

# SUPERVISION POLICY & PROCEDURES

## Supervision Policies and Procedures

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### **Policy**

Boys & Girls Clubs of Chaves & Lincoln Counties is committed to providing a safe environment. As such, all Club activities shall always be under continuous supervision by an appropriate adult.

Club activities should be under continuous supervision by an appropriate adult and should maintain reasonable ratios when supervising youth. The ratio should be based on an organization's experience, common practices in the community, and/or standards set by Club leadership.

### **Procedure**

Staff shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.

Staff shall:

- Abide by the Organization's one-on-one contact policy.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Always maintain proper ratios.
- Be trained on appropriate supervision tactics and behavior patterns.
- Ensure all youth volunteers are supervised by an adult staff member.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

At the Roswell Garden Club, the maximum staff to youth ratio shall be 1:20. At the Ponderosa Club, the maximum staff to youth ratio shall be 1:15. Field trips and other outing outside of the Club will have lower ratios designated for the specific activity.

Approved 9/16/2024