

ADA Policy



Thank you for the opportunity to serve your child(ren). We strive to deliver a quality experience to all Club Members.

The Boys & Girls Club of Greater Ventura welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities.

The Boys & Girls Club of Greater Ventura staff members will work to integrate individual accommodations as safely and feasibly achievable.

Club staff will work with parents/guardians to understand specific or individualized needs, and to strive to identify additional support and resources as necessary and/or appropriate.

All Boys & Girls Club of Greater Ventura staff and volunteers are trained on the need for confidentiality in matters regarding individualized needs. Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families.

Due to the nature of our programs and the safety of all Club Members and staff, we do not offer restroom assistance or any service that would violate our prohibition of 1-on-1 contact.

Documentation may be requested.

If a member could accidentally or intentionally harm themselves or others, or is unable to function within a group setting through disability or other reasons then the club may not be able to provide service to a potential new member or continue to provide service to an existing member.

Please note that this is a living document and may be updated from time to time as needed.



BOYS & GIRLS CLUB
OF GREATER VENTURA

Background Check Policy

The Boys & Girls Club of Greater Ventura is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & Girls Club of Greater Ventura will conduct background checks in accordance with the following policy.

Boys & Girls Club of Greater Ventura will conduct criminal background checks of all employees (including minors employed as staff), board volunteers, vendors/partners and all other volunteers, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum:

- (a) verify the person's identity and legal aliases through verification of a social security number
- (b) provide a national Sex Offender Registry search
- (c) provide a comprehensive criminal search which includes a national search
- (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search.

Such checks will be conducted prior to employment or volunteering and at regular intervals not to exceed twelve (12) months.

All background check findings will be considered when making employment, volunteer or vendor/partner decisions. It is the policy of Boys & Girls Clubs of Greater Ventura that an employee, volunteer or vendor/partner will be automatically ineligible for employment, volunteer service or partnership if such individual:

- (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:
 - 1. murder
 - 2. child abuse
 - 3. a crime against children, including child pornography
 - 4. domestic violence
 - 5. abduction or human trafficking
 - 6. a crime involving rape or sexual assault
 - 7. arson
 - 8. weapons, or
 - 9. physical assault or battery,
- (e) has been convicted of a drug-related offense committed within the last five years

Background Check Policy (con't)

Boys & Girls Club of Greater Ventura will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Greater Ventura prior to extending an offer for employment or volunteer service.

Please note that this is a living document and may be updated from time to time as needed.

Bullying Prevention Policy



Having clear policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. It is recommended that each individual site operated by the Boys & Girls Club of Greater Ventura develop and document practical policies, procedures, and strategies for ensuring the safety of members.

The Boys & Girls Club of Greater Ventura is committed to providing all members with a safe environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

All staff, volunteers, and members shall read and abide by the Boys & Girls Club of Greater Ventura Code of Conduct.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Club leadership and document the incident in writing.

Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to, and including terminating membership.

For more information on bullying prevention, visit: <https://www.stopbullying.gov/>

Please note that this is a living document and may be updated from time to time as needed.

Communicable Disease Policy



Boys & Girls Club of Ventura (BGCV) will make decisions for the protection of its members, employees, volunteers, contractors, vendors and guests based on current and well-informed medical judgments concerning communicable diseases, the risks of transmitting communicable diseases to others, the symptoms and special circumstances of an individual who has or may have a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to any such person who has or may have a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 and CoV-19 (coronavirus) and tuberculosis. BGCV may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

BGCGV reserves the right to exclude any person that has or may have a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

BGCGV will comply with all applicable statutes and regulations that protect the privacy of persons who have or may have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Please note that this is a living document and may be updated from time to time as needed.



DATA BREACH MANAGEMENT & RESPONSE PLAN

PURPOSE

This plan outlines the steps to follow in the event of an imminent or actual breach of personally identifiable information (PII) and identifies and describes the roles and responsibilities of the *Boys & Girls Club of Greater Ventura* Data Breach Response Team (DBRT or “Team”).

DEFINITIONS

For the purposes of this plan, a **breach** refers to the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses personally identifiable information or (2) an *authorized* user accesses or potentially accesses personally identifiable information for a purpose that is not authorized. A breach can lead to an adverse impact on information assets such as an information system and/or network and mobile devices.

The following pages describe breach severity levels, responsibilities of the Boys & Girls Club of Greater Ventura Data Breach Response Team, and a communication plan.

In the event of a breach, **one of the first steps** the designated DBRT lead should take is to:

1. Report an actual or detection of an imminent breach of PII to Boys & Girls Clubs of America (BGCA) via the BGCA CIMS (Club Incident Management System) **no later than 12 hours after an occurrence of an actual breach or detection of an imminent breach.**
2. Agree to free exchange of information with representatives of the U.S. Department of Justice, Office of Justice Programs, as needed.

Outages caused by scheduled maintenance, or authorized, planned activities that cause expected outages as part of those activities are not included in this definition and for the purpose of this plan. Examples of information security incidents may include (but are not limited to):

- Unauthorized access or use of a system
- Unauthorized use of the system as a gateway to other systems
- Unauthorized use of any account
- Compromise of “restricted”, “confidential”, non-public information
- Execution of malicious code that destroys data
- Computer security intrusion (physical)
- Unauthorized change to computer or software
- Loss or theft of equipment used to store private or potentially sensitive information
- Denial of service attack
- Interference with the intended use of an information technology resource
- Insider Sabotage
- Mishandling of Information / Data Assets

DATA BREACH MANAGEMENT & RESPONSE PLAN (con't.)



SEVERITY LEVELS

All actual breach events detected will be categorized according to one of the following four (4) severity levels:

1. Critical
2. High
3. Medium
4. Low

The severity levels have been set based on the impact of the incident to the **Boys & Girls Club of Greater Ventura**.

Severity Level	Exposure	Description
Level 1 - Critical	<p>Public Facing Incident</p> <p><i>(A breach that is visible to the general public and/or has implications for the Club's brand, whereby the breach could erode customer confidence.)</i></p>	<p>A direct and significant threat to the brand of Boys & Girls Club of Greater Ventura. Some financial loss is likely in such incidents and customer impact may be widespread.</p> <p>Such incidents could involve loss of sensitive data, total loss of a crucial service or business function; severe degradation of critical system performance. Generally involves escalation to senior management at Boys & Girls Club of Greater Ventura.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Large scale disclosure of the personally identifiable information of members or staff of Boys & Girls Club of Greater Ventura. • Large scale attack on the Club's systems, or on third-party hosted information assets causing a virtual lockdown of all online services. • Malware or Ransomware attack affecting virtually all of the information assets of the Boys & Girls Club of Greater Ventura. • Multiple customer / cardholder data compromised



DATA BREACH MANAGEMENT & RESPONSE PLAN (con't.)

