



**JAMES L. MCKEOWN
BOYS & GIRLS CLUB
OF WOBURN**

Supervision and Facilities Policy

Main Clubhouse

SUPERVISION

James L. McKeown Boys & Girls Club of Woburn 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 years old 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 (18 years old and over) is present when supervising members.
- Must always maintain proper supervision ratios. The maximum ratio in the Clubhouse is 1:20.
- Must be trained on 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. Incident reports regarding youth and teen members must be logged in MyClubHub.
- 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

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- The Clubhouse program has three single-use restrooms that are designated for adult use. Adults and minors never utilize a restroom at the same time.
- The Clubhouse maintains four multi-user restrooms with single stalls that can be secured from the inside and two multi-user locker rooms with single stalls that can be secured from the inside. Locker rooms are only to be used by members participating in aquatics activities and are locked at all other times.
- 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.

RESTROOM MONITORING

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:

- Members utilize the designated bathroom for the program space they are participating in. Members notified the staff in that program space that they are going to the bathroom and let the staff know when they return. Only one member will be sent from a program space at a time to use the bathroom.
- A limit of 4 members can utilize the bathroom at a time, unless utilizing a single-use bathroom which only 1 member can use at a time.
- Members participating in programming in the art, STEM, technology room, library and/or Teen Center must use the upstairs bathroom. Members participating in programming and activities in the gym, gamesroom, and/or cafeteria must use the gamesroom bathroom. Members participating in aquatics programming must use the locker rooms and/or single-use bathroom on the pool deck.
- Clubhouse Program Director and/or manager on the floor will regularly check each bathroom during building walk-throughs to ensure proper usage. Building walk-throughs will happen at a minimum of once per hour.
- Auditory and visual supervision of the gamesroom bathroom will be provided by gamesroom staff to ensure proper usage and capacity. Upstairs bathroom will be monitored during program transitions by Club program staff. During the initial afterschool hours, before structured programming, a youth staff is stationed outside of the upstairs bathroom to ensure capacity and proper usage.

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.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All members, staff, volunteers, and visitors use only one entrance & exit location, located in the main lobby. The lobby is the location of the front desk, where an adult staff member always monitors while the program is open to members.

This designated staff member ensures that all members sign into and out of the program using their membership cards. They also ensure that only screened and trained adults are allowed into the Clubhouse, and that allowed visitors are logged and identified properly.

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 the 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. Required city or county health department inspection certificates shall be posted if food is prepared and served on-site. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.



Supervision and Facilities Policy

After/Before the Bell at Shamrock School

SUPERVISION

James L. McKeown Boys & Girls Club of Woburn 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 years old 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 member (18 years old and over) is present when supervising members.
- Must always maintain no higher than a 1:15
- 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. Incident reports are logged in MyClubHub.
- 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

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- The Shamrock Elementary School has two single-use bathrooms for adults, located in the main hallway adjacent to the program space. Adults and minors do not share a restroom at any time.
- The Shamrock Elementary School has two multi-user restrooms with single stalls that can be secured from the inside that are used by the After the Bell program. These bathrooms are also located in the main hallway, adjacent to the program space. The doors to these restrooms are always propped open during program times.

RESTROOM MONITORING

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:

- Staff members always accompany children and supervise their walk to the restroom.
- A minimum of two children and one staff member walk together.
- No more than two students use each bathroom at once.
- A staff or volunteer auditorily supervises the restroom by standing outside the doorway and listening for any behavioral issues.

- The other students wait their turn in the hallway outside the restrooms.
- When all students have finished using the restroom, the staff supervises the walk back to the program area.
- Staff inspect restrooms during the program to ensure cleanliness and safety.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the 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.

ENTRANCE AND EXIT CONTROL

Shamrock Before and After the Bell programs take place inside the school building. All entrances to the school building are locked at all times.

Program staff members and volunteers monitor the entrance/exit door in the program space throughout the program. When caregivers arrive to drop off or dismiss their child from the program, staff members or volunteers identify the individual through the window before opening the door to dismiss the child or welcome the caregiver inside to wait for their child.

