



BOYS & GIRLS CLUB OF SANTA CLARITA VALLEY



Parent & Caregiver Handbook

Updated August 2023

Locations in the Santa Clarita Valley

James T. Ventress Clubhouse (Ages 7-17)

24909 Newhall Avenue
Newhall, CA 91321
(661) 254-2582

Sierra Vista Clubhouse (Ages 7-17)

19425 Stillmore St.
Canyon Country, CA 91351
(661) 251-6017

Castaic Clubhouse (Must be a CMS student)

28900 Hillcrest Pkwy.
Castaic, CA 91384
(661) 857-5985

Newhall School District Program (Must be a NSD student)

- Meadows
- Oak Hills
- Old Orchard
- Pico Canyon
- Stevenson Ranch
- Valencia Valley
- Wiley Canyon

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The Boys & Girls Club of Santa Clarita Valley Parent Handbook is a resource for Club Parents & Caregivers. It provides you with a basic understanding of Club operations, policies, and processes. Some information has been edited for brevity. Detailed policies are available in the Club's Operations Manual. Please let us know if you have questions or concerns.

Mission Statement

To inspire and enable all youth, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

Vision Statement

To meet our community's need and transform the lives of youth who need us most by assuring that all our members are on track to graduate from high school, with good character and citizenship, and a living a healthy lifestyle.

Purpose Statement

Our purpose is to make a difference! To help Club members grow and develop into the best version of themselves by influencing them to come out of their shells and improve their social and emotional skills.



**BOYS & GIRLS CLUB
OF SANTA CLARITA VALLEY**

About The Club

The Boys & Girls Club of Santa Clarita Valley is one of over 4,000 Boys & Girls Clubs nationwide. Since 1968, the vision of Boys & Girls Club of Santa Clarita Valley has been to provide every child with the essential tools needed for a successful and Great Future. Currently we provide a safe and fun afterschool Club experience to 400 young people a day. We are proud that we have over 1,700 children and teens enrolled each year. Through outreach and facility use we impact another 3,000 youth a year.

Every day, The Club strives to improve each child's life by providing an outcome-driven club experience to young people who need us most that will ensure their academic success, good character and citizenship, and healthy lifestyles. This is accomplished by implementing the five key elements for positive youth development: safe, positive environment; fun; supportive relationships; opportunities and expectations; and recognition. The Club provides high-yield activities into daily programming. The Club implements annual targeted programs in character, leadership, education, and career development. Regular attendance is encouraged year-round.

Boys & Girls Club of Santa Clarita is focused on three priority outcomes. Members graduate from high school ready for college, trade school, military, or employment. Club members are engaged citizens involved in the community, registered to vote, who model strong character. Young people who attend the Boys & Girls Club adopt healthy diets, practice healthy lifestyle choices, and make a lifelong commitment to fitness.

Membership

A Club membership is required to attend the Club program. At our traditional Clubhouse programs Membership is only \$60 per person for a calendar year for regular club hours. \$45 for each additional child.

Enrollment starts at 7 years old. Participants in our school site programs do not require a membership fee. Enrollment at our school site programs is determined by state requirements for students in that district.

Club Structure

Our trained Youth Development Professionals deliver day to day programs and services. Roles and responsibilities vary by location and department and range from the arts to education to sports and recreation. Their focus is to deliver a safe fun enriching experience for Club members. The Club maintains a staff to youth ratio of 1:20. For school based TK/K programs the ratio is 1:10. Small group programs, special events, and field trips may have a smaller ratio. Full time Directors and Managers supervise programs and Clubhouses. Director of Operations oversees programs and services throughout the Valley. The Chief Executive Officer is lead staff for the organization.

Safe Passage Policy

- Members must scan or sign in and out each day;
- Members under the age of 12 must be retrieved from the Club by a parent, guardian or other authorized adult;
- Members aged 12 and older may leave the club unescorted with written permission from a parent or guardian and a signed release of liability;
- Members 12 and older may also escort other members of their household from the Club (with written permission);
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day, with the exception of members with a signed release of liability for extracurricular activities such as sports practices or medical appointments on file, who may leave the Club and return;
- ***Members that leave unescorted without written permission will face disciplinary actions up to and including suspension and termination of membership.***
- In addition, all adults must check in at the Front Desk (Traditional reasons an adult may need to do this is to speak with staff, watch their child's sports game or practice, as an aide to a child with special needs, etc.)
- Volunteers must check in and out.



