



**BOYS & GIRLS CLUB
OF ALTON**



Safety is the number one priority of the Boys & Girls Club of Alton, and we are committed to doing everything possible to keep our youth, staff, and volunteers protected and provide a safe environment for all. Annual completion of BGCA's Organizational Safety Assessment is conducted by staff and the board let Safety Committee. This includes a review of policies, procedures, facility, and training.

General Safety

Background checks and screenings are completed on all staff and regular volunteers on an annual basis prior to their start date. (see the separate Background Check policy)

Entry is through the front door only and the front desk is staffed at all times.

Parents/guardians/adults other than staff are not allowed past the front desk area. If an adult has an appointment with staff they must sign in and be escorted by a staff person.

Exterior doors other than the main entrance are not to be propped open or used for entry. They may be used by staff taking a group of youth outside but the door should be closed and secure upon exiting.

Child Admittance & Exiting

Staff greets members at the entrance. Members must scan in using their membership card or sign in with the front desk clerk upon entering the building.

School busses drop off at the front door and members must line up and follow the path in the front office for scanning. If they cannot find their membership card they must wait until the others have scanned before the front desk clerk signs them in.

When a parent/guardian/authorized pick-up person arrives they sign the child out (must show ID upon request) and the front desk clerk radios for the child to come to the office. The child then scans out and departs.

Confidentiality

All information about our members and their families is to be kept strictly confidential. Sensitive information will be shared on a need to know basis with staff.

Personal information including applications and records are maintained in locked file cabinets accessible only by staff. Record retention will comply with funders, state and federal guidelines. All records kept electronically are password protected and secured. Information is not to be kept on personal devices.



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Accident, Incident & Illness Policy

If an Incident happens at the Club that requires parental notification or any accident that involves an injury, staff will complete an Accident/Incident Report and notify their supervisor. The parent will be informed by phone or in person and upon pick-up.

All accidents involving an injury will be handled according to the first aid training guidelines. Ice packs and first aid kit will be used. For more serious injuries a call to the parent or emergency medical technicians may be necessary. A radio call to the front desk alerts staff to make the call. Parent will be immediately notified by the front desk clerk.

If a member becomes ill while at the Club, that child will be escorted to the “Recovery Room” that’s monitored by the front desk clerk. Parent/guardian will be contacted to pick up the sick child.

We adhere to the school district illness policy so a child who is absent from school may not attend the Club. Infectious diseases, head lice, and other communicable diseases will require following health department and school district guidelines. All areas of exposure will be thoroughly sanitized immediately.

Emergency Phone Numbers & Key Contacts

Emergency phone numbers are posted by each office phone: Front desk, Director of Operations, Program Director, Executive Director.

In case of an emergency staff will contact the front desk to make the necessary call. Dial 911 for emergency response or local police or fire department for less critical calls. Other resources are also listed.

Emergency: 911

Alton Police Department: 618-463-3505 (non-emergency)

Alton Fire Department: 618-463-3565 (non-emergency)

Child Abuse Hotline: 1-800-252-2873 (1-800-25ABUSE)

Poison Control: 1-800-222-1222

Child Abuse & Neglect

All staff is mandated reporters of suspected child abuse and neglect. Annual training is required for all staff including the DCFS Mandated Reporter training and BGCA Child Safety trainings.

If a staff member hears or sees something concerning they will immediately notify their supervisor. The two will then determine if the concern fits the guidance and a hotline call should be made. Staff completes an Accident/Incident Report with all the facts, pulls the members file, and makes the call. They then document the call on the Incident Report. A parent/guardian notification may be done by the staff if warranted.

In an effort to keep members safe, these additional daily procedures are in place to prevent potential abuse by staff or among members. Members are never left alone without adult supervision (except in the restroom), staff are never alone with one member in a closed room, and only one child at a time is allowed in the restrooms.



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Medication

We do not have medical staff on our premises. However, we do understand that some children require medication to be taken during their time at the Club.

Storing-Prescription medication may be stored at the Club by personnel if the following guidelines are followed. The prescription must be in its original container and labeled with the full pharmacy label. The container should have a child proof cap whenever possible. The container should be safely stored in a locked cabinet in the office, out of the reach of children.

Releases-The staff person receiving the prescription medication from a parent must have the parent complete a release form, which will be kept on file at the Club. A release from a parent must also be completed before any topical products, such as sunscreen or insect repellent, is given to a member, regardless of whether it is supplied by the parent or the Club. This form must be kept on file, as well. All forms should be updated regularly.