Severity Level	Exposure	Description
Level 2 – High	Internal - Club Facing Incident <i>(An incident that does not involve external parties, and is not publicly known, but is propagated throughout the Boys & Girls Club of Greater Ventura.</i>	May involve limited disruption to the Club and impact with potentially repeated errors or possibility of reoccurring attacks against information assets. These incidents may involve non mission-critical business applications and systems Examples include: <ul style="list-style-type: none"> • Unauthorized access to a non-privileged account on a non-mission critical system or application. • A limited number of end user workstations affected by known malware. • Multiple customer / cardholder data compromised
Level 3 – Medium	Internal to the Boys & Girls Club of Greater Ventura	May involve a potential (but unrealized) threat to the Club’s information assets. In some cases irregular but unconfirmed security breaches may be classified under this level. The impacted system(s) usually are not expected to have a significant business impact. Examples include: <ul style="list-style-type: none"> • Multiple internal systems affected by a virus. • An internal file server is compromised by a disgruntled employee. • Inappropriate material is distributed internally via e-mail.
Level 4 – Low	Internal to Boys & Girls Club of Greater Ventura	A system is compromised without access to sensitive data. Examples include: <ul style="list-style-type: none"> • A single workstation infected with a known form of malware (a virus with a confirmed signature). • Unsuccessful attempt to port scan a target system from an unknown external source.

Other adverse events include floods, fires, electrical outages and excessive heat that cause system crashes. Adverse events such as natural disasters and power-related disruptions are not generally within the scope of this Data Breach Management & Response Plan.



DATA BREACH MANAGEMENT & RESPONSE PLAN (con't.)

DATA BREACH RESPONSE TEAM (DBRT)

A DBRT is established to provide a quick, effective and orderly response to a breach of PII and other related incidents such as virus infections, hacking attempts and break-ins, improper disclosure of confidential information to others, system service interruptions, and other events with serious information security implications.

The DBRT's mission is to prevent any loss of PII, other sensitive or confidential information, or public confidence by providing an immediate, effective and skillful response to any unexpected breach involving computer information systems, networks or databases.

DBRT MEMBERS

Each of the following members will have a primary role in incident response:

- CEO
- Board President

Each of the following members may provide supporting roles during incident response. Additional personnel may be identified to participate as appropriate:

- Director of Operations
- Board Safety Chair

DBRT ROLES AND RESPONSIBILITIES

DBRT Team Lead - Breach Oversight and Communication Protocol

- Report actual or imminent breach of PII to Boys & Girls Clubs of America (BGCA) via the BGCA CIMS (Club Incident Management System) **no later than 12 hours** after an occurrence of an actual breach or the detection of an imminent breach. BGCA is required to notify the U.S. Department of Justice within 24 hours of breach detection.
- Declares an Information Security incident exists.
- Determines the nature and scope of the incident.
- Contacts qualified information security specialists as needed.
- Acts as central point of contact for an incident.
- Contacts members of the DBRT.
- Communicates with executive leadership as appropriate.
- Determines which DBRT members play an active role in the investigation.
- Provides proper training on incident handling.
- Escalates to executive management as appropriate.
- Monitors progress of the investigation.
- Ensures evidence gathering, chain of custody and preservation is appropriate.
- Prepares a written summary of the incident and corrective action taken for distribution to executive leadership.
- Assesses the execution of the Data Breach Management & Response Plan.



DATA BREACH MANAGEMENT & RESPONSE PLAN (con't.)

IT Manager or Managed Service Provider - Information Technology Systems Oversight and Monitoring

- Oversees all IT related activities.
- Assesses and advises on issues related to IT and to communications and network systems such as telephones, servers, computers, etc.
- Coordinates all emergency telephone service as needed.
- Monitors critical applications and processes.
- Coordinates and ensures critical processes and application are operating as needed.
- Analyzes network traffic for signs of denial of service, distributed denial of service, or any other attacks.
- Coordinates the execution of any tracing tools such as sniffers, Transmission Control Protocol (TCP) port monitors and event loggers.
- Looks for signs of a firewall breach.
- Contacts external internet service provider for assistance in handling the incident.
- Takes action necessary to block traffic from suspected intruder.
- Ensures all service packs and patches are current on mission-critical computers and critical file shares.
- Ensures backups are in place for all critical systems and critical file shares.
- Monitors business applications and services for signs of attack.
- Reviews audit logs of mission-critical servers for signs of suspicious activity.
- Ensures database backups are in place for all critical systems.
- Examines database system logs of critical systems for unusual activity.
- Monitors the physical security of and access to equipment.
- Provide support to all Club personnel during the incident.
- Central point of contact for all technology support issues and questions.

CEO - External Communication

- Coordinates public information and media relations pertinent to the incident or emergency situation.
- Communicates factual information to the news media, public, and employees.
- Receives and processes all inquiries from external sources.
- Corrects misinformation or rumors and disseminates factual information to media sources.

Club Attorney - Legal and Human Resources

- Determines and coordinates any legal impact and correspondence.
- Provides input to the DBRT on legal matters.
- Determines and coordinates disciplinary effort if an employee is suspected of causing an incident.
- Assesses the impact of the situation on employees.
- Provides support for human resource elements of recovery and employee notification.
- Coordinates operations and personnel needs.



DATA BREACH MANAGEMENT & RESPONSE PLAN (con't.)

COMMUNICATION PLAN

Upon activation of the DBRT, it is the responsibility of the CEO to facilitate communication and to closely manage and control the notification process.

The Club CEO is responsible for establishing guidelines and procedures for external communications related to a breach. No Club staff member, except the designated spokesperson has authority to discuss any breach with any person outside of Boys & Girls Club of Greater Ventura. Unauthorized disclosure of a breach could lead to greater disruption and financial loss than the incident itself.

PRIMARY CONTACT INFORMATION

CEO

Patti Birmingham
(805) 641-5585 Office
(805) 207-3531 Mobile
pattib@bgclubventura.org

Director of Operations

Simon Salem
(805) 641-5585 Office
(805) 766-5003 Mobile
simons@bgclubventura.org

Board Safety Chair

Peter Barry
(925) 324-4916 Mobile
peterb@advantagetelnet.com

IT Manager or Managed Service Provider

ACM Computers
(805) 650-6728 Office
servicedesk@acmit.net

Local Law Enforcement – Police Department (LeFevre, Westview & Org-wide Event)

(805) 339-4400 Office

Local Law Enforcement – Sheriff Department (Oak View & Harrison)

(805) 654-2380 Office



Drug & Alcohol Policy

The Boys & Girls Club of Greater Ventura is 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, which is criminalized as a Schedule I narcotic at the federal level, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Club of Greater Ventura has a duty to comply with the requirement 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 using illegal or unauthorized drugs.
- 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 are prohibited from reporting to work or working when the employee uses any drugs, except 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 a legal drug which potentially affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees must notify their supervisor and/or Club leadership, within five (5) days of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

The Boys & Girls Club of Greater 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, or any property brought onto the premises when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

Please note that this is a living document and may be updated from time to time as needed.