Code of Conduct

One of the Club's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. Below are some simple guidelines members are expected to follow...

Respect yourself.

Play **fairly** and be **honest**.

Applaud the efforts of others.

Avoid inappropriate language.

Dress appropriately at all times.

Running is reserved for athletics.

Say only **good things** about others.

Bring your membership card every day.

Be **respectful** of Boys & Girls Club staff.

Resolve disagreements in a **positive way**.

Listen during appropriate times and assemblies.

Be respectful of other members and their property.

Tobacco, drugs, alcohol and weapons are prohibited.

Participate only in program areas open to your assigned group.

Take care of your Boys & Girls Club facility, grounds, and equipment.

Harmful threats, harassing, taunting of others, fighting, bullying, and any illegal behavior are unacceptable and **will not be tolerated** at Santa Clarita Valley Boys & Girls Club.

Late Pick Up Policy

The following policy will be in effect starting April 1, 2015 for Late Pick-Ups.

The Club closes at 7:00 p.m. SHARP. Please pick up your child(ren) by 6:59 p.m. at the latest to avoid any fees and suspensions. There will be fees and suspensions for any pick-ups after 7:00 p.m. Fees are used to pay for staff over-time and meal penalties for working beyond their normally scheduled hours.

1. **CLUB CLOSSES @ 7:00 p.m. SHARP.**
2. Members must be picked up by 6:59 p.m. at the latest to avoid fees and suspensions.
3. There will be a fee and suspension for **ALL** late pick-ups regardless of a phone call or not.
4. All fees must be paid in full and suspensions served before your child(ren) will be allowed to return to the club or participate in any club activities.

The following fees and suspensions apply for ALL late pick-ups.

7:01-7:15 p.m. \$10 per child

7:16-7:30 p.m. \$20 per child & 1 day suspension

7:31-7:45 p.m. \$30 per child & 2 day suspension

7:46-8:00 p.m. \$40 per child & 3 day suspension

After 8:01 p.m. \$50 per child & 5 day suspension

After 8:01 p.m. Santa Clarita Sheriff Department will pick up your child(ren).

Repeated late pick-ups will result in long term suspensions and/or expulsion.

Please pick up your child(ren) by 6:59 p.m. at the latest to avoid any fees and suspensions. The Club closes at 7:00 p.m. SHARP. If you have any questions regarding the Late Pick-Up Policy please give us a call.

Early Care Hours

During vacations, some holidays or other early release days, there will be Early Care Hours from 7 a.m. to 11 a.m. at select Club locations. To attend these Early Hours, there is an additional \$10 fee per child per day. Please check with your Club location for Early Care days.

Transportation

Transportation is available from select schools at both the Newhall and Sierra Vista Clubhouses for \$225 per month for the first child and \$100 for each additional child.

The Club only provides transportation to and from the Clubhouse and various pre-approved off-site locations. Only designated Club staff may drive Club members. The Club only transports youth/members in Club vehicles or other vehicles pre-approved by Club management.

Other Fees

The Club offers various sports leagues, field trips, and other activities which may require a fee. Fees vary.

Personal Belongings

Please encourage your child to leave any valuable personal belongings at home. The Boys & Girls Club assumes no liability for lost or stolen items. Make sure to label all belongings with your child's name.

Supervision Policy

All activities of The Boys & Girls Club of Santa Clarita Valley (the "Club") shall be under the continuous and careful supervision of an appropriate and authorized adult. The Club shall ensure there are reasonable ratios when adults/staff/volunteers are supervising youth/members.

One-on-one Interaction

The Club prohibits all one-on-one interactions between youth/members and staff and/or volunteers, including board members. Exceptions may only be made when delivering medical assistance/services or when delivering counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented.

