

Boys & Girls Clubs of Chaves & Lincoln Counties

# Field Trip Safety Policy

Swimming Pool Safety

## Field Trips and Off-Site Activities

The Boys & Girls Clubs of Chaves & Lincoln Counties (BGCCLC) will schedule field trips for BGCCLC youth. The activities will be scheduled, and parents will be informed in enough time to fill out and sign permissions slips. There is a 1:10 staff to youth ratio during all field trips. All Youth Development Staff members are required to fully participate during the activities, unless given prior approval by a Program Director. Prior to leaving BGCCLC site locations for any off-site activity, the following procedures must be followed:

### Going on a Field Trip or Off-Site Activity

- All youth will be dropped off and picked up at the Club to verify proper attendance.
- Call parents or guardians of youth that have not yet arrived at least one hour before leaving for an off-site activity. (If the entire Club will be leaving)
  - Tell parents you are calling to check if their youth will be attending that day because the entire site is preparing to leave for an off-site activity at \_\_\_\_\_ time.
- Discuss all rules for Field Trip or Off-Site Activities with youth. If you are unsure, ask the Program Director or Sr. YDP.
- The Youth Development Staff must ensure that each youth has a wristband on to designate they are with the Club.
- Ensure all youth have gone to the bathroom, and have the necessary items (socks, swimsuits, towel, sunscreen/bug spray, etc.). Leave all unnecessary items behind.
- Program Director or Sr. YDP will grab Activity Backpack.
- Have all youth line up to leave for the activity. Mark all youth off on an attendance sheet.
- Have one Youth Development Staff member stand at the vehicle door and count as each youth board. **DO NOT COUNT YOUTH WHO HAVE NOT YET BOARDED.**
- The number of youths in the vehicle should match the number from your sign-in sheet prior to leaving and **MAKE SURE THEY MATCH.** The van does not leave unless numbers match.
- Youth are to be always seated while on the vehicle with seatbelts on.
- Youth Development Staff should spread out in the vehicle to supervise appropriately. When possible, Youth Development Staff should sit in seat by themselves. Be vigilant in watching for inappropriate behaviors.

### Leaving from a Field Trip or Off-Site Activity

- Prior to leaving any activity location, follow the same procedures as leaving for an activity (see above).
- Upon returning to the site, take attendance immediately. This includes roll call and counting the youth.

### Youth Development Staff Expectations for Field Trips and Off-Site Activities

- ALL YOUTH DEVELOPMENT STAFF ARE REQUIRED TO PARTICIPATE IN THE ACTIVITIES.
- Youth Development Staff members **MUST** take the following items in the Activity Backpack to any Off- Site Activities:
  - Emergency Numbers
  - Child Binder with Youth Information Sheets
  - Child Sign-In Sheet
  - Swim Binder (if going to pool)
  - Extra wristbands
  - First Aid Kit
  - Sunscreen/Bug spray (if activity is outside)

- Injury and Behavior/Separation Forms
- Pick-up and Drop-off Forms
- Member's Medications which need to be dispensed during off-site activity times.
- Youth Development Staff will encourage youth to participate in the activities, and report to the Program Director of any behaviors or issues that occur.

### Prior to scheduling a swimming field trip

- If the facility has not been used in the past, the Program Director will tour the facility prior to use for evaluation and familiarization with the facility and facility staff.
  - Are the facilities activities age and skill-level appropriate?
  - Is the deep end clearly marked with a float rope or other demarcation?
  - Are there certified lifeguards at the facility and enough to effectively guard all activities and areas of the water?
  - What are the facilities safety-response mechanisms?
  - Does the facility have the proper equipment needed in the event of an emergency (First aid station, AED, rescue tubes, etc?)
- Any youth participating in any swimming activity must be able to swim without floaties. If the youth is unable to swim, they will not be allowed to go.
- If it is discovered that a youth is not able to swim while at the swimming pool, the youth will sit on the side of the swimming pool with staff and will not be allowed to go back to the swimming pool for the rest of that year.

### Swimming at the Pool

- Follow "Going to a Field Trip or Off-Site Activity" procedures
- All youth must have an individual swim pass, punch card, or money for admittance (no additional money allowed).
- Make sure youth have all the items they need for swimming, including towels.
- Everyone must change into a swimming suit before leaving the site, youth will change in limited groups, monitored by staff from outside the bathroom.
- Youth Development Staff must apply or help apply sunscreen to each youth and ensure they have the proper wristband.
- All Youth Development Staff must be prepared to swim. Half of the staff need to always be in the pool.
- The BGCCCLC sites will determine a meeting area for the site. All Youth Development Staff and youth should report to this area during any pool/lifeguard break. One Youth Development Staff member should stay close to the designated area with the cell phone in case a youth needs assistance.
- All areas of the pool must be always supervised, including locker rooms.
- Youth Development Staff are assigned areas for monitoring youth in the pool:
  - borders of deep end
  - shallow area
  - wading pool
  - locker rooms
- No youth is to leave the pool area until BGCCCLC announces the time to leave.
- Youth Development Staff lead youth to designated attendance area. Do not assume there is a Youth Development Staff member waiting. Do not depend on other sites to watch your youth unless an arrangement has been made.