**BOYS & GIRLS CLUB
OF GREATER VENTURA**

IN AN EMERGENCY **WHEN YOU HEAR IT—DO IT!**

Inside the Club: MEMBERS



Code Red (Full Lockdown)

- Stay with staff.
- Door locked
- Phones off
- Stay silent.
- Follow staff direction.



Code Yellow (Modified Lockdown)

- Stay with staff.
- Door locked.
- Continue with activities and phones may be on.
- Follow staff direction.



Code Green (All is Clear)

Activities may resume as normal.

IN AN EMERGENCY

WHEN YOU HEAR IT—DO IT!

Inside the Club: STAFF

Code Red (Full Lockdown)



- Supervisor Calls 911 and has another staff notify CEO as soon as they're able.
- Club doors are to be closed and locked.
- Members are to stay with staff in the nearest lockable program room. Phones and voices are silent. Stay away from visible windows if possible. Await further notice from management.

Code Yellow (Modified Lockdown)



- Club doors are to be closed and locked.
- Members can continue with their activities in their rooms (except for front room children, who are to be taken to the closest program room. Await further notice from management.

Code Green (All Clear)



- The situation is under control; activities may resume as normal.

Code Blue (Medical Emergency)



- **Check**— to see if the member needs immediate care.
- **Call**—Notify the supervisor over the walkie- talkie or send child if administering critical care.
- **Care** for child until relief or emergency personnel arrive.
- **Supervisor** will call 911 and CEO and arrange for members to be removed from area and notify guardian of injured member.

Code Adam (Missing Child)



- Child cannot be found or we have seen someone take the child.
- Notify Supervisor and remove the children from the area.
- Supervisor calls 911, then CEO and guardian of missing member.

IN AN EMERGENCY

WHEN YOU HEAR IT—DO IT!

Code Orange (Emergency Situation with Possible Evacuation)

This code is used in the event of a possible evacuation due natural disaster or other threat.



- **FIRE**—If there is a fire in the club staff are to take their members in a single file line to the nearest safe exit and meet at the outside designated area.
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- **EARTHQUAKE**—In case of an earthquake, stay in place, away from windows, duck and cover as possible. When shaking has stopped, check for any injuries and provide care as needed. Notify Supervisor of any injured members and their condition. Await for further instruction from supervisor. Be prepared to evacuate if instructed to do so and meet at the designated area. **Management will make sure to get injured members out as soon safely possible.**
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- **BOMB THREAT**— Supervisor will call 911 and notify staff to evacuate to newly designated area or to shelter in place. Staff will be given further instructions. Supervisor will notify CEO.
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- **HAZMAT**—In the case of an obvious emergency (unusual odor, eyes/throat burning or other apparent indicators, notify supervisor and remove children from immediate area or evacuate to designated area if full club is effected.
-
- **TORNADO/FLOOD OR OTHER**—Shelter in place and wait for further instruction from Supervisor. Supervisor to call CEO.

Under evacuation conditions, member and staff safety is a priority. Supervisor will take charge of making assignment for getting the emergency backpack and checking building for any missing or injured staff or children if they can safely do so.



Incident/Accident Reporting Policy

The Boys & Girls Club of Greater Ventura is committed to ensuring the safety of its members, staff and volunteers.

Any employee or volunteer of Boys & Girls Club of Greater Ventura who becomes aware of an incident, as defined in this policy, shall immediately report it to Club leadership. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA and executing the organization's Crisis Communication Plan. Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple 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
- Allegations of abuse
- Criminal activity, including theft and robbery

Please note that this is a living document and may be updated from time to time as needed.

ACCIDENT REPORT

Name of Injured _____ Age _____

Branch _____ If non-member, explain _____

Home address _____ Phone _____

Parent/guardian name _____ Time of accident _____

Time reported _____ Place of accident _____

Who was supervising activity at time of accident? _____

Description of accident _____

Nature & extent of injury _____

When were parents notified? _____ By whom? _____ How? _____

Was First aid provided? _____ By Whom? _____

Type of First Aid Provided: _____

Was Professional Treatment Provided? _____ By whom? _____

Was injured transported? _____ How? _____ By whom? _____

What Time Were They Transported? _____

Witnesses to accident:

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Comments by person making report _____

Staff signature

Title

Date

(please note any additional information on back)

Incident Report

The staff member directly involved in dealing with an incident should file an incident report:

- (a) any time police are called or
- (b) any time there is a disruption of services such as closing a branch/location.

The report is to be sent to the branch director and then sent on to the director of operations as soon as possible following the incident.

BACKGROUND

Day _____ Date _____ Time _____

Branch/location _____

Name of staff in charge _____

Members/subjects involved _____

Approx. number of members in branch/location at time of incident _____

Witnesses _____

APPROACH CONSIDERATIONS

Decision-making

- Why did you call the police or disrupt services? _____
- Weapon involved _____
- Gang activity _____
- Violent behavior _____
- Fire emergency _____
- Other _____
- Explanation: _____

WHAT INTERVENTION ACTIONS DID STAFF TAKE:

- Call others to the scene _____
- Talk with the subjects _____

Prohibition of One-On-One Policy



The Boys & Girls Club of Greater Ventura is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Staff and Volunteers shall **NOT**:

- Have one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Staff **SHALL**:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency situation arises.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented and provided to Club leadership.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination for staff and separation for volunteers.

Please note that this is a living document and may be updated from time to time as needed.

Restroom Policy

Adult-Only Restroom Available

The Boys & Girls Club of Greater Ventura is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. The facilities located at:

E.J. Harrison Family Youth Center – 11321 Violeta, Ventura, CA 93004
Bill LeFevre Center – 1929 Johnson Dr., Ventura, CA 93003

include designated restrooms for members, and a separate restroom designated for adults. Adults, including staff, volunteers, and any other adult in the Club, shall not utilize the member restrooms. The member restroom facilities are for youth only.

No Adult-Only Restroom Available

The main restrooms located at the **Oak View Teen Center** are designated as Male and Female restrooms. There are no separate restrooms for the general use of adults on the premises.

Because the main restroom that our members use is in a shared use facility and is used by other Adults and Staff in our program, we will use the following procedures to ensure the safest environment possible for our youth.

Oak View Teen Center Procedures – 18 Valley Rd., Oak View, CA 93022:

When Staff and Members Are The Only Ones in the Building

Teens must tell staff, in their program area, when they are using the restroom. That staff must pay attention to the duration of their absence and if they are gone too long, communicate to the staff in charge to check on them.