Restroom Policy

- Only three (3) members may be in the restroom at any one time.
- Generally, members have three (3) minutes to use the restroom, wash their hands, and exit the restroom. If a member needs to ask for an exception to this rule, he/she should speak with the Branch Manager.
- Adult staff, volunteers, and other visitors may only use the staff restroom. For the avoidance of doubt, adult staff, volunteers and other visitors may not use the members' restrooms. Adults should go to the front desk and ask for a key.

Please note, to ensure compliance with this restroom usage policy, restrooms located at this site are regularly monitored by designated staff pursuant to a schedule set by Club management. Monitoring includes walk-throughs, inspections, and/or confirmation of capacity limits set by Club management.

Mandated Reporters

Mandated Reporters as defined in California Penal Code and California Welfare Code are required by law to report suspected abuse to protective agencies. The Club's staff members who provide a direct service to minors are considered Mandated Reporters. For a full copy of the Club's Mandated Reporter Policy please speak with your site's Manager.

Member Discipline Policy

Each employee shall have the authority to deal with member issues. Staff shall follow the Guidance & Discipline Matrix. Expulsion of any member from the Club must be authorized by the Chief Executive Officer and only after a thorough review of the circumstances.

A1. Redirect/Positive Discipline

Most discipline problems can be handled using positive discipline. The majority of club youth will never experience any discipline besides positive discipline techniques. Club staff should focus on positive discipline. Above all staff should recognize the positive actions of young people in their club. When discipline is required there are many positive discipline techniques; at the Club we focus on 5 positive strategies:

- **Positive Language** - For many first-time offenses and minor infractions Club staff may use positive phrases like “we sit on couches” rather than “stop standing on the couch”. Or “We use appropriate language at the Club” rather than “Swearing is bad”.
- **Incompatible Alternative Principle** - Offer misbehaving youth an alternative that makes their negative behavior become impossible. If a member is not participating a staff might say “Why don’t you come help me by holding this picture.” Or a staff might ask the member, “What color paper should we use for the activity? Yellow or blue?”
- **If/then statements** - To a youth who wants to grab a snack before following directions a staff might say, “Once you have washed your hands and are sitting quietly in your chair, you may have snack.” Or to the child who wants to play a game before finishing her assignment a staff might say, “When you are done with your assignment, you may play one of these games.”
- **Benefit of the doubt** - To a youth who jumps over the back of the couch a staff might respond by saying, “I know that you didn’t intend to harm the Club furniture and I’m sure you didn’t know that jumping on the couch that way could eventually cause it to tear.” Or to the youth who is swinging a jump rope around in the gym a staff might intervene by saying, “You are such a nice person that I’m sure you wouldn’t want to accidentally harm one of your friends by swinging the jump rope like that.”
- **On their time table** - To the youth who continues to play a game after cleanup-time a staff might say, “For each minute you choose to keep the class waiting, you will have to sit out five minutes of your favorite gym activity.” Or to the student who is being belligerent and saying that fighting is acceptable, a staff might respond, “You and I both know that fighting is not acceptable. When you are ready to talk reasonably I will be happy to talk to you. In the meantime, you may sit here while I go work on my project.”

A2. Return and Restitute- Make it Right

In certain instances, the best discipline is for the youth to participate in a positive behavior contrary to the negative infraction. For example, the discipline matrix calls for a return and restitution when youth litter. This means that the youth must return and properly dispose of the trash that was dropped. In certain situation, staff might even require more restitution than the original infraction caused.

A few Examples of Return and Restitution:

1. In case of running, return and walk instead.
2. In case of littering, return and dispose of trash. Pick up 5 extra pieces of trash for restitution-or making it right.
3. In case of stealing. Return and/or replace. In stealing the member made the club less positive restitution looks like making the Club more positive through cleaning, helping staff...



A3. Chill Time/Time Out

Time outs can be used to reinforce previous discipline efforts. It can be an effective way to remove the youth from the situation that is causing trouble. Time outs can have set time limits imposed by staff or they can be a time for youth to chill out.

