



**BOYS & GIRLS CLUB**  
OF MANHATTAN

**Safety Procedure Manual**

## **HANDBOOKINDEX**

- I. PURPOSE: BOYS & GIRLS CLUB SAFETY GUIDELINES
- II. FACILITY SAFETY
- III. CHILD SAFETY
- IV. CHILD PROTECTION POLICIES
- V. STAFF SAFETY
- VI. INCIDENT REPORTING
  - Injury of a Child
  - Injury of a Staff
- VII. EMERGENCY ACTION PLANS
  - Tornado
  - Fire
  - Lock down
- VIII. TRANSPORTATION SAFETY
- IX. RECEIPT AND SIGNATURE

# **I. Boys & Girls Club of Manhattan Safety Guidelines**

## **PURPOSE:**

Creating a safe Boys & Girls Club environment demands considerable investment of thought, time and resources. Every effort should be made to identify and respond to dangerous conditions or situations on Club premises or other venues for Club activities. Experience shows that the most harmful incidents can be prevented with reasonable planning, awareness and corrective actions. Club staff and volunteers must be trained to notice and report actual and suspected incidences, and the Boys & Girls Club of Manhattan must plan ahead to respond properly. These acts form the basis of a reliable standard of care and, ultimately, a safer, more positive place.

Creating and maintaining a safe environment requires a comprehensive risk reduction program that allows the Boys & Girls Club of Manhattan to:

- increase its capacity to protect Club members;
- establish standards for safety policy and procedures;
- minimize accidents, incidents and their severity; and
- improve the organization through the Standards for Organizational Effectiveness

It is the priority of the Boys & Girls Club of Manhattan to ensure the safety of all children and employees at all times.

We will maintain a safety program conforming to the best practices of nonprofit organizations. The cooperation of all employees is also pertinent to maintaining successful safety procedures that ensure the Boys & Girls Club (referred to from now on as the “Club”) continues to provide a *safe* place for children.

This safety manual will be reviewed annually with all full- time staff at a mandatory Safety & Supervision training.

## **II. Facility Safety**

### **CLUB PREMISES:**

A secure Club environment is made up of many details that work together to create a safe setting. Each Club site is unique, and an effective security strategy might include a combination of physical, administrative, electronic or technology-based solutions. The Boys & Girls Club of Manhattan will begin by identifying and documenting the security needs of each site, noting how security may be affected by the neighborhood, shared facilities, extensive grounds, large buildings or irregular layouts.

1. The exterior image is our organization's first line of defense in creating a safe environment. The Club should:
  - keep grounds neat and free of trash and debris;
  - trim shrubbery and eliminate hiding places;
  - remove graffiti within 24 hours;
  - repair or remove vandalized items;
  - install security lighting to discourage loitering, vandalism or illegal entry; and
  - establish a surveillance method for areas that are remote or inaccessible.
2. The Club entry should be the single point of entry into the Club for members, parents and visitors.
  - If a front desk is available, position the front desk to engage and identify all people who enter.
  - Use barriers in large lobbies to prevent people from entering unnoticed.
  - Monitor vestibules, sidewalks, playgrounds and parking areas where members may naturally gather.
  - Lock and/or alarm other entries, exit doors and exterior windows.
3. The program will be staffed by a Site Coordinator/Unit Director with a clear sense of authority and who has been trained to skillfully manage operations and supervision.
  - Identify people entering the Club.
  - Require members to check in.
  - Require criminal background checks for repeat vendors and guests.
4. The Club interior should be easy to observe, with few, if any, visual restrictions. Establish key observation points with clear lines of sight.
  - Remove posters or other items from interior windows where they would restrict observation into the space.
  - Discourage the gathering of members within large or remote restrooms, locker rooms, stairwells and other isolated spaces.

- Prohibit staff and volunteers from being alone with a single member (see Child Protection Guidelines in Section IV).
5. Members' personal belongings should be secure and should not contain items harmful to other members.
- Define each member's responsibilities for their personal belongings or refer to the Club code of conduct.
  - Establish a reliable system for keeping track of coats and backpacks, such as:
    - Formal check-in desk/process
    - Storing belongings in an observed room
    - Providing storage in each separate program area

### **SHARED FACILITIES:**

Shared property requires defining each party's responsibility for maintaining a safe environment.