If staff need to use the restroom, they communicate this to the rest of the team by way of walkie-talkie. If a different staff has sent members to the restroom, they communicate that fact. Once the teens have returned to their program area, walkie-talkies are used to let the staff know that they can use the restroom. No members are allowed to use the restroom, until the staff who uses the restroom gives the all clear that they have left the restroom.

When Other Non-Staff Adults Are in the Building

If other adults are in the building, the Branch Manager (or other staff in charge) will check the restroom to make sure that no adults are in the restroom. If they are, the staff waits outside of the restroom until all adults have exited. They then notify the staff that it is o.k. to send the teen to the restroom. That Branch Manager (or other staff in charge) will remain outside of the restroom to make sure that no adults enter while a teen is using the restroom.

Restroom Policy (Con't.)

West End Teen Center Procedures – 831 N. Olive St., Ventura, CA 93001:

This center only has one bathroom that can only be used by one person at a time. The door should be open when not in use. Staff need to pay attention to make sure that only one teen uses the bathroom at a time.

Accommodations for People who are Gender Non-Conforming

Restroom space will be made available for Gender Non-Conforming Members, Staff & Volunteers. Youth safety procedures are the same as above.

Field Trip and Public Restrooms

On a field trip when public restrooms must be used by members, the following procedures must be followed by staff:

- Staff supervision - staff shall supervise the use of public restrooms by members as determined by the occupancy (size) of the public restroom. In all cases, staff shall be near enough to the restroom entry to hear or see and respond to a problem.
- Single-person occupancy restrooms - staff shall verify that the restroom is unoccupied and remain near enough to monitor the restroom while a member is using it.
- Two-person occupancy restrooms - staff shall verify that the restroom is unoccupied and remain next to the door, while a member or members are using it.
- Large, multiple person occupancy restrooms - at least (a) two members and one staff or (b) one member and two staff shall occupy the restroom while a member or members are using it.

Restroom Monitoring & Inspections

All restrooms located on Club premises will be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections.

Please note that this is a living document and may be updated from time to time as needed.



BOYS & GIRLS CLUB
OF GREATER VENTURA

Safety Committee Terms of Reference

General

The Safety Committee is a Board-led committee, formed through a vote by the governing board, and exists to provide leadership for all aspects of safety.

Purpose

The core function of the Safety Committee is to provide necessary leadership to ensure the reasonable protection of the youth, employees, volunteers and visitors who utilize Club facilities and participate in Club activities. The committee's role is to serve as the one entity that connects many separate organizational functions that affect the quality of safety, including human resources, supervision, training, emergency management, policies, programming and other safety related issues.

Safety Policy Requirements

The committee shall ensure that safety policies are in place that will protect youth and commit to train all staff and volunteers on these policies at least annually. These policies include, but are not limited to:

- Drug use;
- Accommodation of members with disabilities
- Bathroom usage;
- Supervision;
- Technology acceptable use
- Transportation;
- Emergency Response including but not limited to fire, wildfire, earthquake, data breach, active shooter
- Incident reporting policies that focus on preventing and protection against inappropriate interactions with youth between staff, volunteers, including board members and other youth; and
- Prohibition of one-on-one interaction between youth and staff and volunteers, including board members. Exceptions may only be made when delivering medical or counseling service by a licensed, trained therapist or similar professional.

Committee Authority

The Safety Committee possess no authority except that which is granted by the by-laws or by vote of the Governing Board of Directors. The committee chair must be a member of the Governing Board of Directors and is appointed by the Board President. The committee has the right to incur debt up to a limit of \$3,000. Beyond this the committee has no right to incur any additional debt or involve the organization in any way unless given full authority to do so by the governing board. Under no consideration should one or more members of a committee go ahead with business without action by a quorum (usually defined as a majority of the committee being present). Failure to observe these rules render such action as "the action of individuals," and therefore subject to censure, potential lawsuits, and other undesirable results.

Safety Committee Composition

The Safety Committee should be comprised of five to seven individuals, including:

- One board member to serve as committee chair
- One or more key Club staff with in-depth knowledge of day-to-day operations; and
- One or more non-board members with relevant expertise such as law enforcement, building security, risk management, healthcare or facilities management.

Committee Key Responsibilities

- **Safety Planning.** Identify the goals, objectives and outcomes for a Safety Improvement Plan. Oversee fulfillment of improvement tactics, using measures to track progress.
- **Incident Review.** Regularly review reported safety incidents to help determine if additional policies and/or procedures should be in place to prevent future incidents.
- **Safety Assessment.** Conduct annual safety assessments to be used to monitor success of implemented changes relative to prior years and help prioritize improvements for the coming year(s).
- **Facilities Safety Management.** Develop a facilities safety management plan in compliance with regulatory and safety policy requirements.
- **Policy Creation and Review.** Develop safety policies and procedures as needed. Regularly review policies to ensure they continue to meet organizational needs.
- **Operations Management.** Ensure emergency preparedness exercises are completed according to regulatory and policy requirements. Support Club management efforts to deliver appropriate, ongoing safety training to all staff and volunteers. Ensure all staff and volunteers receive adequate training prior to access to members.
- **Emergency Response.** Develop emergency response manual. Regularly review to ensure it continues to meet organizational needs and changing environment.
- **Vendor Involvement.** Help select major safety-related vendors, including, but not limited to, background check providers, insurance carriers and training providers.
- **Succession Planning.** Strategic work of every Safety Committee should include long-term planning for leadership transitions.



Sexual Abuse Prevention Policy

The Boys & Girls Club of Greater Ventura is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Boys & Girls Club of Greater Ventura Code of Conduct or Employee Handbook.

Unless authorized in advance by the Branch Director, Director of Operations or CEO, adult staff and volunteers shall not:

- initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the supervisor within 24 hours.
- engage in off-site activities with members. Such interactions may include, but are not limited to field trips, meetings, birthday parties and communications via phone, text, and/or social media.

All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

Please note that this is a living document and may be updated from time to time as needed.

Photography, Video, Social Media and Internet Release – Cover Sheet

Dear Parent/Guardian,

The main purpose of this release is to allow us to create marketing opportunities that promote club fundraising, member recruitment and donor/partner relationships. Please know that your child's safety is always at the forefront of any endeavor that we undertake.

If you have any questions, please do not hesitate to ask us.

Thank You

Lanzamiento de Fotografía, Video, Redes Sociales E Internet: portada

Estimado Padre / Tutor,

El propósito principal de este comunicado es permitirnos crear oportunidades de marketing que promuevan la recaudación de fondos del club, el reclutamiento de socios y las relaciones entre donantes y socios. Tenga en cuenta que la seguridad de su hijo siempre está a la vanguardia de cualquier esfuerzo que emprendamos.

