



**BOYS & GIRLS CLUBS
OF THE PENINSULA**

CLUBHOUSE SAFETY POLICY

September 2007

- The front desk will be staffed at all times the club is open by a paid employee or experienced adult volunteer, and everyone entering the facility will check in and out at the front desk.
 - Every member will be entered into Vision immediately when he/she enters and leaves.
 - Volunteers will wear a volunteer identification badge.
 - Adults authorized to pick up members will be allowed unescorted in the facility wearing a visitor badge. (Menlo Park Clubhouse Only)
 - All other adults will be escorted at all times while within the facility by a staff, volunteer or teen member.
 - Only authorized adults will be allowed to take members from inside the club.
 - In the event that any of these policies are violated, staff will phone the parent/guardian first and, if necessary, the police second.
- BGCP has an Open Door policy, and members are free to come and go when they choose. We assume no responsibility for any members who choose not to come on a particular day or who choose to leave early. Staff will make efforts to have members leave in accordance with their parent's/guardian's instructions.
- Every member's profile will be accessible through Vision by all staff at all times. The profile will include home phone and address, parent phone, emergency contacts, medical conditions, and authorized pick-up persons.
- Members will be supervised by a staff member or a volunteer at all times.
- All staff will wear BGCP shirts or BGCP name badges during program hours.
- The only open point of entry during program hours will be the main entrance. All other doors will be alarmed and, if opened, an alarm will sound. Staff will have the authority to temporarily disable the alarm.
- All facilities will be secured with electronic keys, and all locking and unlocking will be recorded. Staff will have access to the facility only during pre-approved working hours as set by Unit Director. Unit Directors can temporarily extend hours for special events as required.