- Understand the extent of the facility or grounds under your control.
- Establish a means of preventing strangers from entering areas under your control.
- Establish a means of securing or monitoring shared areas such as restrooms, entries, or hallways.
- Report unauthorized use of specified areas within the Club by other parties.
- Report unauthorized behavior by other parties, such as consumption of alcohol, inappropriate language or gestures.
- Report any suspicious behavior by other parties that suggests they are gathering information about, attempting to talk privately with, or take photographs of Club members.
- Know the procedure for releasing members to people outside your own program.

### III. Child Safety

The safety of all children attending a Boys & Girls Club after-school program is ensured through the following procedures:

- The Boys & Girls Club of Manhattan follows the USD 383 Crisis Procedure Manual.
- Club premises are monitored by staff and deemed secure. All safety hazards are reported immediately by Club staff to their direct supervisor.
- Club entry is monitored by camera systems and reviewed by Sr. Leadership staff regularly.
- Staff are required to wear Boys & Girls Club shirts at all times.
- Criminal background and sexual offender registry checks are required for ALL Club volunteers and employees. (Local and National)
- Each Club member is checked in and out of the Club by an adult staff member each day. Each child leaving the Club must be signed out.
- If necessary and with reasonable suspicion, the Site Coordinator may conduct an inspection of any Club member's belongings. All searches shall be carried out in the presence of another adult witness. Any person other than the Site Coordinator conducting a search of a member's belongings shall do so only with the consent of and in the presence of the Site Coordinator, unless circumstances require immediate action in order to preserve the security and safety of staff and youth.
- Proper supervision is assured with a goal of 1 adult to 15 youth ratio.
- Three staff members at each Boys & Girls Club site are First aid certified through the Red Cross or equivalent training.
- No staff or volunteer should be isolated with a single member (see Child Protection Guidelines in Section IV).
- After-hours or off-site relationships outside BGC between Club Members and Club Staff are *strongly discouraged*. (HR policy 2.08)
- Physical discipline and verbally abusive language is prohibited.
- Club staff are required to properly supervise all Club activities. This includes actively monitoring and interacting with youth at all times.

- Appropriate interactions between adults and Club members are expected at all times. Touching of any kind is strongly discouraged. Staff members are not allowed to pick up children. Children are not to sit on staff's laps. Side hugs only.
- Emergency drills will be conducted on a regular basis, once each semester session and once per summer.
- Club members will attend an Internet Technology Education for Kansas Kids Internet safety presentation prior to using Club computers.
- Club members will follow the Code of Conduct (included in the enrollment packet) at all times. This reviews unacceptable behaviors and their consequences such as:
  - Refusing to obey staff
  - Irresponsible or destructive acts
  - Foul language
  - Bullying
  - Sexual conduct or overtures
- Club members will receive personal safety (Stranger Danger) presentations on an annual basis.
- When transportation is provided, safety is ensured by:
  - Strict adherence to the Club transportation guidelines which include properly screened drivers, documentation, availability of first aid supplies, and maintenance in compliance with KDOT guidelines (see Club Transportation Guidelines).
  - A bus behavior code for all Club members.
- Excessive Heat Precautions
  - Heat Alert 0
    - Heat Index: 80-90 degrees (air temperature is less than 90 degrees)
    - Excessive fatigue is possible with prolonged exposure or physical activity
    - Precautions: Recommend water supply at all outdoor activities and recesses with rehydration breaks at least every 30 minutes.
  - Heat Alert 1
    - Heat Index: 90-105 degrees (air temperature is greater than 90 degrees, beginning to feel uncomfortable)
    - Sunstroke, heat cramps, and heat exhaustion are possible with prolonged exposure or physical activity