Si tiene alguna pregunta, no dude en consultarnos.

Gracias



Photography, Video, Social Media and Internet Release

The Boys & Girls Club of Greater Ventura (hereinafter "BGCGV") is collecting footage, producing scenes, shots, photographs, audio recordings, videos, events, and/or interviews in which I and/or my child may perform, participate, be portrayed, or may appear recognizable, for the purpose of, but not limited to, television, radio, newspaper, billboards, bus covers, videos, printed materials, social media posts, internet posts, website banners and/or news coverage (hereinafter referred to the "Content").

Having been made aware of my and/or my child's right not to participate, I hereby voluntarily authorize BGCGV, its affiliates, licensees, assignees, and authorized agents to photograph, record or otherwise reproduce and depict my and/or my child's name, voice, and visual likeness, and to exhibit, distribute, transmit and/or otherwise exploit any and all such reproductions containing my voice and/or appearance, potentially altered as BGCGV may see fit, in any and all media now or hereafter known, including but not limited to for television, radio, newspaper, billboards, bus covers, videos, printed materials, social media posts, internet postings, website banners and/or news coverage. For the avoidance of doubt, I hereby transfer and assign to BGCGV any copyright I may own in any such audio-video footage containing my and/or my child's voice and/or appearance. The rights granted by me hereunder are granted for the entire world and shall inure in perpetuity.

I understand that this content may used for purposes including but not limited to the promotion and fundraising efforts of BGCGV, a non-profit, and do hereby freely and voluntarily assign and waive any and all rights to the content in consideration for the furtherance of the goals of BGCGV. I understand and acknowledge that under no circumstances will I have any right to any compensation in exchange for the use of the Content and this release. I hereby release BGCGV, its affiliates, licensee, assignees, and authorized agents from any and all claims that may arise regarding the use of my and/or my child's name, voice and/or visual likeness, including, without limitation, any claims of rights of publicity, invasion of privacy, defamation, infringement of moral rights, or copyright infringement. I further release BGCGV of and from any and all manner of action or actions, cause or causes of action, in law or in equity, suits, debts, liens, contracts, agreements, promises, torts, liabilities, claims, demands, damages, losses, claims for compensation, claims for ownership, costs or expenses, of any nature whatsoever, known or unknown, fixed or contingent, which I and/or my child may now have or may hereafter have against BGCGV arising out of, based upon, or which relate in any way to the collection and use of the Content.

I hereby warrant that I am over the age of 18, have the right to contract in my own name, am the legal guardian of the undersigned child, and have read and understand this Release and all its terms.

This Release sets forth the entire agreement between the parties, and supersedes any prior agreements or understandings, oral or written. This Release is governed by the laws of the State of California, without regard to principles of conflict of laws.

DATED: _____

Parent/Guardian (Signature)

Parent/Guardian (Print Name)

Member (Print Name)



Fotografía, Video, Redes Sociales E Internet

El Boys & Girls Club of Greater Ventura (en adelante, "BGCGV") está recopilando imágenes, produciendo escenas, tomas, fotografías, grabaciones de audio, videos, eventos y / o entrevistas en las que yo y / o mi hijo podemos actuar, participar, ser retratado, o puede parecer reconocible, con el propósito de, pero no limitado a, televisión, radio, periódicos, vallas publicitarias, portadas de autobuses, videos, materiales impresos, publicaciones en redes sociales, publicaciones en Internet, pancartas de sitios web y / o cobertura de noticias (en adelante al "Contenido").

Habiendo sido informado de mi derecho y / o el de mi hijo a no participar, por la presente autorizo voluntariamente a BGCGV, sus afiliados, licenciatarios, cesionarios y agentes autorizados a fotografiar, grabar o reproducir y representar mi nombre y / o mi voz y / o mi hijo. , y semejanza visual, y para exhibir, distribuir, transmitir y / o explotar de otra manera todas y cada una de las reproducciones que contengan mi voz y / o apariencia, potencialmente alterada como BGCGV pueda considerar conveniente, en todos y cada uno de los medios conocidos ahora o en el futuro, incluyendo pero no se limita a para televisión, radio, periódicos, vallas publicitarias, portadas de autobuses, videos, materiales impresos, publicaciones en redes sociales, publicaciones en Internet, pancartas de sitios web y / o cobertura de noticias. Para evitar dudas, por la presente transfiero y cedo a BGCGV cualquier derecho de autor que pueda tener en cualquier material de audio y video que contenga mi voz y / o mi apariencia y / o la de

mi hijo. Los derechos otorgados por mí a continuación se otorgan para todo el mundo y permanecerán vigentes a perpetuidad.

Entiendo que este contenido se puede utilizar para fines que incluyen, entre otros, los esfuerzos de promoción y recaudación de fondos de BGCGV, una organización sin fines de lucro, y por la presente asigno y renuncio libre y voluntariamente a todos y cada uno de los derechos sobre el contenido en consideración para el fomento de los objetivos de BGCGV.

Entiendo y reconozco que en ninguna circunstancia tendré derecho a compensación alguna a cambio del uso del Contenido y este comunicado. Por la presente libero a BGCGV, sus afiliados, licenciatarios, cesionarios y agentes autorizados de todas y cada una de las reclamaciones que puedan surgir con respecto al uso de mi nombre y / o el de mi hijo, voz y / o imagen visual, incluyendo, sin limitación, cualquier reclamación de derechos de publicidad, invasión de la privacidad, difamación, infracción de derechos morales o infracción de derechos de autor.

Además libero a BGCGV de cualquier y toda forma de acción o acciones, causa o causas de acción, en la ley o en equidad, demandas, deudas, gravámenes, contratos, acuerdos, promesas, agravios, responsabilidades, reclamos, demandas, daños, pérdidas, reclamos de compensación, reclamos de propiedad, costos o gastos, de cualquier naturaleza, conocidos o desconocidos, fijos o contingentes, que yo y / o mi hijo podamos tener ahora o podamos tener en el futuro contra BGCGV que surjan de, en base a, o que se relacionen de alguna manera con la recopilación y el uso del Contenido.

Por la presente garantizo que soy mayor de 18 años, tengo derecho a contratar en mi propio nombre, soy el tutor legal del niño abajo firmante y he leído y comprendido este Comunicado y todos sus términos.

Este comunicado establece el acuerdo completo entre las partes y reemplaza cualquier acuerdo o entendimiento anterior, oral o escrito. Este comunicado se rige por las leyes del estado de California, sin tener en cuenta los principios de conflicto de leyes.

Fecha: _____

Padre/Guardian (Firma)

Padre/Guardian (Nombre en letra de imprenta)

Miembro (Nombre en letra de imprenta)



Supervision Policy

Boys & Girls Club of Greater Ventura is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times and reasonable ratios shall be maintained.

