

# Boys & Girls Clubs of Portland Metro (“BGCP”) Staff – Member Personal Relationship Policy

Effective date: 4.30.21

---

## **Staff - Members Personal Relationships Policy**

In order to best serve our members, all BGCP employees, volunteers and representatives (e.g. committee members, board of directors, etc.) (herein collectively referred to as “BGCP Staff”) are expected to develop positive and meaningful relationships with the youth we serve. However, these relationships require boundaries and must not extend beyond approved interactions. BGCP has set forth the following expectations regarding interactions with members for the protection of members and BGCP Staff.

1. To promote a safe environment for BGCP members and to avoid misunderstandings, perceptions of favoritism, morale problems, possible complaints of harassment, and/or legal matters brought on by inappropriate behavior; BGCP Staff are strictly prohibited from dating or pursuing romantic or sexual relationships with a BGCP member.
2. Never take a member off Club grounds without parent/guardian permission.
3. Never allow members in your personal vehicle (unless there is previous relationship documentation).
4. Never invite members to your private residence; accept invitations to children’s homes; or attend any event that is a private gathering (i.e. birthday party). Appropriate contact with members outside the Club is limited and must be approved by your supervisor in advance (unless there is previous relationship documentation).
5. BGCP Staff shall refrain from socializing with members while off duty, to include but not limited to using any form of social media, messaging or calling, or via a third party or go-between person.
6. There shall be no reason to call, text, email or otherwise contact a member outside of Club activities absent an emergency situation, e.g. defined as a life-threatening situation and/or event that requires the assistance of an outside agency (i.e. law enforcement, DHS, etc.).
7. Communication with members shall only take place through appropriate work channels; this includes, and is not limited to, phone calls and BGCP emails. Members shall not have access to your personal phone number, email, or be part of your network on any social networking site including Facebook, Twitter, etc.
8. Do not give or provide a member with money or personal gifts, as this could be interpreted as preferential treatment or partiality.

# Boys & Girls Clubs of Portland Metro (“BGCP”) Staff – Member Personal Relationship Policy

Effective date: 4.30.21

---

## **Known Friends & Families – Member Policy**

Personal relationships with members shall be contained within the parameters of staff work responsibilities and should not overlap outside the Club. The only exception to this occurs when an appropriate adult to member relationship existed before a member or staff were connected with the Club. An example of this would be a family friend who has children and that child attends the Club as a member. These preexisting relationships shall be made known to a supervisor on the *prior relationship* form.

Staff will report new & pre-existing known relationships, within 48 hours, to their immediate supervisor.

## **Favoritism Policy**

Favoritism is exactly what it sounds like: favoring someone not because he or she is doing a great job, but for reasons outside of the person’s performance. Oftentimes, favoritism occurs when two people, Staff or not, have developed a friendship beyond the workplace environment. Therefore, any type of favoritism between BGCP Staff and a member is prohibited.

## **Two Staff – One Member Policy**

There shall never be a case, where one BGCP Staff is isolated or alone with a single member, for any reason whatsoever. Adults in the building shall not be in a non-visible area or ever alone with a member. Adults need to stay within sight of others, at all times, when working one-on-one with a youth (tutoring, counseling, disciplining, etc.).

In the case that a member is left at the Club after operating hours, a minimum of two BGCP Staff must remain and wait until the child is picked up. If a single member needs to be picked up at a school, at least two staff members shall be present for walking or driving the member to the Club. Or arrangements are made where two members go with Staff to pick up a member.

Immediately contact the Senior Director of Safety & Facilities Operations, for any emergency situation that creates a one on one scenario due to an emergency.

## **Violations to Policy**

Any violation of this policy may result in disciplinary action up to and/or including termination of employment.

## **Exceptions to Policy Statement**

Due to the nature of this policy and to limit liability to the organization; only the Senior Director of Safety & Facility Operations position has the authority to make an exception to a policy and/or to instruct staff on a variance(s) to a policy, when deemed appropriate, due to “extreme or grave” safety concern(s).

The Senior Director of Safety & Facility Operations may approve such, however, it must be done in conjunction with the approval of the CEO.