to protect both staff members and the Boys & Girls Club from liability in the event of accident or a claim of abuse.

General Procedures

The John M. Barry Boys & Girls Club of Newton requests that employees do not interact with our members outside of the Club setting or after their shift has ended. The Club setting is defined as the main facility, the grounds, club vehicles, as well as any field trip destinations and camp locations. After hours is defined as any time period during which you are not physically present at the Boys & Girls Club.

Staff members should be aware that if a child enters an employee's personal vehicle, the employee forfeits the immediate protection of the John M. Barry Boys & Girls Club of Newton's insurance policy and transfers liability to their personal insurance.

Prohibited Activities:

- Rides to or from the Boys & Girls Club
- Phone calls to a child's residence or cell phone made from a personal phone and emails using means other than a Boys & Girls Club issued email account.
- Exchanging your personal cell phone number with a member
- Online, Text, Chat, Instant Message, Social Media Communications directly with members using personal account or unsanctioned Boys & Girls Club accounts.
- Prearranged meetings with members/campers in public or private off-site locations

Protected Activities

- Chance meetings in public areas
- Babysitting and transportation arrangements that predate your date of employment with written permission from parents sanctioning contact
- Situations where a child's safety is at risk
- Employment or volunteer placements with other organizations used by Boys & Girls Club members

Exceptions

Employees who are attending high school are exempt from these restrictions except those governing transportation of children to or from the Boys & Girls Club.

Employee's family members are exempt from these restrictions.

Staff members who interact with children at another job or volunteer placement are exempt while they are serving in that capacity.

Parents may notify the Program Director in writing of their desire to sanction off site interaction with a Club employee by filling out a Parent Release form. These documents are to be presented directly to the Program Director by the parent and must be cosigned by the employee

Additional Information

Employees are cautioned that they will be held to a high standard of behavior during any interaction with a child regardless of the location of said interaction or the child's membership status. Employees are encouraged to report any offsite or after-hours interactions with members/campers to the Program Director in writing within 5 days of their occurrence.



Parental Grievance Procedures

Parents may verbally request a meeting with the Program Director at any time. The two parties will choose a mutually agreeable time and meet in a private setting to discuss the grievance.

After the grievance has been voiced the Program Director may request a reasonable amount of time to investigate the situation and contact the staff members and children involved. The Program Director may also request that the parents issue a written statement detailing their concerns and desires for resolution.

If necessary the two parties will reconvene within a period of 7 days to revisit the issue, discuss findings, and propose strategies for future interactions.

If the parent is dissatisfied with the result they have the option of appealing to the Executive Director verbally or in writing.

If the grievance remains unresolved they may file a written complaint with any member of the Board of Directors.

School Year Only Policies

Open Door Policy

The John M. Barry Boys & Girls Club has an open-door policy which allows members to enter and leave the Club at will.

Exceptions:

1. Curiosity Club Members may not leave the facility without parents or guardians
2. Repeatedly entering and leaving the building is not allowed in order to avoid unsupervised wandering in the neighborhood.

Frequently Asked Questions:

1. A parent may ask you to guarantee that their child will not leave the facility. Please inform the parent that they should speak to their child about this matter and offer to participate in the conversation if they desire. Offer to keep the parent informed if you observe the child leaving the facility and to make the Program Director aware of their desire. Under no circumstances should you ever promise a parent that their child will not exit the Club.
2. A child may ask your permission before leaving the facility. Inform the child that leaving the facility is their choice but they should consider their parents desires before doing so. Take note of their decision, inform their parents upon pick-up, and ask them to speak to their child about this issue.

Parent Pick Up Procedure/Adult Conduct in The Facility

When parents arrive to pick-up their children they must park their car in a legal parking space report to the front desk. The staff member there will page their children and then follow up to make sure that they arrive. If no staff member is at the desk any staff member not running a program may assist the parents with the location of their children.

