



## Facilities and Restrooms

The BGCW and BGCWD adhere to the following practices and procedures:

- Prohibits mixed age groups (children, teens and adults) from sharing a restroom.
- Provides separate restrooms for youth and adults.
- Permits only one youth or adult to use the restroom at a time.
- If permitting more than one at a time, limit the number of restroom users at one time.
- Issues restroom passes or keys.
- Have individuals use the restroom consistent with their gender identity.
- Make gender neutral single stall restrooms available.
- Clearly displays codes of conduct for the restrooms. Orient all youth to codes of conduct, enforce all codes of conduct, and report violations to Club leadership. (Samples available at [bgca.net/safety](http://bgca.net/safety).)
- Prohibit audio or visual recording devices, including cellphones, in the restrooms.
- Position staff near restroom entrances for supervision
- Secure restrooms when not in use, and conduct sweeps to ensure no youth is left in restrooms before closing and in-between use
- Has designed restrooms to minimize exterior doors while maintaining privacy.
- Implement a regular restroom inspection and monitoring schedule.
- Keep facilities in good repair and ensure stalls lock properly.
- Clean and sanitize restrooms regularly.
- Implement a system for reporting restroom conditions and maintenance needs.
- Cleans and sanitize locker rooms and restrooms regularly.

Any video cameras used to surveil Club spaces, are placed on the outside entrance of restrooms so there is a clear view of who enters and exits. Cameras and other video recording devices are not used inside restrooms or other areas where youth and/or adults may disrobe.

### Shared-Use Restrooms

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance. Whenever possible, we will follow 3 + ME to ensure that no staff is ever alone with a youth.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising members’ use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.