

Boys & Girls Clubs of Portland Metro (“BGCP”)

Member Restroom Use Policy

Revision date: 1.8.2020

All Club/School sites will implement the following restroom use policy:

1. Only one restroom pass, per Staff, who has a radio.
2. Members may only use the restroom by receiving a restroom pass from Staff.
3. Only one Member per stall, Members must stay in their own stall, for utilization.
4. Staff will radio to all other Staff the name of the Member approved to use the restroom. Trying to maintain one Member in the restroom at a time.
5. If there is another member needing to using the restroom, at the same time as another member, try to have the second member wait until the first members is completed with restroom break. Otherwise, radio Staff and send member following the same practice as above.
6. If a Member has been in the restroom for five (5) minutes or more, have Staff available check on that Member.
7. Members must return the restroom pass to Staff, who gave the pass to the Member.
8. Teens must use a designated “Teen Restroom”, still obtaining and using a restroom pass, and shall not use a designated “Youth Restroom”.

Exception to Policy at Regence and Wattles Clubs for Teen Restroom Use:

At Regence Club – At Staff’s direction, Teens will use youth restroom, and prior to use Staff will ensure no other person is in the restroom. Same policy, as described in each step above, will be followed.

At Wattles Club – At Staff’s direction, Teens will use the designated adult/Staff restroom. Same policy, as described in each step above, will be followed.

Emergency Restroom Use:

If there is an emergency, when a Member must immediately use the restroom while another Member is in said restroom, have the Member escorted to the restroom and Staff will wait there at restroom entrance until Member is done.

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Transition/Club Meeting Restroom Use:

No Members will be allowed to use the restroom at transition period or during club meetings. If, there is an emergency, following the “Emergency Restroom Use” practice stated above.

Restroom Inspections:

Staff will knock on the door and conduct a verbal check for anyone in the restroom regularly; throughout the day, on a daily basis. If there is a need to enter the restroom, follow next steps.

Staff Entering Restroom Protocol:

When Staff need to enter a youth restroom, the following steps will be used:

1. Same gender must be used for the gender restroom (example: female Staff enter female restroom); **AND**
2. Call into the restroom or verify that the restroom is not in use and is free of Members; **AND**
3. Staff may enter the restroom alone with the entrance supervised so youth do not enter; **OR (use the following option)**
4. Staff may enter the restroom with the “rule of three” to inspect or resolve a matter.

Member Restroom Expectations

Respect Yourself

Get a pass
Wash your hands
Walk to/from the restroom

Respect Others

Stay in your own stall
Give people privacy
Wait your turn
Use quiet voices

Respect the Club

Flush the toilet/urinal
Put trash in the garbage can
Keep water in the sink

Tell Staff about any unsafe behavior!!!