



## YOUTH WORKER POLICY

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### **Objective:**

Boys & Girls Clubs of the Midlands (the “Club”) is committed to providing a safe environment for youth workers. As part of that commitment, the organization implements policies, procedures, and training for the protection of youth workers.

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### **Scope:**

The Club may hire minor employees who are no less than 15 years of age. The federal child labor provisions authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities. When it comes to the legal aspects of managing youth workers, The Club always follows the stricter law or regulation if more than one applies (e.g., state, federal, Tribal, local or international).

### **Policy:**

To make sure we enforce this policy, The Club is committed to:

- Educating our staff on youth work laws and showing them how to report child labor violations if they see or suspect any.
- Requiring hiring managers and Club human relations department to avoid hiring minors under the legal age for working. We also expect Club representatives to know and follow this policy and laws on wages and hours for older children.
- Keeping and validating documentation verifying our employees’ ages after they’re hired

Youth who are placed to work at the Club are hired as official Club staff shall comply with all local employment-related policies and BGCA membership requirements, as well as state and federal laws affecting youth employment.



The Club conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct, repetitive contact with members per the Background Check policy. This applies to all minor employees as well as non-Club member teen volunteers. Participants of work-based learning programs are not considered Club staff.

The Club ensures that all supervisors and coordinators of youth workers understand their rights and responsibilities. All Club staff who supervise or coordinate the youth worker program, or work directly in the same space as youth workers – which includes minor employees, work-based learning participants and non-member teen volunteers – shall complete Boys & Girls Clubs of America-developed training annually, after which they will:

- Understand and communicate the roles and responsibilities of youth workers, volunteers, and work-based learning participants.
- Provide leadership, supervision, training and coaching to staff as relates to organizational roles, responsibilities, and policies and procedures for youth workers.
- Maintain current knowledge about, communicate and follow child labor laws.
- Assess the individual and collective strengths of youth workers against the knowledge, skills and information needed to fulfill their roles safely.
- Identify and implement training for youth workers to ensure they understand and can implement their role.
- Prepare and supervise youth workers for their roles in the Club.
- Ensure systems, practices and procedures for the documentation and notification of suspected child abuse, neglect and physical, verbal and sexual harassment in accordance with state laws and organizational policies when youth workers report incidents are in place.



The Club is committed to ensuring that youth workers understand the safety implications of working in the Club. All youth workers, including minor employees and work-based learning participants, will participate in the required number of hours of safety training each year before they work with any Club members. These trainings meet the requirements for child sexual abuse prevention, grooming prevention, and mandated reported trainings for youth workers. These trainings will be incorporated into the onboarding of youth workers. After participating in these trainings, youth workers at a minimum will:

- Know their rights and responsibilities as a youth worker at the Club.
- Understand their role as a youth worker and expectations around safety.
- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement organization-wide rules and policies that pertain to safety.
- Understand their role in supervising other youth.

The Club is committed to providing a safe environment for members, staff and volunteers, including youth workers. The Club has put systems in place to prevent one-on-one interactions between youth members and all Club staff and volunteers. All youth workers (including minor employees, work-based learning participants and non-member teen volunteers) shall abide by the organization's policy to prohibit one-on-one contact while working at the Club, in vehicles or by phone, text, social media or any other means.

The Club is committed to providing a safe environment for members, staff and volunteers, including youth workers. Youth who are working and/or volunteering in the Club may already have relationships and interactions with other youth in the program. Accordingly, the organization realizes the importance of making clear distinctions whenever peer-to-peer interactions are involved.

The organization will put the following procedures in place so that all staff and other youth can easily recognize when Club members are in the role of a Club member or that of a youth worker. Youth workers must:

- Sign into the program to record their presence.
- Wear a Club shirt specific to the role of Club Staff.
- Check in with their supervisor.



The Club is committed to providing a safe environment for members, staff and volunteers, including youth workers. Every Club staff member, volunteer and youth worker who becomes aware of or has suspicion of child abuse or neglect shall immediately report to organizational leadership. In such cases, youth workers may report the incident to their supervisor or another designated Club employee, who will then report to the appropriate authorities.

The Club is committed to providing a safe environment for members, staff and volunteers, including youth workers. As part of this commitment, any employee, including minor employee, work-based learning participant or non-Club member teen volunteer who becomes aware of an incident related to potential child abuse or neglect, as defined in this policy, shall immediately report and submit the incident to Club leadership. Club leadership will assist youth workers in completing an incident report. The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (including youth and staff, if applicable)
- All notifications made (first responders, parents, leadership, etc.)

<b>DEPARTMENT:</b>	Human Resources	<b>POLICY TITLE:</b>	Youth Worker Policy
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<b>APPROVED BY:</b>	BGCA	<b>REVISION DATE:</b>	10/10/2025