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 the 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 an imminent risk to the health and safety of members, staff, or volunteers shall be repaired immediately. If the immediate repair to damage that poses an 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. Required city or county health department inspection certificates shall be posted if food is prepared and served on-site. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.



Supervision and Facilities Policy

After the Bell at Altavesta School

SUPERVISION

James L. McKeown Boys & Girls Club of Woburn 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 years old 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 member (18 years old and over) is present when supervising members.
- Must always maintain no higher than a 1:15
- 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. Incident reports are logged in MyClubHub.
- 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

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- The Altavesta Elementary School has one single-use bathrooms for adults, located in a hallway adjacent to the program spaces. Adults and minors do not share a restroom at any time.
- The Altavesta Elementary School has two multi-user restrooms with single stalls that can be secured from the inside that are used by the After the Bell program. The doors to these restrooms are always propped open during program times. These restrooms are located in the farthest hallway from the program area.

RESTROOM MONITORING

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:

- Staff members always accompany children and supervise their walk to the restroom.
- A minimum of two children and one staff member walk together.
- No more than two students use each bathroom at once.
- A staff or volunteer auditorily supervises the restroom by standing outside the doorway and listening for any behavioral issues.

- The other students wait their turn in the hallway outside the restrooms.
- When all students have finished using the restroom, the staff supervises the walk back to the program area.
- Staff inspect restrooms during the program to ensure cleanliness and safety.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the 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.

ENTRANCE AND EXIT CONTROL

After the Bell at the Altavesta takes place inside the school building. All entrances to the school building are locked at all times.

Program staff members and volunteers monitor the school's main entrance throughout the duration of the program. When caregivers arrive dismiss their child from the program, staff members identify the individual through the window before opening the door to dismiss the child, or welcome the caregiver inside to wait for their child.

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 the 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 an imminent risk to the health and safety of members, staff, or volunteers shall be repaired immediately. If the immediate repair to damage that poses an 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. Required city or county health department inspection certificates shall be posted if food is prepared and served on-site. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.



Supervision and Facilities Policy

Before the Bell at Malcolm White School

SUPERVISION

James L. McKeown Boys & Girls Club of Woburn 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 years old and 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 member (18 years old and over) is present when supervising members.
- Must always maintain no higher than a 1:15
- 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. Incident reports are logged in MyClubHub.
- 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

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- The Malcolm White Elementary School has two single-use bathrooms adjacent to the program area that are designated for adult use. Adults and minors do not share a restroom at any time.
- The Malcolm White Elementary School has two multi-user restrooms with single stalls that can be secured from the inside. The doors to these restrooms are always propped open during program areas. These restrooms are located adjacent to the program area.

RESTROOM MONITORING

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:

- No more than one student is allowed to use the restroom at a time.
- A staff or volunteer auditorily supervises the child's visit to the restroom by standing in the program space doorway and ensuring they arrive at the restroom safely and then return to the program space safely.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the 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.

ENTRANCE AND EXIT CONTROL

Before the Bell at the Malcolm White School takes place inside the school building. All entrances to the school building are locked at all times.

Program staff members and volunteers monitor the entrance/exit door within the program space throughout the duration of the program. When caregivers arrive to drop off their child from the program, staff members identify the individual through the window before opening the door to welcome the child.

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 the 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 an imminent risk to the health and safety of members, staff, or volunteers shall be repaired immediately. If the immediate repair to damage that poses an 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. Required city or county health department inspection certificates shall be posted if food is prepared and served on-site. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.



**JAMES L. MCKEOWN
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OF WOBURN**

Supervision and Facilities Policy

Project Learn at Linscott

SUPERVISION

James L. McKeown Boys & Girls Club of Woburn 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 member of staff (18 and over) is present when supervising members.
- Must always maintain no higher than a 1:13 supervision ratio.
- 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. Incident reports regarding youth and teen members must be logged in MyClubHub and placed in the child's file.
- 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

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- The Linscott-Rumford Elementary School has one single-use bathroom adjacent to the program area that is designated for adult use on each floor. Adults and minors never utilize a restroom at the same time.
- The Linscott-Rumford Elementary School has two multi-user restrooms with single stalls that can be secured from the inside. These restrooms are located adjacent to the program area and located on each floor.

