



**BOYS & GIRLS CLUBS
OF SPRINGFIELD**

Behavioral Support Policies & Procedures

BGCS Member Behavioral Guidelines

Boys & Girls Clubs of Springfield's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Through Trust-Based Relational Intervention® (TBRI®), trauma-informed practices, restorative approaches, and Positive Youth Development, we are committed to responding to behavior with curiosity before judgment, teaching before punishment, and partnership before exclusion. As such, BGCS expects all members to uphold the behavioral guidelines shared below during their enrollment:

1. **Members will treat each other, BGCS staff, and BGCS property with respect and will support the diverse cultural background, religious affiliation, sexual orientation, and gender identity of every BGCS staff and member.** Members will not bully, harass, threaten, talk back to, or be aggressive toward any BGCS staff or member or steal, abuse, or destroy property belonging to BGCS, its staff, or members.
2. **Members will contribute to making the Club a safe, positive environment for all who enter the Club.** Members will not bring drugs, alcohol, vapes, or weapons into the Club and will treat each other respectfully by not engaging in harmful behavior, including physical, emotional, or verbal abuse, bullying, or sexual misconduct.
3. **Members will follow instructions and guidance provided by staff at all times.** Members will not leave their area or the Club without permission from BGCS staff.
4. **Members will be present and engaged while at the Club.** While teen members are permitted to use their cell phones during Club hours, they may do so only during planned "down times" and when there is not a guest speaker, program, or event.

BGCS staff will also make every effort to support our members fulfilling these expectations through behavioral support tactics, such as clear, patient, and repeated guidance; sticker charts; and behavior support plans.

Should a member choose to engage in behavior that does not fall in line with the above expectations, consequences will generally be issued as shown below. Note that, depending on the severity of the situation, any step below may be repeated or skipped altogether, at the discretion of the Unit Director.

1. Staff will use connecting and engaging TBRI strategies/practices to redirect and reteach.
2. Staff will use intervention tools such as Behavior Support Plan or Calming Engagement Plan and conference with families as needed.
3. Suspension (from 1 day up to two Club weeks)
4. Expulsion (for the remainder of the school year/summer or in perpetuity)

Please note that incidents, such as member to member sexual misconduct, that require investigation by Children's Division or Springfield Police Department may result in suspension until investigation is complete.

All incidents will be documented by BGCS Staff and Parents/Guardians are encouraged to communicate with their child's Unit Director if they have any concerns. Behavioral concerns or consequences of or for one member are never shared with another member's family.

Disciplinary Action Requiring Early Pick-up (pulled from Parent Handbook)

Though hopefully rare, there may be times, when following the discipline policies shared below, that BGCS staff may require a member be picked up from their Unit early. If this happens, staff will first attempt to contact the primary contact for the member to request pick-up within 60 minutes. If the primary contact is not available, staff will attempt to contact other contacts authorized for pick-up. If pick-up has not happened within 60 minutes, and other arrangements are not made with staff for pickup after 60 minutes, your child may be suspended for the full day following the incident.

Documentation Procedures for Behavioral Concerns

In general, if a member is unable to abide by the expectations shared in the policy above, the following interventions and documentation may result, as outlined below. **All documentation should be uploaded to the Drive under Shared Drives - BGCS Staff Intranet.**

When to Use Each Document		
<u>Member Behavior Referral</u>	<u>Accident/Incident Report</u>	<u>Behavior Support Plan (BSP)</u>
• Verbal or Physical Altercation* • Disrupting Peers/Staff • Inappropriate Language • Bullying – Physical or Verbal • Consistently Not Following Directions	• Physical Altercation* • Bruises, swelling, bleeding • Any head injury • Inappropriate Touching • Damage to Property • Injury • Call to Emergency Services	• If a member demonstrates recurring behavior patterns • Repeated Level 2-3 support needs • Member would benefit from coordinated, individualized strategies

***Note:** if there is a physical altercation involving two members, a Behavior Referral should be completed for the primary instigator and an Accident/Incident Report for the responder/victim. If there are also injuries sustained by the instigator, an additional Accident/Incident Report should be completed for that Member.

Behavior Support Plans (BSP)

Behavioral Support Plans (BSPs) should be completed in *collaboration with* the member, parent/guardian, Director, and relevant staff, and other social services to support the member, as necessary.

Follow-Up and Check-In Process

- With the member, determine how long you want to work actively work towards the goals set with the plan
- Ensure the rest of the Unit staff team are aware of the plan and are ready to help the member improve
 - Inform them that consistency is key and that the member may need consistent reminders
- At the end of the time that was set prior, reassess and determine if they need further intervention, completing additional BSPs or following through with additional consequences, as necessary