



## **Member, Staff, & Site Supervision & Ratios Policy**

***Authorization Date: November 18, 2020***

***Board Approved Updates: November 14, 2023***

### **Policy Statement**

Boys & Girls Clubs of Greater Kalamazoo has established a policy regarding appropriate supervision of members, staff, and sites. Club activities should be under continuous supervision by an appropriate adult (18 or older) and should maintain a ratio in any program area that is to never exceed a 1-staff to 20-member ratio. This ratio is aligned with the Boys & Girls Clubs of America's Commitment to Safety.

### **Supervision Guidelines and Preventative Measures**

#### **Member Supervision**

- Must have enough staff on payroll/schedules to staff units.
- Must always maintain proper supervision ratios. Unit Managers are responsible for ensuring there are enough Youth Development Professionals prior to opening for the day in order to keep program areas within 1:20 adult staff to member ratio. If a unit is short staffed, member capacity must be limited to remain within the 1:20 adult staff to member ratio. (See below for Staff-to-Member Ratio Staffing Procedure).
- Staff must not use electronic devices such as cell phones, or other communication devices while supervising members unless it is part of approved programming.
- Must abide by the prohibition of private one-on-one interaction policy. At no time during Club time should a staff/volunteer be alone with a single child where they cannot be observed and/or interrupted by others.
- All staff must be trained on appropriate supervision and behavior management tactics, guidelines, and ratios.
- Use of bathrooms located in program space will be limited to youth only. Staff will ensure that staff/volunteers and other guests are directed to alternative facilities while children are in these bathrooms.
- Youth must always be supervised in any Club space or hallway. All youth should use hallway/bathroom pass when leaving group activity.
- All spaces must have clear lines of visibility and be monitored by adult staff when in use.
- All doors to rooms, storage closets and other unused spaces must be locked when youth are in the facility. Doors may be propped open in spaces that are in use and properly supervised by adult staff.
- All interior and exterior spaces, hallways, stairs and stairways must be monitored, maintained, well-lit, clean and free of hazards and obstructions.
- Must immediately notify Club leadership and submit written reports detailing supervision issues, accidents and all incidents (including critical and non-critical).

#### **Proper Staff-to-Member Ratio Guidelines**

Club activities should be under continuous adult supervision with an appropriate ratio of adult staff to members.

- Instructional: 1 adult to 20 youth
- Drop-in: 1 adult to 20 youth
- Group Clubs: 1 adult to 15 youth
- Teams: 1 adult to 15 youth
- Day camp: 1 adult to 10 youth
- Day trips: 1 adult to 8 youth
- Overnight: 1 adult to 6 youth (minimum of 2 adults present)
- Swimming: 1 lifeguard to 20 swimmers / 1 spotter to 10 swimmers
- High-Quality Programming
  - K-2 grade: 1 adult to 12 youth
  - 3-4 grade: 1 adult to 15 youth
  - 5-6 grade: 1 adult to 15 youth
  - Teens: 1 adult to 20 youth

### **Staff-to-Member Ratio Staffing Procedure**

- If a Unit is short-staffed, the Unit Manager will contact other Unit Managers as soon as possible to see if any staff support is available prior to opening.
- If additional Youth Development staff is not available to work, the Unit Manager must reach out to Area Director and/or Training Manager to seek assistance in an area or age group for the day. If necessary, contact Program Manager to see if any Program Staff is available to assist.
- In the case that there is not enough staff, Unit Manager will limit member capacity to remain in the 1:20 member to staff ratio and will communicate to Club families, school principal and school office staff that we are limiting capacity for the day by 12:00 p.m. at the latest.
  - If Unit is at the maximum capacity and members still arrive, they must wait to sign in until capacity opens up. At this point, members that leave the unit will not regain immediate entry and must wait to sign back in as if they are entering the Club for the first time that day.

### **Transitions Procedure**

- Transitions are times in the program day youth spend moving between activities in a program area or space, and from one physical space to another.
- Transition strategies are:
  1. Stay on schedule
    - It is important to stick to the schedule, even if programming ends early. Have time fillers ready.
  2. Give a warning
    - Staff announce three to five minutes beforehand that a transition will be happening.
  3. Attention and adjust energy
    - Use attention getters.
    - Have members clean up and prepare for the transition.
    - Assess member energy levels.
    - Do a quick calm down activity or energizer.
  4. Expectations
    - Set expectations: What should the line look like?
  5. Supervision
    - Have all materials you need in the next program space ready to bring with you.
    - Ensure all members are out of the room (do a head count) and that the door is closed and locked behind you.
    - A staff member will lead the line and have members stop at checkpoints if your next location is out of eyesight. If there are additional staff or teen staff

available, have them walk at the end to motivate stragglers and assist members who may need support.

- Before entering your next program area wait for all members to be ready to enter and provide clear instructions for what you would like them to do upon entering the space.
- Refer to BGCA's Program Basics Transitions Playbook for tips and tools (can be found on SharePoint or on bgca.net).

### **Site Condition & Supervision**

- Damage to facilities must be repaired in a reasonable manner, if possible. If cannot be repaired by Unit Manager, a facilities work order must be placed.
  - Damage that poses imminent risk to the health and safety of members, staff or volunteers must be repaired immediately. If immediate repair is not possible, Club leadership shall determine whether temporary or permanent closure of the Unit may be required.
  - Any damage to a facility that results in an incident deemed critical shall be reported to Club leadership as a critical incident.
- Entrance & Exit Control
  - All Unit entries and exits must be controlled and monitored by adult staff during all hours of operation.
    - All members must be signed in and out of MyClubHub. Members must inform staff if leaving the Unit.
    - All volunteers must sign in and out on volunteer/visitor sign in sheet. Volunteers must wear an orange volunteer shirt and/or a volunteer lanyard.
    - All visitors must sign in and out on volunteer/visitor sign in sheet. Visitors must wear a visitor's badge.
    - All hourly Unit staff must clock in and out on the payroll system. Visiting staff must wear staff ID badge.
  - All exit doors and windows must always remain locked and should be monitored by staff and/or have an audible alarm to discourage unauthorized use of exiting or entering.
  - Only adult staff can allow entrance to outside persons. Youth members must not ever open doors for anyone to enter or exit.
  - Only designated adult staff are authorized to possess keys and/or fobs.
  - When a staff is supervising a program or activity, they are responsible for the security of the space, including keeping track of all members entering and exiting the space.
- Food & Drink
  - Any distribution, preparation, or consumption of food and/or drink at any Unit shall comply with all applicable food services, sanitation, and public health codes.
  - In facilities where there is no kitchen, food served must be precooked and only require heating. Food safe preparation gloves must be worn.
  - Any dangerous kitchen utensils, including knives, must be properly and securely stored to ensure members do not have access.

### **Staff & Site Supervision (Unit Manager Responsibilities)**

- Unit Managers must do periodic checks on staff and site spaces during hours of operation when youth are in the facility to ensure that:
  - Staff to member ratios are correct.
  - Members are supervised.
  - Interior doors are locked when spaces are not in use.
  - There are no safety concerns or violations inside the building and outdoor spaces.
  - Exterior doors and windows are secured.