Time out guidelines for discipline purposes:

1. If staff assigns the time, 1 minute for each developmental year.
2. Boring location
3. If staff sets time a watch should be used to measure so that punishment is fair.
4. Resist urge to lecture youth, just send them to time out. They should already know why they are getting a time out.
5. Delays in youth response should cause additional minutes of time out. "You have 10 seconds to go to timeout otherwise you will get an additional minute."
6. Once a youth has fulfilled the staff assigned time out, the staff member might say, "ok, your time out is over, when you feel ready you may come back and join the activity."

Time out Guidelines with a chill out purpose:

Sometimes a staff may see that a youth is getting angry because they are losing at a game. In these cases a staff may intervene before the problem escalates by using an if/then statement; "Why don't you sit here and relax. Once you feel that you have your emotions under control then you are welcome to join back in." These time outs are usually preventative and are intended to solve a problem before it occurs.

B1. Loss of Privileges

Loss of privilege discipline is used to reinforce rules. If a youth is slamming the keyboard of a computer a staff member may choose to remove computer privileges for a time. Loss of privilege may also be used as a consequence for unrelated negative behavior. If a youth continually disrespects Club staff, the staff member may choose to take away part of free time privileges.

Note: snack and meal privileges may not be taken away from youth.

--Any discipline after B1 should involve the Branch Manager. Anything B1 and earlier should generally not involve the Branch Manager--

B2-B3. Suspension

Certain behaviors result in a club member being suspended for 1-6 days. Suspension is used to teach kids that they are not welcome at the Club if they participate in certain behaviors. The Branch Manager is the only person authorized to give suspensions. Parents should be informed when a Club member is suspended. The Branch Manager and the parent should have a conversation that details why the youth is being suspended, all previous discipline efforts (if applicable) the length of the suspension, and expectations when the youth returns. All suspended members should be encouraged to come back and they should be welcomed back once the suspension is over.

B4. Incident Report

Incident reports should be written by the staff that handled the incident and be used to document the following:

- Serious problems – this includes repeated offenses, fights, drugs, weapons, accidents, and other issues that require investigation
- Discipline history – This includes small infractions that have not been corrected through positive discipline techniques. (i.e. a youth who is habitually out of their class)
- Accidents – Accidents that cause serious harm to a youth or staff member

C1. Parent/Guardian Conference

A parent conference may be necessary in severe discipline instances. The staff member, Branch Manager, parent, and child should all participate in the conference. Parents should be provided with the history of the behavior and parents should be made aware of the consequences if the student repeats the behavior.

C2. Behavior Contract

A parent conference to create a behavior contract may be necessary in severe discipline instances. The Branch Manager, parent, and child should all participate in the creating the contract that clearly defines expectations of the member as well as ways the parent and Club staff can support the member. The contract will include expected behaviors and consequences for violating the contract. The member, parent and branch manager all must agree to, and sign the contract before the member will be allowed to return to the club.

C3. Long Term Suspension

Extreme situations that put other Club members or staff in physical harm may require long-term (1 month +) suspension from the Club. The Branch Manager should consult with immediate supervisor before giving a long-term suspension.

C4. Stipulation before re-entering the Club

Certain behavior or habits may require that the member undergo therapy or counseling prior to re-entry into the Club. Branch Manager should consult their immediate supervisor for stipulation re-entry issues.

C5. Call Police

Police enforcement may be used in extreme situation to teach youth or to arrest them for serious behavior.

C6. Permanent Expulsion

A habitual behavior problem or serious behavior infractions may result in permanent expulsion from the Club. Branch Managers should consult with their immediate supervisor and CEO regarding permanent expulsion.

Guidance Matrix

The Club has an approved guidance matrix to help staff implement consistent discipline. Staff will work through the matrix. First offense will follow 1, second offense will follow 2 and so on. If behavior is continuing after all steps have been followed a meeting with Branch Manager will be held to determine the best path for escalation.

