



JAMES L. MCKEOWN
BOYS & GIRLS CLUB
OF WOBURN

Youth Worker Policy

James L. McKeown Boys & Girls Club of Woburn (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.

Included in this policy are:

- Definitions
- Distinction & Assignment of Youth Workers
- Massachusetts and Federal Child Labor Laws
- Background Check Requirements
- Training of Youth Worker Supervisors
- Training and Onboarding of Youth Workers
- Prohibition of Private One-on-One Interaction
- Peer-to-Peer Interactions
- Mandated Reporting and Incident Reporting

DEFINITIONS

“Youth Worker” is used as an umbrella term to describe all minors, defined as youth under the age of 18, who work in Clubs or Youth Centers as official staff/employees, non-member youth volunteers or work-based learning participants. The language below describes how youth workers will be permitted to work at James L. McKeown Boys & Girls Club of Woburn.

“Minor Employees” are employees who are at least 16 years of age and not yet 18 years of age and/or current high school students. Furthermore, employees are considered “minor employees” while they are students in high school, even if they turn 18 years old prior to graduation. Minor employees must have a valid work permit on file with the Club prior to the commencement of work.

Minor employees must complete mandatory orientation and training prior to commencing any other work.

Minor employees may hold the position of Youth Development Assistant and may be assigned to a specific program area at the Main Clubhouse, Project Learn at Hurld-Wyman School, Project Learn at Linscott School, After the Bell at Altavesta School, or After the Bell at Shamrock School. Their roles & responsibilities:

- Work with Club staff to ensure the general safety and supervision of programs
- Assist in the maintenance of a safe and clean environment

- Work with adult staff to monitor day-to-day activities
- Prepare program spaces for daily use
- Help ensure success of programs and maintain a positive relationship with youth

Minor employees may also be Club members, however a minor employee who is also a Club member must adhere to the following rules to clearly differentiate between status as a minor employee v. a member-only:

- Minor employees must wear a staff shirt (or vest if wearing a coat outside) when working so that they are readily identifiable as employees; they should remove their staff shirt when they are no longer working for the Club
- Minor employees must clock in when they begin work and must clock out when they finish working
- Minor employees must adhere to all policies and procedures for employees and must also adhere to all membership guidelines
- On a day of work, minor employees cannot access Club facility and programs as a member, prior to 7:00 p.m. at the same location where their shift takes place

“Work Based Learning Participants”

- Work based learning participants are Club members who are registered in a work based learning program at the Main Clubhouse, overseen by an adult professional staff member
- Work based learning participants must be at least 13 years old at the time of enrollment
- Participation selection is expected to build developmental and workforce readiness skills, making participants the primary beneficiary
- Work based learning participants are NOT considered “staff” and do not supervise minors. Additionally, they are NOT included in staff:youth ratios
- Work based learning participants, however, ARE Club members and ARE included in ADA and other participation data
- Work based learning participants are not paid hourly, but may be eligible to receive a completion payment
- Work based learning participants must complete mandatory orientation prior to beginning the program, and mandatory training takes place throughout the curriculum

“Non-Club Member Teen Volunteers”

James L. McKeown Boys Girls Club of Woburn does not allow non-member teens to volunteer regularly at the Club.

Non-member teen volunteers may volunteer at the Club to support one-time or infrequent (e.g., annual) events at which Club members are present without having to complete training requirements and must always be under the supervision of paid adult staff.

NOTE: Members may volunteer at the Club by participating in Good Character & Citizenship programming such as Torch Club, Gemstones, Keystone Club or other service-learning programming as designed by adult professional staff. New members who join at the same time they begin volunteering are subject to the background check and training requirements set forth below.

DISTINCTION OF YOUTH WORKERS ON DUTY

Clear distinctions will be maintained between youth workers on duty and not on duty. James L. McKeown Boys & Girls Club of Woburn requires the following 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:

- Record their presence
 - Minor employees use the time clock to sign into their shift
 - Work based learning participants sign into their appropriate program with their membership card
 - Non-member volunteers will sign in and out of the volunteer log at the Front Desk
- Wear a Club shirt specific to the role of youth worker (i.e. minor employee shirt or vest, work based learning program apparel, or volunteer shirt)
- Check in with their supervisor

ASSIGNMENT OF YOUTH WORKERS

Minor employees, work-based learning participants and non-Club member teen volunteers will NOT be assigned to work with youth inside their peer group.