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 one-on-one contact policy.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Maintain proper ratios at all times.
- Be trained in 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 supervision issues or incidents.

The following is a table of acceptable Staff to Youth Ratios:

Activity	Adults	Youth
Teen Instructional	1	20
Elementary Instructional	1	20
Field Trips (no water)	1	10
Beach or Lake Field Trips – kids will be in water Lifeguard must be present	1	6 Swimmers
Waterpark Field Trip - Lifeguard(s) must be present	1	9 Swimmers
Overnight Away Trip	1 (with min. of 2 adults present)	10
Day Only Campers	1 (with min. of 2 adults present)	10
Overnight Club Event	1 (with min. of 2 adults present)	10

Please note that this is a living document and may be updated from time to time as needed.



BOYS & GIRLS CLUB
OF GREATER VENTURA

Technology Acceptable Use Policy for Members

GENERAL

- Computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.
- The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet and use of personal devices on the network or if independently connected.
- Member and/or guardian shall sign an acceptable use policy agreement when joining the Club. The Club will make good faith efforts to protect members from improper materials and use of the internet. Member and/or guardian must agree to a release from liability clause in this agreement.
- Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period and may be subject to other disciplinary measures as set forth by Club policies up to and including loss of membership as well as legal or criminal action if appropriate.
- Members are not required to have personal devices to undertake club programming. Staff reserve the right to confiscate personal devices if a member or members violate The Technology Acceptable Use Policy. The device(s) will be returned at the discretion of Staff depending on the nature of the violation. In the event of a law enforcement investigation, the device may be surrendered to authorities.
- Members must immediately report to a staff member if they are a victim of any inappropriate use or observe inappropriate use by another user.
- Staff must report and act on any inappropriate use reported by member or any inappropriate use they observe and file an incident report to the President or CEO within 24 hours.

CLUB PROVIDED NETWORK, DEVICES AND SOFTWARE/APPLICATIONS

Educational Purpose

- The Clubs' network has been established for educational purposes limited to classroom activities, school-to-career development, and scholastic research on appropriate subjects.
- The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the Technology Center or accessing the network.
- The Clubs' network is a limited forum, the Club reserves the right to regulate that forum for valid educational reasons. The Club will restrict speech if it violates club policy or is injurious and harmful to others.
- There is no expectation of privacy. The Club may monitor Member's use of the internet and may also examine all system activities the Member participates in. This includes but is not limited to social media feeds, chat, e-mail, uploads, downloads, voice and video transmissions to ensure proper use of the system.

- The Club reserves the right to search a member's files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

Unacceptable Uses and Personal Safety

Unacceptable or misuse of the Club's access to the internet includes but is not limited to:

- Use of the internet for anything other than educational or approved activities.
- Posting of personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; social media identities, and email addresses.
- Re-post a message that was sent to you privately, without the permission of the person who sent the message.
- Agreeing to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings.
- Intentionally gaining access to materials or websites which are obscene, pornographic, or of a sexual nature.
- Using the internet for any illegal activity including violation of copyright, licenses, contracts, trade secret, or intellectual property laws.
- Accessing "chat lines" or any social media application unless authorized by staff for an activity directly supervised by staff.
- Using YouTube or other video sharing sites/applications unless supervised by staff, or part of a homework assignment.
- Using abusive language in either public or private messages on the system.
- Using the system to harass, insult, threaten or verbally attack others.
- Posting anonymous messages on the system.
- Wasteful use of limited resources provided by the Club such as paper.
- Theft or vandalism of data and equipment or intellectual property.
- Causing network congestion through lengthy uploads or downloads or engaging in idle bandwidth consuming activities.
- Using the account of another user without proper authorization.
- Identifying oneself with another person's name and/or password.
- Vandalizing data of another user.
- Using the network for financial or commercial gain, political activities or lobbying.
- Attempting to gain or gaining unauthorized access to private files, records, or other digital resources of staff, Club, other entities, or other users.
- Attempt to disrupt or disrupt the computer system, destroy data, degrade system performance, install unauthorized applications, or install or spread computer viruses, malware, worms, trojan horse, spy ware, sniffers, or any other form of software designed to tamper with, disrupt, or cause harm to the system or software.

PERSONAL DEVICES, SOFTWARE AND APPLICATIONS (OWNED OR PROVIDED BY OTHERS FOR EDUCATIONAL PURPOSES/REMOTE LEARNING)

- A personal device includes but is not limited to cell phones, Tablets, internet enabled wrist watches, personal computers or any other device that can connect to the internet and or record and store media (e.g., body concealed camera)
- If permission to use a personal device, Members should use the club provided Wi-Fi internet while on club premises which staff will set up
- In general, use of personal devices is discouraged unless for educational purposes as deemed necessary for remote learning and/or homework.

Grades 1-5

- Only allowed to use personal devices if provided for remote learning/homework. (Only allowed to access the internet through Club Provided Network, Devices and Software/Applications). If a member brings any personal device to the Club, it is to be left in the care of a staff member. The device can be returned to the member at specific times when needed for homework/remote learning that cannot be done on a club provided device. After use, the device will be returned to care to a staff member and picked up at the end of their stay for that day.

Middle School

- Allowed to use personal devices during snack-time, at the beginning and end of the day or when needed for remote learning/homework that cannot be done on a club provided device.

High School

- Allowed to use personal devices.

Unacceptable Uses and Personal Safety

Unacceptable or misuse Personal Devices includes but is not limited to:

- If connected to the Club provided internet all unacceptable uses under “**CLUB PROVIDED NETWORK, DEVICES AND SOFTWARE/APPLICATIONS**” will apply.
- Members can only use their own personal device and shall not allow another Member to use their device without authorization and supervision by a staff member.
- Taking pictures and/or videos staff, other members, or visitors at any time either on site, in the surrounding grounds, or on Club run field trips.
- Using texting and/or social media to harass or threaten another member either verbally or through images and/or video.
- Intentionally gaining access to materials or websites which are obscene, pornographic, or of a sexual nature.
- Using YouTube or other video sharing sites without staff permission.
- No screen sharing.
- Using abusive language in either public or private messages.

Please note that this is a living document and may be updated from time to time as needed.

