MEMBER TRAVEL & OVERNIGHT POLICY & PROCEDURES

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Policy

The Boys & Girls Clubs of Chaves and Lincoln Counties are committed to providing a safe environment for our members both within the Club and when special opportunities arise to travel away from the Club, including overnight stays.

Procedure

Transportation

All youth must ride in vehicles driven by authorized adults which must:

- Be at least 18 years old
- Have a valid New Mexico driver's license, qualified for the vehicle beingoperated.
- Have no record of convictions for the past five years for DUI, driving with a suspended or revoked driver's license or reckless endangerment.
- Must obey all traffic laws
- Have proof of insurance
- Never be alone in a vehicle with a youth other than his/her own child. Therefore, no fewer than three people, one of them an adult, should occupy a vehicle traveling to/from an activity.
    - If a one-on-one situation occurs solely because of an unforeseen and unplanned emergency, the staff member must immediately notify Club leadership, follow the One-on-One Contact Policy, maintain observable and interruptible contact as circumstances allow, and document the incident. Staff shall never knowingly plan or conduct the pickup or transportation of a single child alone.
- Ensure vehicles are not filled beyond capacity for their use, that seat belts are always secure and that occupants behave.
- Must understand emergency contact procedures and maintain contact with the person in charge (e.g. cell phone)
- Must pass a driving test administered by Club management.

Overnight Events

- Care needs to be taken to ensure that there is a clean, safe environment provided for sleeping, showering, bathing, dressing and all other aspects of being away for a period of time. Adults must always respect the privacy of youth and each other. Likewise, youth must respect the privacy of adults and each other.
- When the youth group includes both males and females, and stays overnight, both male and female adults must be present.
- Adults are prohibited from using non-prescription drugs, alcohol, or tobacco when with a child.
- Only Boys & Girls Clubs of Chaves and Lincoln Counties employees and approved volunteers participating in the trip are allowed to stay in the same accommodations.
- Sleeping areas and access to bathroom facilities should be segregated betweenmales and females. Every sleeping unit (hotel room, dorm room, cabin, tent, etc.) should have two adults of the same gender as the youth. When only one adult is available, the sleeping unit must have at least two

youth of the same gender as the adult. Adults are not allowed to share a bed with a youth unless it is their own child. If absolutely necessary, beds may be shared by youth of the same gender. If separate bathroom facilities are not available, times for male and female and youth/adults use should be scheduled.

- When one room is used for sleeping, youth and adults of the opposite gender will sleep an appropriate distance apart as determined by the adult in charge.
- Both youth and adults shall wear appropriate sleeping apparel.
- In booking hotel rooms, reservations should be made, if possible, with all rooms on the same floor or location in the hotel. Adjacent rooms allow for enhanced supervision and safety.
- No youth(s) should be allowed to leave the premises without authorized and appropriate adult supervision.
- Curfews must be established and adhered to by all participants.
- Only under the rarest and most unusual circumstances should an adult be alone in a car, room, or other accommodation with a youth. This might include a case where a youth is ill or in a bona fide medical emergency. In this case, the adult should make every effort to enlist the help of another youth or adult to be present and assist. Note however, the welfare of the youth takes precedence and whatever action is necessary and appropriate must be taken.
- If there is a unique need for an adult to talk with a youth in private, the adult should choose a quiet place that is in plain, public view. Examples of this may include open areas, courtyards, or hotel lobbies (if on a trip), short walks down a sidewalk, a restaurant or other location where people are present in the area.