- Precautions: Increase water intake. Encourage drinks of water before and after recess or outdoor activity. Medically fragile students and those with serious chronic conditions (i.e. heart problems, etc.) should be monitored closely.
- Heat Alert 2
  - Heat Index: 105-130 degrees (air temperature is greater than 95 degrees, feels uncomfortable)
  - Sunstroke, heat cramps, and heat exhaustion are likely and heat stroke is possible with prolonged exposure or physical activity
  - Precautions: Reduce outdoor recess and activities to 5- 10 minutes. Encourage drinks of water throughout the day, and especially before and after recess or outdoor activities. Medically fragile students and those with serious chronic conditions (i.e. heart problems, etc.) should be monitored closely. Light clothing should be worn for outdoor activities.
- Heat Alert 3
  - Heat Index: 130 degrees or higher (air temperature is greater than 105 degrees, uncomfortable and dangerous)
  - Heat/sunstroke are highly likely with continued exposure
  - Precautions: Stop outdoor activity, seek cool areas, and encourage water intake throughout the day. All students should be kept inside in a cool area for recess and all other activities.
- Remember: Soft drinks and caffeinated coffee/tea do not replace water.
- Local heat indices are available throughout the day at [www.weather.com](http://www.weather.com) by inputting your zip code.



## IV. Child Protection Guidelines

At the Boys & Girls Club of Manhattan the safety and protection of our members is the top priority. Our Child Protection Guidelines are as follows:

1. Every staff member and volunteer must pass a federal background check and sexual offender registry check before working with any children.
2. One on one interaction between children and adults will be limited. It is the practice of the Boys & Girls Club of Manhattan that if necessary, it will be in an interruptible, open, and observable area for the protection of both child and adult.
3. The suspected physical, emotional, or sexual abuse or neglect of any Boys & Girls Club member will be reported as soon as possible to the local child protection agency (DCF). The Program Leader will report to the Site Coordinator the suspected abuse. The Program Leader and the Site Coordinator will call DCF.  
The Site Coordinator will report to the Director of Facilities & Operations or Executive Director in writing the details of the suspected abuse within 24 hrs of the call.
4. All Boys & Girls Club staff and volunteers who have reason to believe that a child has been subject to abuse or maltreatment **must** report it to their Supervisor or Executive Director.
5. It is not the responsibility of Boys & Girls Club staff and volunteers to determine if a suspected case of abuse or neglect warrants intervention. The role of the BGC staff and volunteers is to report ANY suspicion. Law enforcement and Child Protective Services will determine whether intervention is appropriate. Suspicion of the following circumstances should be reported: neglect, malnutrition, sexual abuse, physical injury, mental injury, and/or failure to provide sustenance, clothing, shelter, or medical attention.
6. The interaction between Club members with a significant (5 years or more) difference in age will be limited and supervised by Club staff or volunteers.
7. In the instance that a Club member should need restroom assistance, the member's parent will be contacted immediately.
8. Transportation of Club members by staff in a personal vehicle is not allowed without prior permission from the Director of Facilities & Operations or Executive Director. It is the policy of the Boys & Girls Club of Manhattan that if necessary, transportation will be provided by a Site Coordinator with at least 1 other staff persons in the vehicle.
9. The risk of child sexual abuse is minimized through:
  - i. Proper screening, hiring, training, and supervision of employees and volunteers.

- ii. Current personnel policy manual and member code of conduct.
- iii. Ongoing staff training
- iv. 1:15 staffing ratios for appropriate supervision
- v. Safe reporting of suspicious inappropriate behavior
- vi. Annual youth personal safety presentations
- vii. Crisis response planning

## **V. Staff Safety**

The safety of all staff employed by the Boys & Girls Club of Manhattan is ensured through the following procedures:

- Staff will attend a mandatory Safety & Supervision training on an annual basis.
- Children are not allowed to touch, jump, climb on, or attack staff members in any way.
- When heavy lifting is required, staff members will always use the following proper lifting techniques:
  - Stand close to the object being lifted.
  - Place your feet comfortably apart.
  - Bend at the knee.
  - Keep your back straight.
  - Get a good grip.
  - Slowly straighten your legs.
  - Keep the object close to your body.
  - Bring your back to a full, upright position.
  - Move slowly and smoothly
  - Always turn with your feet, NEVER twist your back.
  - When applicable, lift in unison.
- For the protection of all staff members, all medical or behavioral incidents will be properly documented (see Incident Reporting in section V).
- Club premises are monitored by staff and deemed secure. All safety hazards and security issues are reported immediately by Club staff to their immediate supervisor.
- Staff members are required to wear Boys & Girls Club attire at all times.
- No staff or volunteer should be isolated with a single member (see Child Protection Guidelines in Section IV).
- In the event that a stranger or threatening individual is on or near Club property, staff members should ask the stranger to leave. Staff should ensure the immediate safety of their members (move children away from the immediate threat) and notify the Site Coordinator immediately. The Site Coordinator will determine if it is necessary to call police dispatch.

