



HBA POLICIES AND PROCEDURES MANUAL

Dear Volunteer:

Welcome to the Hopkinton Basketball Association!

At the Hopkinton Basketball Association (HBA), we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment.

The pages of this handbook provide a general overview of procedures and guidelines for HBA volunteers. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of the HBA. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

The HBA Board

HBA manual last updated Aug. 2023

Hopkinton Basketball Association

Safety Policies & Procedures

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Overview of the HBA Safety System

Because we care for children and desire to protect them, the HBA requires all volunteers and staff members to complete **4 SAFETY STEPS** *before employment or volunteer work begins.*

STEP ONE: Sexual Abuse and Maltreatment Prevention Training

HBA policies and procedures require that volunteers and staff members avoid abusive behavior of any kind. Volunteers and staff members are required to report any policy violations to a supervisor or a member of the HBA Board of Directors.

Volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

Sexual Abuse Awareness Training is required for all volunteers and staff members and must be renewed every 4 year(s).

STEP TWO: Screening Process

Volunteers are required to complete the HBA screening process, which requires volunteers to:

- complete a coaching/volunteer application (accessible via the Coaching page at the HBA website)
- complete the safety form (accessible via the Coaching page at the HBA website)

STEP THREE: Policies & Procedures

Volunteers are required to review the policies contained in this manual and sign the last page indicating they have read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

The HBA requires that all volunteers undergo a criminal background check. Volunteers must fill out a CORI form each year (accessible via the Coaching page at the HBA website).

Child Safety Policy

ABUSE TOLERANCE

The HBA has a **zero tolerance for abuse** in HBA programs and activities. It is the responsibility of every volunteer in the program to act in the best interest of each child.

In the event that volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the observations to an HBA Board member.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

The HBA is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the full HBA Board and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of the HBA Board.

Because sexual abusers ‘groom’ children for abuse, it is possible a volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the HBA Board.

ENFORCEMENT OF POLICIES

HBA volunteers who supervise other volunteers are charged with the diligent enforcement of all HBA policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for volunteers. Final decisions related to policy violations will be the responsibility of the HBA Board.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, HBA staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to abuse of a child should be directed to an immediate supervisor, or the HBA Board.

CONSEQUENCES OF PROHIBITED OR HARMFUL ACT

Any person accused of committing a prohibited act or any act considered to be harmful to a child will be immediately suspended from all child interaction and HBA activities. This suspension will continue during any investigation by law enforcement or child protective agency.

Any person found to have committed a prohibited act should be prohibited from future participation as a volunteer in all activities and programming that involves children or vulnerable populations at the HBA.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children or vulnerable populations at the HBA.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Volunteers at the HBA are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to an immediate supervisor or to the HBA Board.

RESPONSE TO REPORT OF ABUSE

The HBA Board will take appropriate action on behalf of the program when a report of abuse occurs.

Any report of inappropriate behaviors or suspicions of abuse will be taken seriously, and, if appropriate, local or state authorities will be notified.

WHEN A CHILD HAS BEEN VICTIMIZED

If a volunteer has knowledge or a suspicion that a child is a victim of sexual abuse or other maltreatment, the information will be reported to supervisory staff and the appropriate authorities as outlined above.

In addition to notifying the appropriate authorities (if required), the HBA will provide the child or the child's parent/caregiver/guardian with information to allow the child (or parent, on the child's behalf) to obtain assistance and intervention, as well as available counseling options.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Children may be accompanied to the restroom for supervision and assistance when needed. However, children should receive the minimum amount of assistance needed based upon their individual capabilities. Volunteers should never take a lone child to the restroom.

If a volunteer must go into the restroom to check on an individual child, he or she should seek out another volunteer to accompany them. If another volunteer is not available to accompany, they should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another volunteer.

MEDICATION

Medication may not be given to a child by a volunteer unless first cleared by the HBA Board, with the exception of emergency medication such as an EpiPen.

GIFT GIVING

Volunteers are prohibited from providing special gifts to any individual child as part of program activities. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., mention during announcements; have the entire group sing Happy Birthday, etc.). Any requests for variance from this policy must be addressed to the HBA Board.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in an HBA-rented facility, during an HBA activity, or while working with HBA participants. Volunteers are prohibited from providing alcohol or illegal drugs to children.

