

ONE on ONE CONTACT POLICY

The Boys & Girls Clubs of the Pee Dee Area 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.

This policy relates to all interaction between staff/volunteers and members whether on a club site, a club sponsored event off-site, or outside the realm of the club.

Staff shall NOT:

- Initiate private one-on-one communication with a member, except as noted below.
One-on-one contact is defined as any private contact or communication (including electronic communication) between a member under the age of 18 and an adult, including staff, volunteers, board members, and others that may come in contact with members during regular programming and activities.
- 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.
Private communication is any communication, in person or virtual, that is between one youth member and one adult and takes place in a secluded area, is not in plain sight and/or is done without knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, hotels etc. Some examples include but are not limited to the following:
 - Meeting behind closed doors (rooms without windows, visible sight lines) or any spaces not visible to others.
 - Transporting a member in a vehicle with less than 3 people present in vehicle. This includes by Club, personal or private vehicle.
 - Electronic communications (text, video, social media, etc.) between one member and one adult. (Question about voice communication-telephone)

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.
- Ensure 2 staff members are scheduled and present at Club opening and closing.

Exceptions to the above may take place only when

- delivering medical or counseling services by a licensed, trained therapist or similar professional or in an emergency situation.
- the emotional or physical safety of a member is at risk and a private one-on-one communication is deemed necessary by Club leadership.

If exceptions are needed, the following directives apply:

- Every effort should be made to have the conversation in a room with clear sight lines (i.e., rooms with windows to public areas or open door).
- Disclosing meeting to club leadership and regularly checking in with the member and adult during conversations.
- All private conversations should be limited to just the time needed for privacy.
- All exceptions shall be communicated to club leadership, preferably prior to the meeting or immediately after. This communication is to include reason for meeting.

To facilitate clear sight lines and 'openness' within clubs the following Club directives are to be followed:

- Doors remain unlocked in rooms with member(s) present.
- Lights remain on at least 25% power when members are present.
- Window blinds must remain open or in the up position.
- Window décor may cover a maximum of 25% of windows.

Contact with members outside of the Club

All staff and volunteers are expected to adhere to the organization's policy concerning extra-curricular activities with members outside of club sponsored activities. If participation is approved for outside of club sponsored activities, staff and volunteers are expected to follow the organization's One on One Contact policy.

If a partnering organization such as Big Brothers, Scouts, or Counseling Service wishes to provide on-going 'outside the club' activities, a written agreement will be in place to determine how and when the external organization assumes custody and responsibility of the child and is clearly communicated to parents or guardians. Parents/guardians will provide written confirmation of such to the Club.

Reporting and Adherence

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.

As a reminder BGCPDA has a hands-off policy concerning physical contact with members. This policy includes;

- Staff/adults do not initiate physical contact with any youth.

Exceptions:

- To ensure the safety of the member or other youth.
- Staff/adults are adhering to the BGCPDA's "Three Touch Rule", as stated below.

BGCPDA's "Three Touch Rule" states:

- Club members and staff have the three approved points of contact defined as the "Three Touch Rule" and includes high fives, fist pumps/handshakes and side hugs.
- High fives and fist pumps/handshakes may be initiated by either staff or members. Side hugs may only be initiated by members.