



One-on-One Contact Policy & Guidance

All Boys & Girls Clubs must prohibit one-on-one interaction between youth, staff and volunteers. This policy includes volunteers such as board members.

The Boys & Girls Clubs of Border Towns is committed to providing a safe environment for all members, staff, and volunteers. To further ensure their safety, BGC-BT prohibits all one-on-one interactions between youth, staff and volunteers, including board members.

Staff or volunteers shall NOT

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual or electronic communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles. See **Transportation Policy and Guidance**.

Staff and volunteers shall

- Ensure all meetings and communication (in-person and virtual) between members, staff and volunteers include at least two 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.

Staff shall immediately inform leadership if a staff member, volunteer or board member violates this policy. Should any adult staff, volunteer, or board violate this policy BGC-BT/Tribal will take appropriate disciplinary action, up to and including termination.

Examples of appropriate disciplinary action includes but is not limited to

- Individual meeting to discuss policy and future actions if violations occur
- Written disciplinary action
- Suspension of duties for a period of time
- Termination

FREQUENTLY ASKED QUESTIONS:

1. **What exactly is one-on-one contact?** 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.
2. **What is private communication/contact?** Private contact is any communication, in-person or virtual, that is between one youth member and one adult that 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, hotel rooms, etc. Examples of private contact include, but are not limited to:
 - a. Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - b. One staff member transporting one member in a vehicle.
 - c. Electronic communications (text, video, social media, etc.) between one member and one adult.
3. **What is public contact/communication?** Public contact is any communication or meeting, in-person or virtual, that is between at least three individuals, including two staff and one member, one staff and 2 members and variations of this combination. Examples of public contact include but are not limited to:
 - a. Meeting in plain sight of other (i.e. in a quiet corner of an active games room)
 - b. Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members
 - c. Electronic communications (text, video, social media, etc.) between multiple members and adults (i.e group chats).
 - d. Public places can include, but are not limited to buses, airports, shopping malls, restaurants, schools, ets.

Audit of Document Changes

Review/revision	Date	Approval*	Title

*Approval can be performed by the Safety Chair or CEO after Safety Committee review of revised document.

