



BOYS & GIRLS CLUBS OF DUNDEE TOWNSHIP

Policy & Safety Considerations

Communications and Supervision Policy – Staff should not communicate directly with individual youth through digital means. More than one staff must be on all outgoing and/or incoming communications and it must target or include a group, or ideally all, youth members. This ensures compliance with the prohibition with the 1:1 contact policy. **Club Staff utilizing Zoom meetings to host the virtual experience must:**

- Ensure the chat feature is set to “Everyone Publicly” at the start of each session, to ensure youth are unable to communicate directly, privately.
- At the end of each session, save the chat log locally to ensure an audit trail of all communications exists.

More information and how-to access can be found within the Zoom documentation.

Privacy Policy Compliance – Many software tools collect and sell information about users. It’s crucial that software selected by the Organization and Clubhouse take responsible care of information from participants, including youth.

Parental Consent – Prior to communicating with youth members, it’s essential Club staff gain parental consent. BGCA will confirm if passive consent forms will be sufficient

Personal contact information sharing – Club staff should monitor and prohibit personal contact information sharing. Personal contact information includes phone number, social media addresses.

Additional policy and safety implications are needed to ensure the distance experience is safe. Three key considerations come into play:

- **Online security** – Club staff should have a way to know the members in their session are part of their Clubhouse; their session is not open for youth (or others) to join at-large. As a policy, Club staff should be sure the technology they select requires verified login (perhaps using e-mail address) and allows them to see the full names of participating contributors.
- **Content appropriateness** – Club staff should ensure the websites and/or other distance experiences they select are appropriate for their audience. Check all tools before messaging



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outward. Codes of conduct and guidelines for appropriate behavior are important to establish during the first program day. Sample codes of conduct can be found here.

- **Prohibition on 1:1 Contact** – Club staff should follow guidelines set forth in the Zoom documentation to ensure a prohibition on 1:1 contact and on chat monitoring/audit logging for safety and security purposes.

Communication and Coordination

- Communication and member coordination are essential to make this work. The following means will provide simple, effective communication outbound to parents and youth:

- **Live Messaging**

- Coordinated text messaging list. Parents, guardians or other caregivers wishing to participate should sign a parental consent form. The parental consent form will both inform the parent of when and how the program day works and inform the parent that they will be the recipient of information from the Club. Club Staff will send coordinating communications to parents and caregivers only, on a daily basis, to ensure youth members know when and how to join.

- **Program Experiences**

- BGCA has created the MyFuture platform to help Club staff deliver high-quality program experiences. Many of its activities are project-based and can be completed by members from home. Furthermore, the platform itself is flexible in that it can be accessed via a computer, tablet or mobile phone. Therefore, it is an ideal programmatic platform to suit the at-home/distance-based Club experience.

Home Internet Access

BGCA is aware not all members have quality home internet access. The solution we are providing is designed to work for as many members as possibly, though there still may be some gaps. We will do what we can to learn more about dimensions of the challenge to maximize participation.

In addition, families may find this information valuable.

“Comcast is taking immediate steps to help connect more low-income families to the Internet at home. Effective Monday, March 16, 2020, anyone who signs up for



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Internet Essentials will receive two free months of Internet service. We are also increasing the speed of the program to 25 Mbps downloads, and 3 Mbps uploads for all new and existing customers.”

More information can be found here: <https://www.internetessentials.com/covid19>

Training

BGCA will be hosting hourlong “drop in” webinars at 1PM EST starting 3/16 and through 3/27, with the option to continue based upon the evolving situation. Please refer to BGCA.Net/Coronavirus for the latest webinar/daily meeting information.

Additional training can include:

- MyFuture Webinars – Learn more at <https://myfuture.net/staff-guide> or contact myfuture@bgca.org for support.