If the child does not respond to a page then a staff member should verify that the child has signed in for the day, ascertain the child's age and contact the appropriate department head regarding the child's whereabouts. Parents are not to leave the front desk area unless accompanied by a staff member.

Parents must obey all Club rules while in the facility. Parents do not have the right to speak to children who are not their own. Report any parent behavior that causes you concern to The Program Director immediately.

Exceptions:

1. Parents may request to observe their children participating at the Club. A staff member will accompany the parent to the program area and inform the staff member in charge of the parent's desire to observe.
2. Parents may enter the gymnasium without permission if a sporting event is taking place and spectator space is available.

School Year Only Policies (cont'd)

3. After 6:30 PM on weekdays and on Saturdays the front desk staff person may allow a parent unaccompanied access to the facility.

Medical Distribution & Storage Policy

The John M. Barry Boys & Girls Club will not handle, store, or provide medication of any kind to the children in our care. With 1000 members and no clear daily attendance pattern it is not possible for us to catalog, store, maintain medication for all those who need it. In addition, the vast majority of our members are only with us for a period of about 3 hours per day (3:00 PM-6:00 PM) leaving the school and their parents to meet their medical needs.

Children who take medication at the facility must be capable of storing it and taking it on their own without the assistance of a staff member.

Members with inhalers and epi-pens are encouraged to keep them with their personal belongings in case they are needed.

Frequently Asked Questions:

1. A parent may hand you their child's inhaler and ask you to make sure that she has it when she needs it. You must inform the parent that this is against policy and that the children are expected to carry them themselves. If the parent insists that you take it, be sure that the child's name is on it, take the parent's contact information and give it to the Program Director. Reiterate that there is no guarantee that the inhaler will be available if needed but tell them that we will put it on file. Insist that the child carry their own while visiting the Club (most do anyway).
2. A parent may ask you to give cough or cold medicine to their child at a specific time. Inform the parent that this is against policy.
3. A child may ask you for an aspirin or some Tylenol. Under no circumstances should you ever give any medication to a child in the Club setting.

Staffing Ratios

The John M. Barry Boys & Girls Club of Newton is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times.

All Club staff must follow the "the rule of three." This means that no individual child is to be alone with one adult behind closed doors or in a secluded location. All interaction between staff and members must be observable and interruptible. One staff is allowed to supervise a group of children or teens based on a 1-25 ratio (similar to the public-school setting).

Staff shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.

Staff shall:

- Abide by the Organization's "the rule of three" contact policy.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least one individual is present when supervising members (1-25 ratio).
- Maintain proper ratios at all times.
- Be trained on appropriate supervision tactics and behavior patterns.
- Ensure all youth volunteers are supervised by an adult staff member.
- Immediately notify Club leadership and/or submit written reports detailing issues or incidents within the Club's bathroom and locker room areas.

All Club activities for members must be conducted in rooms with window-view doors. If the door does not have a viewable window, the door should be left open. Window blinds should be left open except when an educational activity necessitates a dark room (for example, when showing a video.)

Any two children in an unseen or less-easily-viewed area must be redirected to another more open area.

Youth workers must be at least three years older than the children they work with, unless they are working in the same room with and under the supervision of a qualified adult staff member.



Staff Orientation & Training Plan

All staff members must meet minimum training standards before they will be allowed to supervise children alone in the Boys & Girls Club setting.

Orientation consists of three two-hour sessions to take place in the evenings one week prior to the start of employment. Topics reviewed include:

1. A complete overview of the Policy and Procedures Manual
2. Boys & Girls Club Program Basics
3. Proper mentoring techniques
4. Approved methods of discipline
5. Establishing and maintaining the boundaries between staff and child
6. Staff conduct expectations
7. Review of emergency exits and fire extinguisher locations

Staff members are granted copies of all pertinent materials and given paid time to study and review them. Employees must sign a contract acknowledging their receipt of these materials and a pledge to commit them to memory.