Política de Uso Aceptable de Tecnología Para Miembros

GENERAL

- La red informática y el acceso a Internet están disponibles para los miembros para mejorar su experiencia educativa y ayudarlos a alfabetizarse en un mundo cada vez más tecnológico.
- El propósito de esta Política de uso aceptable es fomentar el uso adecuado de esa red, el correo electrónico e Internet y el uso de dispositivos personales en la red o si están conectados de forma independiente.
- El miembro y/o tutor deberá firmar un acuerdo de política de uso aceptable al unirse al Club. El Club hará esfuerzos de buena fe para proteger a los miembros de materiales y usos inapropiados de Internet. El miembro y/o tutor debe aceptar una cláusula de exención de responsabilidad en este acuerdo.
- A los miembros que violen la Política de uso aceptable se les pueden negar futuros privilegios de Internet y/o red por un período definido y pueden estar sujetos a otras medidas disciplinarias según lo establecido por las políticas del Club hasta e incluyendo la pérdida de membresía, así como acciones legales o penales si adecuado.
- No se requiere que los miembros tengan dispositivos personales para realizar la programación del club. El personal se reserva el derecho de confiscar dispositivos personales si un miembro o miembros violan la Política de uso aceptable de la tecnología. Los dispositivos se devolverán a discreción del personal, según la naturaleza de la infracción. En el caso de una investigación policial, el dispositivo puede ser entregado a las autoridades.
- Los miembros deben informar de inmediato a un miembro del personal si son víctimas de cualquier uso inapropiado u observan un uso inapropiado por parte de otro usuario.
- El personal debe informar y actuar sobre cualquier uso inapropiado informado por el miembro o cualquier uso inapropiado que observe y presentar un informe de incidente al presidente o al director ejecutivo dentro de las 24 horas.

RED, DISPOSITIVOS Y SOFTWARE/APLICACIONES PROPORCIONADOS POR EL CLUB

Propósito Educativo

- La red de clubes se ha establecido con fines educativos limitados a actividades en el aula, desarrollo de la escuela a la carrera e investigación académica sobre temas apropiados.
- La red del Club no se ha establecido como un servicio de acceso público o un foro público. El Club tiene derecho a imponer restricciones razonables sobre el material al que los miembros acceden o publican a través del sistema. Se espera que los miembros sigan esta Política de

uso aceptable (así como otras reglas y políticas del Club aplicables a los miembros) cuando utilicen el Centro de tecnología o accedan a la red.

- La red del Club es un foro limitado, el Club se reserva el derecho de regular ese foro por razones educativas válidas. El Club restringirá la libertad de expresión si viola la política del club o es perjudicial y perjudicial para los demás.
- No hay expectativa de privacidad. El Club puede monitorear el uso de Internet por parte del Miembro y también puede examinar todas las actividades del sistema en las que participa el Miembro. Esto incluye, entre otros, fuentes de redes sociales, chat, correo electrónico, cargas, descargas, transmisiones de voz y video para garantizar un uso adecuado del sistema.
- El Club se reserva el derecho de buscar en los archivos de un miembro, si existe una sospecha razonable de que usted violó esta Política de uso aceptable, las reglas y políticas del Club o la ley.

Usos Inaceptables y Seguridad Personal

El uso inaceptable o indebido del acceso a Internet del Club incluye, pero no se limita a:

- Uso de Internet para cualquier otra cosa que no sean actividades educativas o aprobadas.
- Publicación de información de contacto personal sobre usted u otras personas. La información de contacto personal incluye (pero no se limita a) direcciones de casa, escuela o trabajo; números telefónicos; identidades de redes sociales y direcciones de correo electrónico.
- Vuelva a publicar un mensaje que le fue enviado de forma privada, sin el permiso de la persona que envió el mensaje.
- Aceptar reunirse con alguien que conoció en línea sin la aprobación de sus padres. Un padre o tutor siempre debe acompañarlo a tales reuniones.
- Obtener acceso intencionalmente a materiales o sitios web que son obscenos, pornográficos o de naturaleza sexual.
- Usar Internet para cualquier actividad ilegal, incluida la violación de derechos de autor, licencias, contratos, secretos comerciales o leyes de propiedad intelectual.
- Acceder a "líneas de chat" o cualquier aplicación de redes sociales a menos que esté autorizado por el personal para una actividad supervisada directamente por el personal.
- Usar YouTube u otros sitios/aplicaciones para compartir videos a menos que sea supervisado por el personal o como parte de una tarea asignada.
- Usar lenguaje abusivo en mensajes públicos o privados en el sistema.
- Usar el sistema para acosar, insultar, amenazar o atacar verbalmente a otros.
- Publicar mensajes anónimos en el sistema.

- Despilfarro de recursos limitados proporcionados por el Club como el papel.
- Robo o vandalismo de datos y equipos o propiedad intelectual.
- Causar congestión de la red a través de cargas o descargas prolongadas o participar en actividades que consumen ancho de banda inactivo.
- Usar la cuenta de otro usuario sin la debida autorización.
- Identificarse con el nombre y/o contraseña de otra persona.
- Vandalizar datos de otro usuario.
- Usar la red para obtener ganancias financieras o comerciales, actividades políticas o cabildeo.
- Intentar obtener u obtener acceso no autorizado a archivos privados, registros u otros recursos digitales del personal, el Club, otras entidades u otros usuarios.
- Intentar interrumpir o interrumpir el sistema informático, destruir datos, degradar el rendimiento del sistema, instalar aplicaciones no autorizadas o instalar o propagar virus informáticos, malware, gusanos, caballos de Troya, spyware, sniffers o cualquier otra forma de software diseñado para manipular, interrumpir o causar daño al sistema o al software.

DISPOSITIVOS PERSONALES, SOFTWARE Y APLICACIONES (PROPIEDAD O PROPORCIONADOS POR OTROS CON FINES EDUCATIVOS/APRENDIZAJE A DISTANCIA)

- Un dispositivo personal incluye, entre otros, teléfonos celulares, tabletas, relojes de pulsera con acceso a Internet, computadoras personales o cualquier otro dispositivo que pueda conectarse a Internet o grabar y almacenar medios (por ejemplo, una cámara oculta en el cuerpo)
- Si el permiso para usar un dispositivo personal, los miembros deben usar el Internet Wi-Fi proporcionado por el club mientras se encuentran en las instalaciones del club, que el personal configurará
- En general, se desaconseja el uso de dispositivos personales a menos que sea con fines educativos, según se considere necesario para el aprendizaje remoto y/o la tarea.

Grados 1-5

- Solo se permite usar dispositivos personales si se proporcionan para el aprendizaje/tarea a distancia. (Solo se permite acceder a Internet a través de la red, los dispositivos y el software/aplicaciones provistas por el club). Si un miembro trae algún dispositivo personal al Club, debe dejarlo al cuidado de un miembro del personal. El dispositivo se puede devolver al miembro en momentos específicos cuando sea necesario para la tarea/aprendizaje remoto que no se puede realizar en un dispositivo proporcionado por el club. Después de su uso, el

dispositivo se devolverá a un miembro del personal para que lo cuide y lo recogerá al final de su estadía de ese día.

Escuela Intermedia

- Permitido usar dispositivos personales durante la hora de la merienda, al principio y al final del día o cuando sea necesario para el aprendizaje remoto/tarea que no se puede hacer en un dispositivo proporcionado por el club.