- There may be incidences in which the Program Leader may deem it appropriate to call 911 immediately (i.e. medical emergency, stranger with a weapon, etc.). These circumstances will be reviewed at the annual Safety & Supervision training.
- Staff will demonstrate appropriate appearance, language, and manner at all times.
- Staff will coordinate monitoring efforts and strategies with other staff to ensure youth safety.
- Staff will consider reducing activity area (especially on the playground) to suit the appropriate staffing ratios and eliminate difficult to supervise settings.

## **VI. Incident Reporting**

### **Investigations**

In the event that an unsafe or inappropriate situation is reported to a Boys & Girls Club staff member, the situation will promptly be investigated by a member of the Boys & Girls Club of Manhattan administrative team. This may include interviewing Club members and/or staff who may have been directly associated with or a witness of the reported situation.

### **Injury of a Child**

In the event that a child is injured while attending the Boys & Girls Club of Manhattan:

- The Program Leader must initially assess the situation (including whether or not a 911 call is necessary) and sends for or calls the Site Coordinator immediately.
- Meanwhile, the Program Leader must administer **First Aid** as needed.
- Other staff in the vicinity of the injured child must make all efforts to remove other children from the area.
- The Site Coordinator or attending Program Leader must notify the proper people in the following order:
  1. Paramedics or emergency personnel if needed
  2. Child's parents or other emergency contact
  3. Director of Facilities & Operations or Executive Director
  4. School Administrator (if on school property)
- The Program Leader involved must fill out an Incident Report with the assistance of the Site Coordinator. A copy of this report should be made for the child's file, the Health Department, the Director of Operations, the Executive Director, and the child's parents if requested.

## **VII. Emergency Action Plans**

**\*\*In all emergencies, the Boys & Girls Club of Manhattan will follow the USD 383 Crisis Procedure Manual**

### **Tornado**

**\*Tornado drills will be done at least once per semester and once per summer session and recorded by the Site Coordinator in the computerized activity tracking software used by the Boys & Girls Club of Manhattan. If at any time the city's alarm system goes off, all staff and members will follow tornado drill procedures.**

In the event that there is a tornado during Boys & Girls Club of Manhattan hours of operation the following procedures will be followed:

- If needed, the alarm will be pulled by a staff member or Site Coordinator.
- All staff will move their assigned group of children to the designated safe part of the facility or school.
- Children will sit in the proper position, facing the wall with their hands covering their heads.
- Staff members will ensure that all children are accounted for.
- Site Coordinator/Unit Director will be responsible for moving all membership files to the safe area.
- Children will not be allowed to leave the safe area unless signed out by a parent/guardian.
- Staff and children will remain in safe areas until the "all clear" is given by the Site Coordinator.

### **Fire**

**\*Fire drills will be done at least once per semester and once per summer session and recorded by the Site Coordinator and then be reported to Director of Facilities & Operations.**

In the event of a fire during Boys & Girls Club of Manhattan hours of operation the following procedures will be followed:

- If needed, the alarm will be pulled by a staff member or Site Coordinator.

- All staff will move their assigned group of children to the designated safe place outside of the facility or school.
- Staff members will ensure that all children are accounted for.
- Site Coordinators will be responsible for safely removing all membership files.
- Children will not be allowed to leave the safe area unless signed out by a parent/guardian.
- No one will be allowed reentry to the building without an “all clear” as determined by fire safety personnel.

## **Lock Down**

**\*Lock Down drills will be done at least once per year with Club members and staff and recorded by the Site Coordinator and then reported to Director of Facilities & Operations.**

In the event of an intruder or unwanted visitor during Boys & Girls Club of Manhattan hours of operation the following procedures will be followed:

- If needed, an alarm will be sounded by a staff member or the Site Coordinator.
- All staff will move their assigned group of children to the designated safe place out of view (i.e. closet or back of room) in the facility or school. All doors will be shut and locked if possible.
- The Site Coordinator will contact the necessary authorities and the members’ parents/guardians if needed.
- Staff members will ensure that all children are accounted for.
- Site Coordinators will be responsible for safely locking up all membership files.
- Staff members and children will not be allowed to leave the safe area until the “all clear” is given by the Site Coordinator.