Administering- One staff person will be responsible for providing the medication to the child. Preferably, staff will hand the bottle to the child who will then open it. Staff will monitor the dosage. If the child is unable to open the container, staff will assist them. All medication administered must be documented by the staff person on the clip board log next to the medication. All medication will be administered as required by a physician, subject to the receipt of appropriate releases from parents. Prescription medication will be used only for the child named on the label. Medication shall not be used beyond the date of expiration. When a child no longer needs the medication, the unused portion or empty bottle shall be returned to the parent. If not taken by the parents, medication will be appropriately disposed of.

Records- The staff person responsible for monitoring medication will keep records including the following information. The dates, times and dosages of all medication administered will be recorded, as well as the prescription number and the name of the staff person monitoring the medication. These records will be kept on file at the Club.

Safety Drills

Safety drills are conducted to prepare staff and members for emergency situations. During employee orientation all safety drills are reviewed and practiced with staff. Staff lead fire drills with members three times a year: January, June, September. We follow the guidance of our local fire and police departments for best practice for our building. Annual inspection by our board led safety committee reviews our safety drill guidance.

Fire - Evacuation plan and exit signs are posted in each room. Exits are lighted. Once the fire alarm is sounded or staff is notified over their walkie that there is a fire, they immediately implement fire procedures. Staff in each room ensures that all members exit and are led to their safe area. Club administrator will monitor evacuation process and check restrooms. Office staff prints a fire drill roster if time allows. This is used to ensure all members are out of the building. Walkies are used to communicate with each group.

Tornado- Sirens alert for severe weather and administrative staff have the alert apps on their phone. WATCH means tornadoes are possible and to remain alert for approaching storms. WARNING means a tornado has been sighted by radar or in person. Once the alert is given, staff are contacted by walkie and instructed to implement Tornado Procedures. Three safe locations



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have been designated by the fire department. Youth and staff will take cover in their designated rooms away from all windows. If necessary members will all be directed to the cafeteria and instructed to sit on the floor. Staff may instruct members to cover their heads with their arms. No member will be allowed to leave until the all clear is given by the local police/fire department.

Intruder- If it is determined that the safety of members or staff is in jeopardy, action should be taken immediately. If the intruder is in the building, staff discretely use their emergency button to alert police. They should also signal other staff so the alert can go out over the walkie and staff can call 911. If the suspected intruder is outside we will then proceed with a lockdown.

In a situation of child custody battle parents are informed that we must have a court order or order of protection to prohibit a legal parent/guardian listed on the child's application from picking the child up. If this explanation does not satisfy the parent, this situation may require police intervention.

Lock Down- A situation may occur requiring the building to be locked down. This includes but is not limited to active shooter, intruder, hostile environment or other threat outside the building. In these situations staff are alerted over the walkie of LOCK DOWN and directed to follow procedure or instructions given. Staff should quickly gather members into rooms, lock/block doors, close and lock windows, cover all windows, and turn off lights. Keep members quiet and away from windows and doors. Staff should create a calm but controlled atmosphere. If active shooter they will barricade in a room unless directed to move to another location. Police training prepares staff for various responses. Law enforcement officers will clear the building and notify us when it is safe. No one shall leave their area until the ALL CLEAR is given. No member is released until the ALL CLEAR is given. All members will be signed out and pick up person noted

In an Active Shooter situation staff will use their training to determine whether to RUN, HIDE, or FIGHT.

Response- Follow the PLAN. Drills and training prepare us to handle emergencies. The Executive Director, Director of Operations, Program Director, or designated lead staff for a given day is charged with coordinating the emergency response. Lead staffs are offered the Psychological First Aid Online 6-hour course from National Child Traumatic Stress Network

Recovery & Resilience- After a traumatic event it is important to mentor members and assist them in recovering. Resources available include ongoing training throughout the year from BGCA's Spillett University and the National Child Traumatic Stress Network. Relationships have been established with the Bethalto School District to have the social worker available for youth. Referrals to local mental health resources are also shared with families. Staff well-being is also important and the school district social worker or BGC Greater St Louis social work staff will be available to staff.



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Technology

In an effort to keep members safe we monitor all computers, whether in the lab or the school issued or personal equipment youth bring in. Our computer lab has screens facing out so they are clearly visible by staff. Be aware that members often manipulate and get around firewalls so extra diligence is required by staff supervising members and electronic use.

Outside of the Power Hour and Teen areas, technology use is limited. All phones and electronic devices should be secured and stored while at the club. Program staff establishes the time when phones and other electronic devices may be used. When members are on their own devices, staff occasionally observe their screens to ensure they are not viewing inappropriate material. If a member is warned and repeats the offense their parents will be contacted immediately. Any further issues will result in further disciplinary actions..