



**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. 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, or weapons into the Club.
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 improvement 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. Verbal warning or discussion with Area Staff
2. Documentation of incident or behavior, Behavioral Intervention Plan, and/or conference with Parent/Guardian
3. Suspension (from 1 day up to two Club weeks)
4. Expulsion (for the remainder of the school year/summer or in perpetuity)

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.

## 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 - Behavioral Intervention P&P - UNIT NAME** and should be saved as the **Unit\_Type of Document\_Member's Last Name\_Date of Incident** (Example: Stalnaker\_BIP\_Blair\_7.5.2022).

When to Use Each Document		
<i>Member Behavior Notice</i>	<i>Accident/Incident Report</i>	<i>Behavior Intervention Plan (BIP) or this one (2022-23 version)</i>
<ul style="list-style-type: none"><li>• Verbal or Physical Altercation*</li><li>• Disrupting Peers/Staff</li><li>• Inappropriate Language</li><li>• Bullying – Physical or Verbal</li><li>• Consistently Not Following Directions</li></ul>	<ul style="list-style-type: none"><li>• Physical Altercation*</li><li>• Bruises, swelling, bleeding</li><li>• Any head injury</li><li>• Inappropriate Touching</li><li>• Damage to Property</li><li>• Injury</li><li>• Call to Emergency Services</li></ul>	<ul style="list-style-type: none"><li>• If a member receives multiple behavior notices of similar/same nature</li><li>• Other concerning behaviors that are affecting the member's ability to be successful at Club</li></ul>

**\*Note:** if there is a physical altercation involving two members, a Behavior Notice 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 Intervention Plans (BIP)**

Behavioral Intervention Plans (BIPs) should be completed *with* the member NOT *for* the member and only after an incident has been de-escalated. The form should be introduced to the member and staff should collaborate with other Unit staff, Burrell, school support, 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 BIPs or following through with additional consequences, as necessary.