Escuela Secundaria

- Permitido usar dispositivos personales.

Usos Inaceptables y Seguridad Personal

Dispositivos personales inaceptables o mal uso incluye, pero no se limita a:

- Si está conectado al Internet provisto por el Club, se aplicarán todos los usos inaceptables bajo **"RED, DISPOSITIVOS Y SOFTWARE/APLICACIONES PROPORCIONADOS POR EL CLUB"**.
- Los miembros solo pueden usar su propio dispositivo personal y no deben permitir que otro miembro use su dispositivo sin la autorización y supervisión de un miembro del personal.
- Tomar fotografías y/o videos del personal, otros miembros o visitantes en cualquier momento, ya sea en el sitio, en los terrenos circundantes o en las excursiones del Club.
- Usar mensajes de texto y/o redes sociales para acosar o amenazar a otro miembro, ya sea verbalmente o a través de imágenes y/o videos.
- Obtener acceso intencionalmente a materiales o sitios web que son obscenos, pornográficos o de naturaleza sexual.
- Usar YouTube u otros sitios para compartir videos sin el permiso del personal.
- Sin compartir pantalla.
- Usar lenguaje abusivo en mensajes públicos o privados.

Tenga en cuenta que este es un documento vivo y puede actualizarse de vez en cuando según sea necesario.



Transportation Policy

The Boys & Girls Club of Greater Ventura is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. Club youth are only transported in Club vehicles or other vehicles approved by Club leadership.

Staff or Drivers **shall not**:

- Transport Club members in personal vehicles.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.
- Transport one member at a time. * **Only exceptions are:**
 1. School pick-ups where only one child is in attendance and waiting at a school to be picked up
 2. An emergency situation has arisen and the Director of Operations or CEO has deemed it necessary and given you permission to transport a child in a Club vehicle.

For both exceptions - the camera in the van must be present and actively recording the trip. Driver will have leadership review the camera footage with a 24 hour period.

Staff or Drivers **shall**:

- Only transport members in official Club vehicles
- Ensure at least three individuals are present when transporting members *
- Abide by the one-on-one policy when transporting members.
- Carry membership contact info and medical releases
- Keep an updated log of all youth who are transported to and from the Clubhouse and Club related activities. Attendance/absence is taken/logged at time of pick-up from school. For field trips a roll call is taken and logged on a trip sheet before leaving Club and again before returning from destination.
- For field trips – leave a copy of the trip sheet with member names, destination of trip, departure / return time with Branch Director. It should be posted on the wall for all staff to access.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

Please note that this is a living document and may be updated from time to time as needed.



Vaping Policy

In an effort to protect the health of members, staff and guests from a recognized health hazard and to reinforce a positive Club environment, the Boys & Girls Clubs of Greater Ventura (BGCGV) prohibits the use, possession, exchange or sale of any vaping devices in any of its buildings, vehicles or properties on which the Club operates its business, or at any activity sponsored by BGCGV, regardless of the location.

For purposes of this policy, a “vaping device” means any oral device that simulates smoking by vaporizing a substance that is inhaled by the user. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as electronic cigarettes, e-cigarettes, e-cigars, e-pipes, vaping, or under any other product name or descriptor, and shall include any vaping fluid, cartridge, paraphernalia or partial device and shall hereinafter be collectively referred to as “vaping device.”

BGCGV will discipline any member, staff or guest who is found to violate this policy. Depending on the nature, severity and frequency of a violation, BGCGV may issue a verbal warning, written warning, fine, penalty, suspension or termination, or may refer the violator to law enforcement.

Please note that this is a living document and may be updated from time to time as needed.

Video Surveillance Policy - Draft

(For the purpose of this policy video surveillance is defined as: monitored video, video recording data, recorded data, selected portions of recorded data, still shots, recordings, or media.)

USE OF VIDEO SURVEILLANCE

The Boys & Girls Club of Greater Ventura 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, with video recording capabilities, may be utilized in and around the Club facility, on Club property, and in 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 at 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.

Video Surveillance Policy - Draft

ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO, Director of Operations and Branch Directors. The actual recording equipment will be maintained in a secure location, only to 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 limited to the following authorized Boys & Girls Club personnel and law enforcement agencies: CEO, Director of Operations, Branch Directors and their Administrative Assistants, authorized technical support, Ventura Police Department, and the Ventura County Sheriff's Department. These authorized personnel are trained in 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 and will not be released by anyone other than the CEO or the Board President of the Boys & Girls Club of Greater Ventura.

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 become 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 Club of Greater Ventura and may be reproduced only in accordance with applicable law and board policy.

Video Surveillance Policy - Draft

RETENTION OF DIGITAL IMAGES

Video recording data shall be kept until the storage reaches full capacity and records over itself, 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 on a secure computer for one year after the incident, or until any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secure computer.

In situations involving banned parents/guardians, former employees, 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 a 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.

Please note that this is a living document and may be updated from time to time as needed.



Wildfire/Flood/Utility Emergency Policy (power, water, gas)

The Boys & Girls Club of Greater Ventura is committed to providing a safe environment for our staff and members. This includes having policies and procedures in place in the event of natural disasters and major disruptions of key Utilities (power, water, gas) so that we reasonably mitigate against potential harm from these types of events.

The club will comply with all mandatory and voluntary evacuation notices by emergency authorities utilizing the mandatory and voluntary evacuation procedures respectively. The club will be closed until the mandatory and voluntary evacuation notices are lifted and any building repair/clean-up has been completed.

In the event of the loss of water, power, restroom facilities, or any other disruption of utilities the club will remain open as long as it is practical, safe, and healthy for staff and members to do so.

In the event poor air quality (measured by the Air Quality Index - AQI) from wildfires or other sources the club will follow the guidelines below:

- AQI 0-100 the club will operate with normal hours and activities
- AQI 100-150 The club will conduct all activities indoors.
- AQI > 150 club activities may be curtailed or closed for all or some members at the discretion of the Director of Operations or CEO upon consultation with relevant health experts.

Under these conditions particular attention should be paid to comments by members or parents about member physical comfort or health concerns and be observant about any changes of behavior that would indicate a potential health or comfort issue and if necessary take appropriate action.

If a member has not been picked up by a guardian 45 mins after normal or shortened closing time the member is to be considered abandoned and the process of handing over duty of care to the appropriate child services organization should be initiated.

At all times appropriate staffing ratios should be preserved.

In the event of an emergency the staff in charge shall protect members from harm. To assist staff each club will have emergency procedures available to them. Once members and staff are safe the staff in charge will consult Director of Operations or CEO concerning further actions. A report on the incident shall be completed within 24 hours to the Director of Operations and/or CEO, and if deemed necessary to the Boys and Girls Club of America.

Please note that this is a living document and may be updated from time to time as needed.