Additional Requirements for Summer Camp:

Staff members must attend mandatory CPR and First Aid Trainings. In addition, they are required to attend the Parent's Orientation Meeting granting parents the opportunity to meet them prior to the start of camp.

Transportation Safety Plan

The following procedures will be followed at all times when children are transported in the Boys & Girls Club setting

General

1. Only properly licensed drivers may transport children in Club vehicles. Drivers of school routes are required to have a 7D License or higher.
2. Be sure to visually inspect the vehicle for safety or mechanical problems before loading children onto the bus or van.
3. Notify the Program Director immediately of any safety or mechanical issues.
4. Drivers are responsible for the safety of the children in their care.
5. Never leave a vehicle that has been loaded with children unattended.
6. Children will keep hands, arms, feet, heads and objects inside the vehicle at all times.
7. Keep noise levels to a minimum.
8. Children will remain seated at all times while van or bus is in transit.
9. Drivers are responsible for cleaning out the van upon their return to the Club.
10. Drivers may not text or talk on a cell phone while driving

Bus Rules

6. 2 or 3 children maximum per seat (depending on bus seat capacity)
7. If bus is equipped with seatbelts children must wear them

Van Rules

4. All children must wear seatbelts
5. Do Not Overload – 1 passenger per seatbelt
6. Children under the age of 12 are not allowed to sit in passenger seat due to airbag danger



Summer Camp: General Information

Camp Philosophy

Our goal in offering this program is to provide opportunities for children to explore their creative and athletic potential while cultivating friendships and sharing new experiences with peers. Our camp offers a wide range of activities designed to capture the interest of all campers. We focus on fun and do our best to give campers a memorable experience. Safety comes first in all that we do.

Regulatory Compliance & Licensing Statement

Our Summer Day Camp must comply with the regulations of the Massachusetts Department of Public Health and is licensed by the Newton Health Department

Camp Organization

Campers are split into four groups based on their age or grade. Grades k-2 make up Camp Spark. Grades 3 & 4 make up BGC1. Grades 5 & 6 make up BGC2. Campers in grades 7, 8, and 9 are admitted on a case by case basis and are classified as LITs (Leaders In Training).

LIT Program

LITs are checked in and out like regular campers and subject to the same rules and procedures. LITs are provided with basic counselor training, given the chance to fill leadership roles when possible, and allowed occasional special privileges. LIT's have no formal authority and children should never be placed in their direct care. They are never to be left unsupervised.

Staff Organization

Each Group has a designated Group Leader who reports directly to the Camp Director while being supported by the Head Counselor & Assistant Camp Director. Counselors rotate among age groups based on ratio. Group Leaders & Counselors may receive their assignments from the Camp Director, the Assistant Camp Director, or the Head Counselor. Counselors may also receive assignments from the Group Leader of the age group with whom they are working.

Staffing Ratios

Our camp maintains a maximum ratio of 10 campers to 1 staff member for campers ages 7-13. Campers who are age 6 require a 5 to 1 ratio. When not given a direct assignment, staff members should use these ratios to help them to decide where they need to be.

Appropriate Dress

Each staff member will be issued two staff shirts and one general Boys & Girls Club Shirt. Staff members are expected to be easily identifiable to campers. Current staff shirts should be worn on Tuesdays & Thursdays. Old staff shirts and Boys & Girls Club shirts may be worn on Mondays, Wednesdays, and Fridays. Staff members must bring or wear a bathing suit to camp every day. Clothing with profanity, alcohol or tobacco advertisements on them is prohibited.



Summer Camp: General Information (cont'd)

Staff Meetings

Weekly staff meetings will be held. These are usually on Mondays at the conclusion of the camp day. These meetings will last 15-30 minutes. We will discuss strategies, share our successes and possibilities for improvement, and review issues with specific children.

