



BGCB Summer/Field Trip Aquatics Safety Plan

Boys & Girls Clubs of Bellevue does not own or operate aquatic facilities, but programs may conduct field trips at aquatic venues such as local pools, beaches, or parks at various times throughout the year.

Club programs are required to abide by the following policies and procedures when attending an off-site aquatic venue:

- Comply with applicable state and local codes (WAC requirements), as well as required safety procedures, rules/expectations provided by venues.
- Only visit pools, beaches, parks where certified lifeguards are on duty if youth intend to swim.
 - Staff/youth may not enter the water until lifeguards are in place and actively supervising.
- All youth must complete and pass a swim test conducted by a certified lifeguard on site in order to swim beyond the shallow area/shore. Any child that does not take or pass the deep end swim test will be restricted from deep water, but may still gain access to the shallow end.
 - Swim tests will be required for every field trip. It is not “one and done” for the summer.
 - BGCB will allow youth age 9 and up to complete a swim test and swim in the deep end. Youth younger than the age limit will be limited to swimming in the shallow end.
 - Families are required to provide life jackets for their youth if they are not confident in their swimming abilities, unless visiting a location where loaner life jackets are available to your group. Staff need to call ahead to venues and verify availability prior to their field trip.

**See list of life jacket loaner program locations.

- The use of “wave pools” are prohibited for all age groups regardless of swimming capabilities.

Mark, Swim, Protect-

Upon completion of the swim test, swimmers must be given identification indicating their swim levels.

Example: Using reusable rubber wrist bands or washable colored pennies

- Green bands will be given to those who have passed the swim test
- Yellow bands are given to swimmers who can stay in shallow water, but may not cross the rope
- Red bands are for non-swimmers

Staff Procedures:

- Comply with the required staff to child ratios for the venue, and the required BGCB staff to child ratios. If a venue requires a ratio lower than your regular program ratio (1:20) please arrange additional staff in advance of your field trip.

- For swimming in a pool, use a staff-to-youth ratio of no more than 1:15. A certified lifeguard should be on-site in addition to the supervising staff. With a certified lifeguard and more than one supervising staff member, there may be up to 25 youth in the pool. If swimming in a natural body of water, the number of supervising staff should be increased, and youth should only swim in designated areas.
- All staff are expected to support swimming field trips. If staff are not comfortable with being in the water they should communicate this with their supervisor in advance and should be assigned alternative supporting duties- actively supervising from the shore, playground, or monitoring bathrooms, etc. Staff should rotate duties to prevent swimming fatigue.
- At least one staff is required to be in the water with youth (observe staff to youth ratios) at all times. Staff should be evenly placed at all vantage points for active supervision while youth are in the water:
 - The shore/dock/pool deck
 - In the water
 - Bathroom area
 - Playgrounds or alternative activities for non-swimmers when applicable.
- Staff must not solely rely on lifeguards for supervision, and must be actively supervising at all times.
 - Moving around and scanning the swimming the area
 - Conducting head counts
 - Monitoring youth for signs of fatigue
 - Holding youth accountable to venue safety policies and lifeguard rules
 - Examples: No running, rough housing, following lifeguard instructions, etc.
- Staff must display physical boundaries with youth:
 - No carrying youth on their back
 - No heavy splashing
 - No launching/throwing/lifting youth in the water
- When youth are wading in the water, staff must form a “human rope” to create a physical boundary for how deep they are allowed to wade.
 - Staff in the water at the permitted depth, facing the beach/shore, with youth in the water no deeper than their ankles.

Safety Best Practices

- Prior to visiting an aquatic venue, club leaders should conduct a pre-trip consultation with the location to plan ahead for the following:
 - Staffing ratios
 - Facility requirements
 - Emergency procedures
 - Group management and active supervision logistics
 - Parking (particularly for clubs utilizing school buses)
- Set boundaries of the facility with youth prior to arriving.
- Call ahead to local beaches to let them know you’re bringing a day camp, so they can try to adjust their lifeguard ratios, if possible.



- Verify ahead of time that local beaches have not been closed due to toxic algae blooms in the water.
- Clubs will not utilize locker rooms on site at a swimming venue to prevent youth from mixing with the public while changing clothes, showering, etc.
 - Youth should arrive at the club with their bathing suit already on; or change at the club prior to leaving.
 - Youth should change out of their bathing suits after arriving back at the club.
- Clubs should utilize the following bathroom policy off site:
 - Abide by club-specific bathroom policy. One youth in the bathroom at a time or use single stall bathrooms when available.
 - Follow the “Rule of 3”, so that staff are never alone/one on one with a youth.
 - Staff are not permitted to be in the bathroom with youth. Staff may not help youth use the bathroom, help with accidents, change their clothes, etc.
 - Staff must be in auditory or visual range when children are in the bathroom.
 - Be aware of entrances and exits, and have staff placed at both locations if there is more than one way to get in/out.
 - Make sure the bathroom is free of dangerous/hazardous materials.
 - Staff should conduct a walk through of the bathroom to be aware of other people from the public already in the bathroom. Use your best judgement of the situation; if possible politely ask people to wait outside while your youth are in the bathroom and/or wait for youth to enter the bathroom until people from the public have left.
 - If bathrooms are particularly busy try to utilize a bathroom on a different floor/area away from crowds.
 - Conduct member counts every 15 minutes:
 - Check for signs of swimming fatigue-
 - Slowing down
 - Difficulty breathing
 - Mood changes
 - Increased need for rest or breaks
 - Muscle cramps, or expressing muscle soreness
 - Check for signs of heat exhaustion-
 - Dizziness
 - Headache
 - Muscle cramps
 - Excessive thirst
 - Weakness
 - Nausea/Vomiting
 - Clammy skin
 - Check for dehydration, and pull kids out for water breaks every 30-45 minutes.

- Reapply sunscreen every 2 hours.

Life Jacket Loaner Programs for Kids

- Find a location near you, and your family can borrow a life jacket for the day or weekend
- You will provide staff with basic information to borrow life jacket: name, address, phone number, driver's license number, and anticipated return date.
- When finished, return the jacket. In the event you forget where to return it, the jacket has an attached return tag
- A staff member will log your information and distribute the appropriate- sized life jacket

Locations for Life Jacket Loan Programs:

- **Idylwood Park:** 13650 W. Lake Sammamish Parkway NE Redmond, WA. 98052
- **Pine Lake Guarded Swim Area:** 2401 228th Ave SE @ SE 24th Sammamish, WA. 98075
- **Magnuson Park Beach:** NE 65th St & Sand Point Way Seattle, WA. 98115
- **Magnuson Park- North Shore Recreation Area:** 7861 62nd Ave NE Seattle, WA. 98115
- **Elliot Bay Marina:** 2601 W. Marina Pl. Seattle, WA. 98119
- **East Green Lake Beach:** 7201 East Green Lake Drive Seattle, WA. 98115
- **Shilshole Bay Marina:** 7001 Seaview Ave. NW Suite 100 Seattle, WA. 98117
- **Madison Beach:** 1900 43rd Avenue East Seattle, WA. 98112
- **Madrona Beach:** 800 Lakeside Avenue South Seattle, WA. 98114
- **Matthews Beach:** 9300 51st Ave NE Seattle, WA. 98115