TOBACCO

The HBA is a tobacco-free program. The HBA requires staff members and volunteers to refrain from the use or possession of tobacco products in the facility, and while in the presence of children or their parents. HBA volunteers are prohibited from providing tobacco products to children.

NUDITY

HBA volunteers should never be nude in the presence of children in their care.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

The HBA recognizes that meeting program objectives may occasionally require that volunteers interact with children on an individual basis. Volunteers should observe the following guidelines when interacting with children:

Individual Meetings

Volunteers should conduct one-to-one meetings with an individual child at a time when others are present and where interactions can be easily observed. There will be no one-to-one meetings between a volunteer and a child behind closed doors. If a circumstance arises where a private one-to-one meeting does occur, the volunteer will notify the HBA Board immediately before or after the meeting.

Transportation

Volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when volunteers are involved in the transportation of children:

- 1) Children should never be transported without parental permission.
- 2) Children should be transported directly to their destination. No unauthorized stops should be made.
- 3) Staff members and volunteers should avoid physical contact with children while in vehicles.
- 4) No cell phones may be used by the driver while providing transportation for children.
- 5) No drivers under age 25 may provide transportation for children.
- 6) Children should not use a vehicle belonging to a volunteer.

PARENTAL CONTACT

Parents who leave their children in the care of HBA volunteers for services and activities will be contacted if their child becomes ill or injured or has a severe disciplinary problem while participating in HBA activities.

PARENTAL INVOLVEMENT

Parents are encouraged to be a part of any and all services and programs in which children are involved in the HBA. A parent who accompanies a child to any HBA program or activity is responsible for their child's safety.

VOLUNTEER PARENTS

A parent who desires to participate in such a way as to have ongoing contact with children in the HBA other than his/her own will be considered a volunteer parent. All volunteer parents will be required to complete the HBA's volunteer application.

PHYSICAL CONTACT

The HBA is committed to protecting the children in our care. The HBA has implemented a physical contact policy that will promote a positive, nurturing environment while protecting children. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of HBA volunteers must foster trust at all times — personal conduct must be above reproach. The following guidelines are to be carefully followed by anyone working in HBA programs:

1. Giving a pat on the back, putting an arm around a player's shoulder and other forms of appropriate physical affection between volunteers and children are important for a child's development, and generally are suitable in the HBA setting. Hugging and pats on the rear end should be avoided, as they can be misconstrued or make a child uncomfortable.
2. Physical affection should be appropriate to the child's age. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the HBA Board.
3. Physical contact and affection should only be given when in the presence of other children or fellow HBA volunteers. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.
4. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

RELEASE OF CHILDREN

At the end of the program day or activity, HBA volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians.

In the event that a staff member or volunteer is uncertain of the propriety of releasing a child, they should immediately locate or contact an HBA Board member before releasing the child.

SEXUALLY ORIENTED CONVERSATIONS

Volunteers are prohibited from engaging in any sexually oriented conversations with children. Volunteers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in the program. This provision includes the use of cellular phones, text messages, e-mail, instant messaging and online chat rooms.

POSSESSION OF SEXUALLY ORIENTED MATERIALS

HBA volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) at facilities being used by the HBA or in the presence of children.

INTERNET/ELECTRONIC MEDIA

No computer/phone is to be used by volunteers and/or children to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites. Violation of this policy will lead to discipline from the HBA Board. Any questions about inappropriate use of computers/phones or the suitability of a particular website should be discussed with the HBA Board.

VERBAL INTERACTIONS

Verbal interactions between volunteers and children should be positive and uplifting. HBA volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission to provide nurturing care to children. Volunteers are expected to refrain from swearing in the presence of children.

Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of the HBA's Safety Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service with the HBA.

Further, I understand that the manual may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by the HBA.

I acknowledge that I have reviewed and agree to fulfill the duties listed in my position description. While, ideally, I will serve in this position for the full term specified in the position description, I understand that I am serving as a volunteer and that I may choose to end this service at any time. (If possible, I agree to provide two weeks' notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this policy statement in no way express or imply a contractual employment relationship between the HBA and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for the hours I work.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of this policies and procedures manual.

Volunteer's name (please print)

Volunteer's signature

Date: _____

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