Strangers Around the Children

If someone other than an authorized person is observing the children, a regular staff person will monitor any interactions and ask the stranger if he/she needs any help. If the person remains and the group leader feel uncomfortable about his or her presence, the group leader, Camp Director, or Executive Director will ask the person to leave the area. If the individual persists, the Newton Police will be called. In general, any person coming into the program must check in with a group leader and/or Camp Director.

Attendance/Roll Call

Attendance checks are performed at the beginning and end of each camp day and whenever our camp moves from one location to another. During attendance checks staff members are expected to surround the group and assist the Camp Director/Group Leader with keeping the campers quiet and sighting specific campers as they respond.

Contingency Plan – Child Does Not Arrive For Camp

Any child that reports for morning roll call is recorded on the daily attendance sheet. Parents are requested to notify the Boys & Girls Club if their child will not be attending camp. If a child does not arrive for role call and a call has not been received, the parents are notified by phone. For the safety of our campers, early pick-ups and late drop-offs are strongly discouraged.

Contingency Plan – Child Does Not Arrive at Pick-Up Point

1. Camp Director is notified immediately
2. Camp Director meets with parents, informs them that an investigation is being performed and asks them to identify any possible scenarios of an alternative pick-up.
3. Daily Attendance Sheet is reviewed to ensure that the child was properly checked in at the last role call
4. All staff members are questioned as to the possible whereabouts of the camper.
5. Staff members are assigned to search the immediate area and to interview the child's known acquaintances as to their possible whereabouts.
6. If the child is not located within a period of 10 minutes then they are officially declared a "Lost Child"
7. Camp Director notifies the parents, the Police Department and the Executive Director.
8. Camp Director makes entry of date, time, and procedures followed in Emergency Log Book and files any additional paperwork with the proper authorities.

Contingency Plan – An Unregistered Child Arrives For Camp

Any child that reports for morning roll call is recorded on the daily attendance sheet. If an unregistered child is found to be present a check will be performed by the Camp Director to determine if all necessary paperwork is on file for this child. If child's paperwork is up to date and if transportation limitations allow, the parents will be contacted and the child will remain with the camp for the day. If the child's paperwork is missing or incomplete the child will be removed from camp immediately and their parents will be notified to come and pick them up.



Health Risk Management Plan

The following procedures are in place to help keep our campers healthy and safe:

All campers must meet the standards of immunization designated by the Newton Public Health Department.

All campers must have a physical form completed by a doctor prior to the beginning of camp.

Campers who are ill will be separated from the group and sent home at the discretion of the Camp Director and/or the Health Supervisor

The Camp Director or Health Supervisor will notify the staff members of any major health issues a camper may have and how they should be addressed.

A staff orientation will be held at which all accident and emergency policies and procedures will be presented to the staff including the use of accident forms and log books.

Copies of these policies and procedures will be given to all staff members and a manual will be kept in the Medical Records Box so that it may be consulted at any time.

All staff members are required to obtain CPR and First Aid Certifications before they begin work.

All Newton Department of Public Health criteria for the operation of a Summer Camp will be met prior to the start of camp and maintained throughout the summer.

Care of Mildly Ill Campers

Mildly ill campers will be removed from activities and isolated in a cool, comfortable place. A staff member will be assigned to check on their condition periodically. If the illness is severe or prolonged parents will be notified and the camper will be removed from camp. The incident will be documented in the Medical Log Book.

Sunscreen Policy

All Campers are encouraged to bring sunscreen from home and to apply it at will throughout the camp day.

Daily reminders to apply or reapply sunscreen are provided in the morning before departure from the Boys & Girls Club and during lunch periods.

All medical kits will contain a supply of sunscreen to be distributed to all those who need it. No child will be denied sunscreen while at camp.

Location/New Area Assessment Plan

When moving the camp to a new location the staff should consider the following factors:

Safety

Search the area for hazards such as broken glass, damaged equipment, hot coals from a barbecue, large puddles or streams, secluded areas where campers may not be supervised, or areas of high vehicle traffic.