## **VIII. Transportation Safety**

### **TRANSPORTATION GUIDELINES:**

1. Each school bus will pass a DOT inspection annually.
2. Each primary bus driver will complete a Vehicle Inspection Report daily.
3. Vehicle Inspection Reports will be turned into the Unit Director daily and any issues reported to Director of Facilities & Operations
4. Each bus driver will pass a drug screen prior to hire and then randomly at least on an annual basis. A copy will remain in his/her personnel file.
5. Each bus driver will have a current Class B CDL with a passenger endorsement. A copy will remain in his/her personnel file.
6. Each bus driver will pass a KBI background check annually. A copy will remain in his/her personnel file.
7. No bus will leave the state of Kansas.
8. School bus drivers must maintain current first aid certifications. A copy will remain in his/her personnel file.
11. Emergency equipment (fire extinguisher) and first aid supplies will be readily available on each vehicle.
12. All Club Members will follow the Bus Safety and Behavior Code.
13. A Motor Vehicle Record must be presented by every prospective bus driver prior to employment. This can be obtained by the prospective driver through the police station. The condition of the driving record will be evaluated by the Director of Facilities & Operations. MVR's will then be checked on an annual basis.
14. Boys & Girls Club buses will only be driven for Boys & Girls Club events by Boys & Girls Club drivers. All other use must be approved by the Board of Directors.
15. All prospective bus drivers must be approved by the Boys & Girls Club insurance company prior to starting.

### **BUS SAFETY AND BEHAVIOR CODE FOR CLUB MEMBERS:**

1. Follow the directions of the bus driver the first time they are given.
2. Keep hands, head, or other parts of their body inside the bus at all times.
3. Illegal substances and/or weapons are prohibited at the Club and on the bus. Do not eat, chew or drink anything on the bus. The use of tobacco products is prohibited. Items creating potentially unsafe situations are prohibited.
4. Refrain from horseplay, unruly behavior, cursing, obscene gestures, or loud talking. Violations of this rule may result in disciplinary action.
5. Remain seated and facing the front of the bus until the bus reaches a complete stop.
6. While waiting for the bus, stay clear of the roadway to avoid being hit by passing cars.



7. Wait for the bus to stop before trying to board. If you must cross a road, wait for the driver to motion for you to cross. Always cross at least ten feet in front of the bus.
8. Please use the handrails when getting on or off the bus. Be extra careful when weather is wet or icy. The steps can be very slippery.
9. State regulations prohibit the transportation of any animals or insects on the bus.
10. Seats may be assigned to Club Members. This is not necessarily a disciplinary action.
11. Do not throw anything out of the bus and be sure to keep your area clean.
12. Absolute quiet at all railroad crossings is required. Your driver stops at crossings to listen for oncoming trains and your talking could drown out all warning signs.
13. Treat bus equipment with due respect.
14. Remember, the driver is there to ensure student safety. This is a serious responsibility. Please treat him or her with respect.

#### **TRANSPORTATION EXPECTATIONS FOR STAFF:**

The safety of all Club members during transport is not only the responsibility of the bus drivers, but also the responsibility of the Boys & Girls Club staff accompanying the children. Boys & Girls Club staff are required to help enforce the transportation guidelines while riding the bus. The expectations for staff when riding the bus are as follows:

- Enforce the Bus Safety and Behavior Code.
- Set a good example for youth at all times.
- Be respectful of the buses and bus drivers.
- When loading and unloading the bus, stand between the bus door and traffic at all times. Do not allow members to load or unload in traffic.

## **IX. RECEIPT AND SIGNATURE**

I hereby acknowledge the receipt of the Boys & Girls Club of Manhattan Safety Handbook. I have read and understand the guidelines, policies, and procedures presented herein.

I acknowledge my responsibility to become familiar with the terms of this Handbook. I have read and reviewed the Safety Handbook of the Boys & Girls Club of Manhattan. I acknowledge that I understand its contents and agree to abide by the present and future guidelines stated and described in it.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_