A1	Oral warning, positive discipline, redirect
A2	Return and retribute
A3	Time out
B1	Loss of privileges
B2	Suspension 1-3 days and talk with a parent or guardian
B3	Suspension 4-6 days and talk with a parent or guardian
B4	Complete incident report
C1	Parent/Guardian meeting
C2	Behavior Contract
C3	Long Term Suspension
C4	Complete stipulations before returning to the Club
C5	Call Police

<p>Class 1 Offense- minor offenses that can often be handled without Branch Manager involvement. If incidents continue and following the matrix does not change the behavior, the situation will escalate to a Class 2 "Not Following Directions Offense" and Branch Manager involvement.</p>														
	A 1	A 2	A 3	B 1	B 2	B 3	B 4	C 1	C 2	C 3	C 4	C 5	C 6	
Talking at inappropriate times	1		2	3										First occurrence A1, if behavior continues escalate to A3. If behavior still continues escalate to "Not following Staff Directions" and B1 and so on and so forth.
Littering		1		2										A2. If problem continues, or member does not listen, then escalate to "Not Following Staff Directions".
Runnig in the Club		1	2	3										First occurrence A2, if behavior continues escalate to A3. If behavior still continues escalate to "Not following Staff Directions" and B1 and so on and so forth.
Yelling or screaming to be obnoxious	1		2	3										First occurrence A1, if behavior continues escalate to A3. If behavior still continues escalate to "Not following Staff Directions" and B1 and so on and so forth.
Horsing around/ play fighting & misuse of equipment (sitting on tables, not using pool sticks correctly	1		2	3										First occurrence A1, if behavior continues escalate to A3. If behavior still continues escalate to "Not following Staff Directions" and B1 and so on and so forth.

Class 2 Offense- Respect and safety offenses may require Branch Manager involvement. If following the matrix does not solve the behavior problem situation may warrant a discussion about a longer term suspension.													
	A1	A2	A3	B1	B2	B 3	B 4	C 1	C 2	C 3	C 4	C 5	C 6
Talking back to staff	1	2	3	4	5		4	5	5				
Not following staff instructions/ not listening	1	2	3	4	5		4	5	5				
Going outside or out of bounds without a staff	1			1	2		1	2					
Failure to follow Restroom Policy	1	2		3	4		2	3	3				
Calling names	1	1		1	2	2	2						
	A1	A2	A3	B1	B2	B 3	B 4	C 1	C 2	C 3	C 4	C 5	C 6
Physically picking up members, piggy back rides, etc;	1	1	2	2	3		3	3					
Members hanging on members	1		2	2									
Swearing	1	1		2			3	3	3				
Throwing objects (unless it is for a staff led activity/program)	1	1	2	3	5		4	4	4				

Class 3 Offense - Offending behaviors must be eliminated for member to stay in the program. These offenses will always require an incident report and always include Branch Managers. If the matrix does not correct the behavior the incident will escalate to a discussion about a longer term suspension.

	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	C5	C6
Being disrespectful to staff		1	2	3	4		3	3	3				
Hitting another member (K-2) as lack of impulse control		1		1	3		1	2	2				
Calling 911				1	1		1						

Class 4 Offense - All Class 4 offenses are very serious and always require Branch Manager involvement. Incidents may escalate all the way up to and including calling the police and CEO approved expulsion.

	A 1	A 2	A 3	B 1	B 2	B 3	B 4	C 1	C 2	C 3	C 4	C 5	C 6
Hitting another member to do harm, any age		1		1	1	2	1	1	1				
Hugging for more than a couple seconds, kissing or locking body parts between members	1			1	2	3	1	1	2				
Violating Club Digital Acceptable Use policy													
Bullying, continually threatening physically or verbally or inciting others to pick-on another		1		1	2	3	1	2					
Hitting a staff					1	2	1	1	3	3		3	3
Gambling		1		1	2	3	1	1	1				
Stealing from club, staff or members		1			1	2	1	1	1	3			
Bringing fireworks to club				1	1	2	1	1	1	3			
Bringing a gun or other weapon to club							1	1		1		1	1
Bringing tobacco, alcohol or drugs to club							1	1	1	1		1	1
Caught smoking, consuming alcohol or ingesting drugs (prescription or otherwise)							1	1	1	1			1
Vandalizing the Club, equipment, or supplies		1		1	1	2	1	1	1	3			3
Inappropriate touching of another member or staff						1	1	1	1	1		1	1

Prescription Medicine Policy

Boys & Girls Club of Santa Clarita Valley (the “Club”) strongly encourages parents to schedule any necessary medication that needs to be taken before or after attendance at the Club. If medication must be administered during Club hours, it must be done so in accordance with this Prescription Medication Policy (“Policy”). The purpose of this policy is to provide control over the administration and use of medications by members of the Club, to ensure that such drugs are prescribed by and administered according to the instructions of a physician, to avoid the unnecessary or inappropriate use of prescriptions and to promote and facilitate good health and medical treatment of members of the Club.

