SUPERVISION POLICY & 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.

All Club activities shall have continuous, active adult supervision: physical presence, direct observation and guidance, appropriate positioning, scanning and listening, and prompt intervention. Children must never be left unattended. Required New Mexico licensing ratios and group sizes apply at all times, including transitions, transportation, field trips, and outdoor activities. Cameras do not replace active supervision.

For licensing purposes, a child is attended only when an employee is physically present, supervising, and actively engaging the children in care. Merely being within eyesight or hearing of children does not satisfy this requirement. Employees must remain onsite, available, and responsive to children during all hours of operation.

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.
- Complete headcounts or name-to-face checks during arrivals, departures, transitions, vehicle movements, and off-site activities. Immediately report any lost, missing, or unattended child as required by Club procedures and New Mexico licensing.
- During outdoor activities, employees will inspect the activity area and equipment, maintain active supervision, provide shade when necessary, implement authorized sunscreen and protective-clothing measures, limit exposure when conditions require it, and ensure cool drinking water is available. Children must be constantly supervised while swimming, wading, or in or near a water hazard. Employees will follow the Swim and Field Trip Policy, written-permission requirements, applicable water-safety ratios, assigned supervision zones, and all site-specific emergency procedures.

The maximum staff to youth ratio shall be 1:15. Field trips and other outings outside of the Club will have lower ratios designated for the specific activity.