Space

Be sure that there another camp, group, or family is not already occupying the area we intend to use. Determine if there is enough picnic tables or eating space for everyone. Never mix campers from two different groups together if it can be avoided.

Bathrooms

Investigate the location of bathrooms. Found out their capacity and level of cleanliness. Make sure that they are unlocked. See if there is space for campers to change clothes.

Shade

Make sure that the area has enough shade for the majority of campers to be able to get out of the sun and stay cool.

Distractions

Look for distractions that may draw the attention of the campers. Things like water fountains, swing sets, mud, puddles, street performers, and free giveaways can attract the attention of our campers and increase the likelihood that they become lost and disoriented. Whenever a distraction is encountered a staff person will be stationed to keep the campers moving and safe.

Staff members should assess these 5 factors in a timely manner and report their findings to the Camp Director.

Lost Child At Camp Plan

Any child that reports for morning roll call is recorded on the daily attendance sheet. For the safety of our campers, parents are requested to notify the Boys & Girls Club if their child will not be attending camp. If a child does not arrive for role call and a call has not been received, the parents are notified by phone. Early pick-ups and late drop-offs are strongly discouraged.

If at any time during the camp program a question arises as to the whereabouts of a camper the following procedure will be used:

1. A whistle will be blown
2. A Group Leader or Camp Director requests the attention of all campers and staff members and a roll call is taken
3. Daily Attendance Sheet is reviewed to ensure that the child was properly checked in at the last role call
4. All staff members are questioned as to the possible whereabouts of the camper.
5. Staff members are assigned to search the immediate area.
6. If the child still has not been located then they are officially declared a "Lost Child"
7. All campers and staff members remain together and await further instruction from the Camp Director
8. One staff member leaves the group to notify the Camp Director and the Health Supervisor (If not already present).
9. Camp Director notifies the Police Department and the Executive Director.
10. All available staff members search the surrounding area including rest rooms, playgrounds, storage areas, wooded areas, buildings and vehicles.
11. Procedure continues until child is located.
12. If child is missing for more than 30 minutes, Camp Director notifies parents.
13. Camp Director makes entry of date, time, and procedures followed in Emergency Log Book and files any additional paperwork with the proper authorities.

Medication Distribution and Storage Policies

- Medications prescribed to campers may only be administered by group leaders, the head counselor, assistant director, or camp director with knowledge of the camp's Health Supervisor.
- Medication shall be kept in the original containers bearing a pharmacy label which shows the prescription number, date filled, physician's name, name of medication, directions for use, and patient's name.
- All medications prescribed shall be kept in a designated, clearly marked backpack.
- Written permission from a parent is required before any medication will be administered.
- Over the counter remedies such as Asperin, Tylenol, or Cold & Cough Medicine will not be administered to campers.
- Requests for Medication Distribution must be submitted to the Health Care Consultant for approval.
- Campers who are capable of self-administering them may carry inhalers, insulin, or epipens on their person or with their belongings.



Parent/Guardian Release Plan

On the camper's Medical History Authorization Form parents will have the opportunity to add or remove the names of approved pick-up people. The parents/guardians who are listed on the application will be assumed to be approved unless otherwise noted. A list will be developed and made available for consultation at the end of the camp day.

This list will be kept at the Club's front entrance. Parents will identify themselves to a staff member and initial the list before they remove their children from the property. Children who are not immediately signed out will wait in the Club's gymnasium until their ride arrives. The staff will supervise the children and the parents as they are released to be sure that no one is being removed against their will.

Extended Day Campers may check in at the front desk and enter the gamesroom area immediately. Extended day members will be signed out on the Extended Day Attendance Sheet as they are picked up.

Campers who are walking home must provide written permission from their parents and may do so after placing their own initials on the list.



