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**BOYS & GIRLS CLUB
OF WESTERN LANE COUNTY**

CHILD SAFETY

SUPERVISION & FACILITIES POLICY

CATEGORY: Child Safety	APPROVED: December 18, 2024
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 13, 2024
CONTACT: BGCWLC CEO	NEXT REVIEW: November 7, 2024

Supervision & Facilities Policy

The Boys and Girls Club of Western Lane County (Club) is committed to providing a safe, clean environment. All Club activities and program spaces shall be under continuous supervision by sight or sound (for restroom supervision) by staff, volunteers, or board members and Club facilities should be clean and without hazards.

BGCA has vetted several insurance carriers. These carriers are designated as “preferred.” The Redwoods Group is our club carrier for all required liability insurance.

The Club shall maintain Comprehensive, General Liability and Sexual Misconduct insurance from a BGCA-reviewed carrier, each with a minimum policy limit of \$1 million per occurrence/\$3 million aggregate. The Club agrees that BGCA must be named as an additional insured with primary coverage under the general liability and sexual misconduct policy, and the certificate of insurance and declarations page must be filed with BGCA annually. The Club will have a third-party review the sufficiency of coverage amounts every two years to reflect their size, location, and range of services.

The Club will maintain comprehensive Directors & Officers Liability insurance coverage and Employment Practices Liability insurance coverage, each with a minimum policy limit of \$1 million.

Supervision

To ensure appropriate supervision, staff volunteers, and board members:

- Must follow the one-to-one policy.
- Must ensure that at least one staff is always present and maintain appropriate supervision ratios dependent upon location and activity.

Location	Adults	Youth
On-Site	1	15
Field Trips	1	8
Aquatics	1	6
Van	2	Any

- Must follow all Club policies and procedures.
- Must immediately notify Site Director, CEO, or Board Director and/or submit written reports detailing accidents or critical incidents.
- Must never use electronic devices such as cell phones or other communication devices while supervising Club members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

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 when possible and only be accessible by staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards or obstructions. All storage closets and other unused spaces are to be locked when possible, during operational hours.

Damages to facilities should be repaired in a reasonable & timely manner. Damages that pose imminent risk to the health and safety shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, the CEO will determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical should be reported to the appropriate authorities.

Access to Facilities

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 to enter or exit the facility.

Only designated staff shall possess keys to unlock facilities. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

Fire Extinguishers

All fire extinguishers should be clearly visible and accessible. Fire extinguishers should be inspected and tagged annually by the appropriate authorities.

AED/CPR/First Aid

AED's are located at the Elementary Site, Teen Center and in the Administration Office. All staff should be trained on the proper use. First aid kits are located at the Elementary Site, Teen Center, Administration Office, and Club van. At least one Club staff trained in CPR/First Aid must be present on-site during Club programming.

Food Preparation

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.

Club Restrooms

Restrooms shall be regularly monitored by staff. Monitoring can include walk-throughs or inspections. If needed, staff will be positioned near restrooms to maintain auditory supervision. Staff observing unacceptable restroom conditions or incidents shall notify their supervisor and document incidents as soon as possible in compliance with the Club's Incident Reporting Policy.

There will be either a designated adult restroom or procedures to ensure adults and Club members never utilize a restroom at the same time.

- Only one person may be in the restroom at a time.
 - Any person entering a bathroom should place the occupied sign on the outside of the door so no one else enters the space at that time.

Toilet paper, soap, and paper towels should be available in all restrooms.

Shared-Use Restrooms (Restroom Policy for Outings)

On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.

- Youth shall follow the "rule of three" in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Younger children and teens should not use the restroom at the same time.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is empty before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.