Minor employees (ages 16-18) will be assigned to work with ages five through thirteen.

Work-based learning employees (ages 13-18) will be assigned to work with ages five through twelve.

Non-Club member teen volunteers (ages 13-18) will never be assigned to work directly with members.

CHILD LABOR

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe environment for members, staff and volunteers. To further ensure youth worker safety, the organization follows and adheres to all child labor laws when working with all youth workers.

James L. McKeown Boys & Girls Club of Woburn does not hire minor employees under the age of 16.

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, James L. McKeown Boys & Girls Club of Woburn always follows the stricter law or regulation if more than one applies (e.g., state, federal, or local).

All minor employees must provide a valid work permit prior to commencing work at the Club. The Clubhouse Program Director will provide instructions for obtaining a work permit at the time employment is offered. The Massachusetts work permit application is also available online at: <https://mass.gov/working-under-18>. This link also contains a complete list of tasks that a minor employee may not perform. Tasks not specifically permitted by the US Department of Labor Secretary of Labor are also prohibited tasks list include the following:

Persons under 16 may NOT:

- Operate, clean, or repair power-driven machinery
- Operate fryolators, rotisseries, or pressure cookers
- Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers
- Cook (except on electric or gas grills that do not have open flames)
- Perform any baking activities
- Operate microwave ovens (except to heat food in microwave ovens with a maximum capacity of 140 degrees Fahrenheit)
- Load or unload trucks
- Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit
- Work on or use ladders, scaffolds, or their substitutes
- Work with dangerous electrical machinery or appliances
- Work in any of the occupations or tasks prohibited for persons under age 18
- Engage in work that is determined by the Massachusetts Attorney General to be dangerous to the health and well-being of minors

Persons under 18 may NOT:

- Drive a vehicle, forklift, or work assist vehicle (except golf carts in certain circumstances)
- Handle, serve, or sell alcoholic beverages
- Use power-driven woodworking machines
- Use buffing or polishing equipment
- Work 30 feet or more above ground or water
- Work in roofing or on or about a roof

Legal work hours for teens in Massachusetts

After 8:00 p.m., all minors must have the direct and immediate supervision of an adult supervisor who is located in the workplace and is reasonable accessible to the minor. Minors may work the following hours and times:

Age	Work Hours	Maximum Hours When School is in Session	Maximum Hours When School is not in Session
14-15 years old	7:00 a.m. until 7:00 p.m. during school year	18 hours per week	40 hours per week

	7:00 a.m. until 9:00 p.m. during summer (July 1 through Labor Day)	3 hours per day on school days 8 hours per day on weekends and holidays 6 days per week	8 hours per day 6 days per week
16-17 years old	6:00 a.m. until 10:00 p.m. (on nights preceding school day) 6:00 a.m. until 11:30 p.m. (on nights not preceding a school day)	40 hours per week 9 hours per day 6 days per week	40 hours per week 9 hours per day 6 days per week

In addition to federal and state labor laws, we have enacted guidelines that are more stringent. Minor employees at James L. McKeown Boys & Girls Club of Woburn may not work later than 9:00 p.m. on any night of the week, at any time of year.

BACKGROUND CHECKS ON MINORS

James L. McKeown Boys & Girls Club of Woburn 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 and volunteers. Participants of work-based learning programs are not staff but rather Club members participating in a Club-sanctioned program; therefore, they do not need to complete background checks before beginning their work-based learning experience.

Because the minor does not have the legal authority to enter into an agreement or give consent in his or her own capacity, it is necessary to acquire parent or legal guardian consent to authorize the background check.

TRAINING FOR SUPERVISORS AND COORDINATORS

James L. McKeown Boys & Girls Club of Woburn 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 minor employees, volunteers, and work-based learning participants.

- Provide leadership, supervision, training, and coaching to staff as related to organizational roles, responsibilities, 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.

