

SUPERVISION AND FACILITIES POLICY

SUPERVISION

Boys and Girls Clubs of Acadiana is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). 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 staff is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues and/ or accidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RESTROOM USAGE

Restrooms shall be regularly monitored by designated staff at a schedule set by the Unit Director. Monitoring includes walk-throughs, inspections, and other best practices set by the Unit Director.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the organization's restroom usage policy.
- Intervene and notify Unit Director should inappropriate conduct be observed.
- Ensure restrooms are regularly cleaned and sanitized.
- Prohibit mixed age groups (children, teens, and adults) from sharing a restroom.
- Limit the number of restroom users to the amount of restroom stalls.

Staff observing unacceptable restroom conditions shall:

- Immediately notify Unit Director.
- Club leadership should complete a requisition to the Vice President of Operations or Safety/ Facilities Coordinator for any necessary repairs needed.
- Document in writing, restrooms conduct incidents and report them to the Unit Director as soon as possible.

**Each Club has unique aspects of this policy based on the structure of the building. Please consult with your Club Director on specifics. **

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All non-monitored exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.

Only designated adult staff 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.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult 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. Damages that pose 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 parish health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored in a locked drawer.