

# POLICY MANUAL - OPERATIONS SECTION

**Policy No:** OP 309.0 Supervision and Facilities Policy

*Previously: OP.4.1.0014*

<b>Effective:</b> 10/01/2021	<b>Reviewed</b> 03/02/2023	<b>Revised:</b> 08/12/2021 09/10/2021 03/02/2023	<b>Related Procedures and Forms:</b> OP 301.0 Child Abuse Prevention Policy
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**POLICY:** Boys & Girls Clubs of Topeka (BGCT) is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight and sound (for restroom supervision) by an appropriate adult staff.

**GUIDELINES:**

To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization’s disciplinary policies and procedures.
- Must ensure that at least one adult member of staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained in appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, or other communication devices while supervising members unless for Club purposes, as defined in the Technology Acceptable Use Policy.

**RECOMMENDED RATIOS**

<b>TYPE</b>	<b>ADULTS</b>	<b>YOUTH</b>
Drop-In	1	25
Instructional/Program Operations	1	20
Group Clubs	1	15
Teams	1	15
Day Camp	1	10
Day Trips	1	8
Overnight	1 (with min. of 2 adults present)	6
Swimming	1 Lifeguard	25 swimmers

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Swimming	1 Spotter	10 swimmers
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## RESTROOM USAGE AND MONITORING

BGCT is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy. <sup>06</sup>

## ENTRANCE AND EXIT CONTROL

- All facility entries and exits shall be controlled and monitored during all hours of operation, along with a system to monitor and track everyone who is in the facility.
- All exit doors shall have an audible alarm to discourage unauthorized use of exiting or entering the facility.
- Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

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## FACILITY CONDITION

- All program spaces shall have clear lines of visibility and be monitored by staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.
- All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.
- Damages to facilities shall be repaired in a reasonable manner. Damage that poses imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

## FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.