



**BOYS & GIRLS CLUB**  
OF LAKE TAHOE

## **Restroom Safety Policy**

**File name: 2024.1\_Policy\_Restroom Safety Policy**

### **Policy Statement**

It is important that all employees, volunteers, and youth members experience a safe, clean, and welcoming environment. Staff should never use the youth member restrooms. All employees and volunteers are provided a designated staff-only restroom for bathroom and changing use. If working at an offsite location, staff should use the restroom or a locker room only when no youth are present. If a staff person or member of the public needs to use a public restroom or locker room area, the staff member must ask fellow staff members to assist in temporarily closing it off from youth members.

When a Club member needs to use the restroom on site, they must obtain permission from a staff member to proceed. Only one youth member may use a restroom at a given time and no other member or adult may be present. Restrooms may be monitored from the outside by an adult staff member. If a staff member is unavailable, surveillance cameras are located outside the restroom to monitor those coming in and out of the restroom. No surveillance cameras or electronic devices are permitted in restrooms or changing areas.

If a staff member needs to enter the restroom or changing area to check for damage or misuse, they must confirm no members are inside and temporarily close the whole area off to youth members while the problem is addressed.

If a child is sick or injured in the restroom or changing area, the attending staff member must attend to the child with a colleague, preferably a member of the administration team. The restroom must be cleared of all other children before entering.

As needed, youth members may use off site restrooms and changing facilities. Staff should wait outside these areas for auditory surveillance and to keep track of the number of youth members going in and out. A minimum of three youth at a time is encouraged and youth members should be taught by the Club to report any inappropriate behavior among Club members or others with a Club staff member.

### **Reason for Policy**

The Club is committed to providing a safe, clean, and welcoming environment for all employees, volunteers, and youth members. This restroom policy adheres to national Boys & Girls Clubs of America policies related to supervision and facilities safety, restroom and locker room safety, and one-on-one interactions.



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## **Who Should Read This Policy**

All Club employees, volunteers, members and their families, and Board of Directors

## **Resources**

“Aquatic Safety Plan” - Boys & Girls Club of Lake Tahoe

<https://bgclt.org/club-safety/>

“Locker Room: Sample Template” - BGCA

[https://www.bgca.net/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=Locker\\_Room-Sample\\_Template.pdf&fileguid=549e8ae6-9581-4c76-b0a8-69642f73c423](https://www.bgca.net/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=Locker_Room-Sample_Template.pdf&fileguid=549e8ae6-9581-4c76-b0a8-69642f73c423)

“Prohibition of Private One-on-One Interactions” - BGCA

<https://www.bgca.net/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=Prohibition%2bof%2bOne%2bOn%2bOne%2bPolicy%2bTemplate%2bPDF.pdf&fileguid=954f16c1-5234-4a9c-84c1-2d47a2530650>

“Supervision and Facilities Policy” - BGCA

<https://www.bgca.net/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=Supervision%2b%2bFacilities%2bPolicy%2bTemplate%2bPDF.pdf&fileguid=ea6f2bf2-583e-4486-82a8-33bf8c5c038c>

## **Definitions**

A “changing area” refers to any designated changing area at a Club site, school, or offsite location.

“Locker rooms” refer to any designated changing areas in an offsite location. No locker rooms are located at the Club’s main site or school sites.

“Preferred gender restroom” is the restroom a person wishes to use based on their preferred gender identity.

## **The Policy**

It is important that all employees, volunteers, and youth members experience a safe, clean, and welcoming environment. This policy is intended to outline protocols and procedures for restroom, changing area, and locker room monitoring as well as usage.

### ***Staff-Only Restrooms***

Staff should never use the youth member restrooms. All employees and volunteers are provided a designated staff-only restroom for bathroom and changing use. If working at an offsite location, staff should use the restroom or a locker room only when no youth are present. Staff are encouraged to change clothes and use the bathroom at the Club’s



designated staff-only restroom before departure. If a staff person or member of the public needs to use a public restroom or locker room area, the staff member must ask fellow staff members to assist in temporarily closing it off from youth members.

### ***Club Member Restrooms***

When a Club member needs to use the restroom on site, they must obtain permission from a staff member to proceed. The staff member must radio all staff that a Club member will be using the restroom. If it is at a Club school site, the Club member will go to the front desk staff to obtain a restroom pass. At the main site, the Angel of Tahoe building, the member may obtain staff permission and go directly to the restroom. Only one youth member may use a restroom at a given time and no other member or adult may be present.

Restrooms may be monitored from the outside by an adult staff member. If a staff member is unavailable, surveillance cameras are located outside the restroom to monitor those coming in and out of the restroom. No surveillance cameras or electronic devices (e.g. cell phones, tablets, or laptops) are permitted in restrooms or changing areas if youth may be present.

If a staff member needs to enter the restroom or changing area to check for damage or misuse, they must confirm no members are inside and temporarily close the whole area off to youth members while the problem is addressed. If no youth are present, a staff member may use an electronic device to record or photograph any damage or misuse.

If a child is sick or injured in the restroom or changing area, the attending staff member must attend to the child with a colleague, preferably a member of the administration team. The restroom must be cleared of all other children before entering.

### ***Offsite Restrooms and Changing Areas***

Whenever possible, youth members will change clothes at the Club site before or after aquatic activities. As needed, youth members may use off site restrooms and changing facilities. Staff should wait outside these areas for auditory surveillance and to keep track of the number of youth members going in and out. A minimum of three youth at a time is encouraged and youth members should be taught by the Club to report any inappropriate behavior among Club members or others with a Club staff member.

When offsite, staff should only use the restroom or changing area when no Club members are present. A staff member or volunteer should ask a fellow staff member to assist in preventing youth members from entering the area when in use by an adult.



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***Preferred Restrooms***

As appropriate, all possible accommodations will be made so that youth members have access to an all gender or preferred gender restroom.

***Restroom Safety Training***

All staff are trained and versed in these supervision protocols and procedures at their initial orientation and in ongoing training sessions. As with all Club interactions, one-on-one interactions with a staff member and a child are prohibited and proper supervision ratios must always be maintained. Any issue, accident, or critical incident that occurs must be documented and reported to Club leadership immediately.