Injectable medications, which are to be given on an emergency basis, require special arrangements and training of Club Staff. Arrangements need to be made and approved by Branch Manager. All other injectables will not be administered by Club Staff.

For a complete copy of the Prescription Medication Policy and/or to arrange for use of medication by your child/children please speak to your site’s manager.



Video Surveillance Policy

Placement and Notification

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7.

Video surveillance equipment will not be used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms.

Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion.

Video monitors shall not be in an area that enables public viewing.

The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

Access to Video Images

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO and Club Site Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Boys & Girls Club personnel: CEO, Director of Operations, Branch Managers, Program Directors, and Teen Director. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation.

Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

Unauthorized Access and/or Disclosure

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the CEO.

Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of the Boys & Girls Clubs of Santa Clarita Valley and may be reproduced only in accordance with applicable law and board policy.

Retention of Digital Images

Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

Club Member Privacy

Video recording data will not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law. Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property.

Disclaimer of Liability

A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.

Emergency Response Plan

Emergency/Disaster Procedure

In accordance with the Board-Led Safety Committee and Boys & Girls Clubs of America, Boys & Girls Club of Santa Clarita Valley has developed a specific plan in preparation for a possible emergency or disaster. The purpose is to prepare as much as possible in advance for the safety and welfare of each member. What is done now, when there is time to prepare, could result in preventing serious injury to or possible death of member(s).

In preparation for an emergency or disaster, the Club conducts the following:

1. Regularly scheduled fire, earthquake, and lock down drills, as well as disaster drills will be conducted at Club locations.
2. Preparation for an emergency or disaster will be reviewed and an emergency backpack will be maintained in each program room.
3. Regularly scheduled first aid & CPR training.

In the event of an emergency or disaster, you can expect the following:

1. Members will be kept AT THE CLUB during Club hours UNLESS it is unsafe or inappropriate to do so.
2. Members will be instructed to continue on their way home if they are already going home.
3. Members will be instructed to continue on their way to the Club if they are already going to the Club.
4. Parents/guardians will be asked for identification before your member is released to you.
5. Unauthorized persons will not be allowed in the Club or evacuation locations.
6. Should a parent/guardian need to pick up their member, you may do so at the location where there is a sign stating PICK-UP POINT.
7. Parents/guardians will be asked to keep clear of all access roads and parking lots so that emergency vehicles can arrive safely and easily.
8. Should a member need to be evacuated from the Club, he/she will be taken to the nearest safe location available.

CREATING SAFE PLACES WHERE YOUTH THRIVE

COMMITMENT
TO SAFETY



BOYS & GIRLS CLUBS ARE COMMITTED TO KEEPING CHILDREN SAFE.

- Comprehensive background checks for staff, board and volunteers
- Ongoing education and training
- Annual safety assessments
- Rigorous safety policies and standards
- Active, engaged board-led safety committees
- annual safety improvement planning and other accountabilities systems

CONFIDENTIAL HELP

National Child abuse hotline call or text: 800-422-4453

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

**Child Safety Helpline
866-607-SAFE (7233)**

Praesidium provides employees, volunteers, parents, and youth with confidential or anonymous guidance and support for addressing suspicious or inappropriate behaviors regarding children.

**Ethics Point Hotline
866-2953701 | ethicspoint.com**

Provides employees, volunteers and parents anonymous reporting of any unethical or illegal workplace activities.

**Crisis Text Line
Text CLUB to 741741**

Provides free 24/7 access for adults and youth to confidential support with trained crisis counselors.

**Report to Child Protective Services
1-800-540-4000**

Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.

