RESTROOM USAGE POLICY & PROCEDURES

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Policy

The Boys & Girls Clubs of Chaves and Lincoln Counties is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

Restrooms located at Boys & Girls Clubs of Chaves and Lincoln Counties facilities have been designated for members and staff. There are separate restrooms for male members, female members, and adults. The Club does not maintain restrooms for use by the public. However, parents and/or guests may use the adult restroom, if allowed by Club leadership and are escorted to/from the restroom by a staff member. At no time shall a family member be allowed to use the member restrooms.

Procedure

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or cleaning set by Club leadership.

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 atthe same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct beobserved
- Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall

- Immediately notify Club leadership.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Occasionally members and staff may be outside the Club facilities where public restrooms are located.

- In those instances, additional care is needed, and staff shall
- Check restrooms to assure they are unoccupied prior to a member entering.
- If it is not practical to ask the public to wait until a member is finished, the staff member should keep the door propped open and maintain a position near the door so as they can listen to the activity in the restroom.
- Staff and members shall not use the restroom at the same time.