RESTROOM MONITORING

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:

- No more than 2 children use the bathroom stalls at a time.
- No more than 3 children are allowed in the bathrooms at a time.
- 1 child in each stall at a time.
- Auditory supervision takes place at the entrance of each bathroom (boys & girls) by a

staff member.

- Staff members may do a walk through in bathrooms if they suspect any unnecessary behaviors from children while using the bathroom.
- If the group is outdoors, 1 staff member may bring in a minimum of 2 children at a time to use the bathrooms.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the 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.

ENTRANCE AND EXIT CONTROL

Project Learn at the Linscott-Rumford Elementary School takes place inside the school building. All entrances to the school building are locked at all times.

Program staff members monitor the entrance/exit door within the program space throughout the duration of the program. When caregivers arrive to dismiss their child from the program, staff members identify the individual through the window before welcoming them inside to wait for their child.

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 the 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. Required city or county health department inspection certificates shall be posted if food is prepared and served on-site. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.



**JAMES L. MCKEOWN
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Supervision and Facilities Policy

Project Learn at Hurd Wyman

SUPERVISION

James L. McKeown Boys & Girls Club of Woburn 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 years old 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 member of staff (18 years old and over) is present when supervising members.
- Must always maintain no higher than a 1:13 supervision ratio.
- 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. Incident reports regarding youth and teen members must be logged in MyClubHub and placed in the child's file.
- 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

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- The Hurd Wyman Elementary School has two single-use restrooms in each of the school's main hallways designated for staff and adult use. Adults and minors never utilize a restroom at the same time.
- The Hurd Wyman Elementary School has two multi-user restrooms with single stalls that can be secured from the inside. These restrooms are located adjacent to the program area.

RESTROOM MONITORING

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:

- No more than 3 children are allowed in the bathrooms at a time.
- One child in each stall at a time.
- Auditory supervision takes place at the entrance of each bathroom (boys & girls) by a staff member.
- Staff members may do a walk through in bathrooms if they suspect any unnecessary behaviors from children while using the bathroom.

- If the group is outdoors, 1 staff member may bring a minimum of 2 children at a time inside to use the bathrooms.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the 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.

ENTRANCE AND EXIT CONTROL

Project Learn at the Hurd Wyman Elementary School takes place inside the school building. All entrances to the school building are locked at all times.

Program staff members monitor the entrance/exit door within the program space throughout the duration of the program. When caregivers arrive to dismiss their child from the program, staff members identify the individual through the window before welcoming them inside to wait for their child.

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 the 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. Required city or county health department inspection certificates shall be posted if food is prepared and served on-site. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.



**JAMES L. MCKEOWN
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Supervision and Facilities Policy

LEAP Childcare

SUPERVISION

James L. McKeown Boys & Girls Club of Woburn 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 years old 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 member of staff (18 years old and over) is present when supervising members.
- Must always maintain no higher than a 1:10 supervision ratio.
- 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. Incident reports regarding youth and teen members must be placed in the child's file.
- 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

James L. McKeown Boys & Girls Club of Woburn is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- LEAP Childcare has one single-use restroom in the program area's main hallway designated for staff and adult use. Adults and minors never utilize a restroom at the same time.
- LEAP Childcare has two classrooms, and each has their own single-use restroom for children.

RESTROOM MONITORING

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:

- One child is allowed in a restroom at a time.
- Auditory supervision from the entryway by a staff member is maintained when a child is occupying a restroom.
- Staff and one child occupy the bathroom when diapering occurs. The door remains slightly ajar during this process.
- If the group is outdoors, 1 staff member may bring up to 4 children at a time inside to use

the bathrooms.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the 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.

ENTRANCE AND EXIT CONTROL

The main entrance to LEAP Childcare, located in the rear of the James L. McKeown Boys & Girls Club Main Clubhouse facility, is always locked. Similarly, the entrance to the childcare center from within the Clubhouse facility (gamesroom hallway) is always locked.

Program staff members monitor the entrance/exit door within the program space throughout the duration of the program. When caregivers arrive to drop off or pick up students, staff members identify the individual through the window before welcoming them inside to wait for their child.

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 the 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. Required city or county health department inspection certificates shall be posted if food is prepared and served on-site. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.