Traffic Plan

The following procedures will be followed when the children arrive at the Boys & Girls Club for pick-up or drop off. A staff member will be assigned to the parking lot each morning and afternoon.

Our parking lot has a circular pass-through which keeps traffic moving and prevents cars from backing up onto Watertown Street.

Drop Off

1. The area with the yellow curb will be kept clear of vehicles so that parents may drop off their children and they can enter the Club unimpeded.
2. Parents who park illegally will be asked to move their cars to maintain clear sight lines.
3. Parents who enter the Club are required to put their vehicles in parking spaces.
4. Once children enter the Club they are not allowed to leave without being accompanied by a staff member
5. Children will enter buses and vans directly from the sidewalk.

Pick-Up

1. The area with the yellow curb and the curb area along the gym wall will be kept clear of vehicles so that our vehicles will have a safe place to pull over.
2. Parents who park illegally will be asked to move their cars to maintain clear sight lines.
3. The School Bus Stop Lights will be activated to freeze traffic in the parking lot before the children exit the bus.
4. Children will exit buses and vans directly onto the sidewalk. Once there they will proceed to the front entrance to be released to their parents.

Water Safety Plans

General Procedure

Before campers enter the water the staff will form a rectangle with staff members at each corner and on all 4 sides to establish the designated swimming area. One staff member may be assigned to watch the beach area. Staff members will face inward and keep their eyes on the children at all times. Campers will go no deeper than their chest area (as defined by their nipples) unless given special permission and strict supervision by a staff member.

Buddy System For Safety

Before campers enter the water, each one is assigned a buddy. Periodically a “Buddy-Check” will be called by the Club staff or resident life guards at which time all campers will grasp the hand of their buddy and raise it above the water.

Swim Ability Testing

The following procedure will be used in pool areas and at lakes where the children may have access to water that is over their heads. In these cases the shallowest depth will be determined by a staff member and those who are not tall enough to keep their heads above water are removed from the camp and sent to an alternative area (most likely a “kiddy pool”). Those who will have access to an area where the water is over their heads will have to pass a swim ability test. The following procedure will be used:

1. A testing area will be identified that requires campers to swim a minimum distance of 30 feet unassisted.
2. A minimum of 1 staff member will be posted on each side of the test area and an additional person will be posted in the middle.
3. The children will be asked by the testing staff member to enter the water by jumping or diving in groups of 3.
4. The children will swim overhand stroke the entire length of the test area without stopping and without assistance from anyone.
5. The receiving staff member will evaluate the camper’s swimming ability paying special attention to their stroke, their ability to swim straight, and their level of confidence.
6. The camper will be informed of their pass/fail status. Those who pass will be assigned a buddy and must remain in the designated area during the entire swim period. Those who fail will be given feedback on what they can do to improve before being escorted to the shallow area and assigned a new buddy.



Water Safety Plans (cont'd)

Lost Swimmers

The following plan applies to all swimming areas used by the John M. Barry Boys & Girls Club:

1. A Group Leader or Camp Director requests the attention of all campers and staff members and calls for a buddy check.
2. All staff members are questioned as to the possible whereabouts of the camper.
3. If the child still has not been located then they are officially declared a "Lost Swimmer"
4. All campers and staff members will leave the water, be seated together and await further instruction from the Camp Director
5. One staff member leaves the group to notify the Camp Director and the Health Supervisor (If not already present).
6. Camp Director notifies the Lifeguards on duty that we have a lost swimmer and requests that they begin a "Lost Swimmer Search"..
7. All available staff members search the surrounding area including rest rooms, playgrounds, storage areas, wooded areas, buildings and vehicles.
8. Camp Director calls 911 and notifies Executive Director
9. Water and area search continues until child is located.
10. If child is missing for more than 30 minutes, Camp Director notifies parents.
11. Camp Director makes entry of date, time, and procedures followed in Emergency Log Book and files any additional paperwork with the proper authorities.