TRAINING AND ONBOARDING FOR YOUTH WORKERS

James L. McKeown Boys & Girls Club of Woburn 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 pieces of training 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.

PROHIBITION OF ONE-ON-ONE INTERACTION

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe environment for members, staff and volunteers, including youth workers. James L. McKeown Boys & Girls Club of Woburn has put systems in place to prevent one-on-one interactions between youth members and all Club staff and volunteers. All youth workers shall abide by the organization's policy to prohibit one-on-one contact at any time at the Club, in vehicles, or by phone, text, social media, or any other means.

All staff and volunteers, including minor employees, are strictly prohibited from meeting Club participants outside of any Club-sponsored activities, unless the Club participant is the child or sibling of a staff member or volunteer or the situation falls under the rules outlined in the "Peer-to-Peer Interactions," located on page 7, and is promptly reported.

ADULT TO YOUTH INTERACTIONS

All staff, whether they supervise youth workers or not, will understand and adhere to the organization's policy governing one-on-one interactions. Staff will remember to treat youth workers as youth in and outside the Club environment. This includes making sure that adult staff will not:

- Carpool with youth workers for any reason
- Invite youth workers to after-work non-Club sponsored events
- Text, use social media or participate in online gaming with teens
- When text messaging is absolutely necessary, the conversation should have a minimum of two staff members included on the text
- Interact with youth workers one-on-one inside or outside of the Club

When James L. McKeown Boys & Girls Club of Woburn hosts events for workers, organization leadership will incorporate the needs of the youth workers into planning the activities to ensure those needs are met, both as youth and as employees.

For example:

- When hosting work-related social events such as celebrations, the Club should consider not hosting the event at a staff member's house but rather at the Club, a restaurant or other public location.

Supervisors and coordinators should remain cognizant of the fact that youth workers, despite being under the age of 18, must not violate the prohibition of one-on-one contact with Club members. Supervisors must ensure that assigned tasks adhere to this policy and do not inadvertently create a situation where minors are alone with another staff member. For example, a Youth Development Professional who has a minor employee assisting with their program area should make sure that there are at least three people present at all times to avoid being alone with the minor employee.

All meetings and communications will utilize either a team or group supervision approach. Team supervision involves two or more adults working together as a team to supervise and communicate with youth workers and is also utilized for digital communication with youth workers. This is specifically advised when a direct supervisor needs to talk confidentially with a youth worker. Group supervision is led by a facilitator in a group setting so youth workers can reflect on their work.

PEER TO PEER INTERACTIONS

James L. McKeown Boys & Girls Club of Woburn 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 have pre-existing 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.

Youth workers are expected to disclose any past personal relationships they may have with a child that is placed in their care to the Program Director or Volunteer Coordinator at the beginning of the placement. Minor employees should not interact with youth outside of their Club peer group outside of

the Club environment, unless the non-peer group youth are siblings or a pre-existing relationship has been disclosed to the supervisor or coordinator before work begins.

MANDATED REPORTING

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe environment for members, staff, and volunteers, including youth workers. Every staff member, volunteer, and youth worker who becomes aware of or has a 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 it to the appropriate authorities. In such cases where a youth worker does not feel comfortable seeking the assistance of adult staff in filing a 51a, the youth worker shall not be penalized for doing so on their own.

All adult staff and volunteers will be educated on the protocols and procedures for reporting before youth workers become involved. The organization will provide support mechanisms for youth workers to access once their report has been submitted to help limit any traumatic effects. Youth workers will receive such support on a timely basis.

The Club's Child Abuse Prevention policy defines procedures and advice for mandated reporting. All employees, including youth workers, participate in mandated reporter training annually.

INTERNAL REPORTING PROCEDURES FOR YOUTH WORKERS

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe environment for members, staff and volunteers, including youth workers. As part of this commitment, any minor employee, work-based learning participant or non-Club member teen volunteer who becomes aware of an incident, 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. Incident reports are filed in the Club's membership management software, which youth workers do not have access to. Therefore, they are required to seek the support of their supervisor or adult staff.

The following information shall be included in all incident reports:

- Date & location
- Incident details
- Witnesses & contact details
- Names of all involved (youth and staff)
- All notifications made (parents, supervisor, first responders if required)