

GREAT FUTURES START HERE.



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

CHILD SAFETY

SUPERVISION & FACILITIES POLICY

CATEGORY: Child Safety	APPROVED: November 22, 2022
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 1, 2022
CONTACT: BGCWLC CEO	NEXT REVIEW: November 1, 2023

Supervision & Facilities Policy

The Boys and Girls Clubs 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. All Club facilities should be clean and without hazards.

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.

Restrooms

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

- Only one person may be in the restroom at a time.
- There will be either a designated adult restroom or procedures to ensure adults and Club members never utilize a restroom at the same time.
- When using restrooms at public facilities, a minimum of three youth will be escorted by a staff, who will wait outside the main entrance of the restroom.
- Toilet paper, soap, and paper towels should be available in all restrooms.

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 of Club members, staff, volunteers, or board members 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.

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.

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