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BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

POL001-3 Restroom Policy and Guidance

The Boys & Girls Clubs of Mid Central Coast (BGC MCC) is committed to providing a safe environment for our members, staff, volunteers and visitors. Below is the approved policy and guidance for all Club site restrooms and will be adhered to by all BGC MCC staff, volunteers, visitors and members.

- Adults, teens and children shall not use a restroom at the same time. This policy of separation by age group is strictly enforced.
- The number of teens and/or children in a restroom at any one time must be limited to the number of stalls available.
- One-on-one child interactions are prohibited in multi-stall restrooms, members will use multi-stall restrooms one at a time, or in groups of 3 or more.

Staff and volunteers shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, adults shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members. See details below.
- Abide by all staff Codes of Conduct.
- Enforce the Organizations' Code of Conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed. An Incident Report shall be completed as soon as possible.
- Ensure restrooms are regularly cleaned and sanitized. Staff observing unacceptable restroom conditions shall immediately notify Club leadership. The conditions shall be rectified as soon as possible.
- Routinely visually inspect the area for repairs or maintenance needs. If conditions warrant, the Club Director or other appropriate leadership shall be notified as soon as possible. The Club Director shall take appropriate action to rectify the situation. If necessary, this shall include limiting or supervising use of a restroom stall until repairs can be completed.

All Club sites will adhere to the Restroom Policy by implementing the following plan when adult designated restrooms are not available:

- The outer restroom doors will be closed when an adult is using the restroom where there are multiple stalls in the facility. The restroom shall be locked when in use for single stall restrooms.

- For multiple stall restrooms, adults needing to use restrooms will verify the restroom is not in use by any Club member. They will close the outer door to the restroom, indicating it is in use by an adult.
- When the outer door is closed, members will not enter the restroom until the door is open.
- Single stall restrooms will be locked when in use.
- Only one person is allowed at a time for each stall or single use restroom.

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, 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 member 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.

Reviewed and Approved:

Date: 02 / 19 / 2026

BY:



Chief Executive Officer

Debbie Perrault

Board Chair