



Acton Chinese Language School  
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## **Restroom Supervision Guidelines for helpers**

(Applicable to After-School Programs Using Massachusetts Public School Facilities)

To ensure student safety, privacy, and compliance with public school regulations, the following guidelines must be followed by all helpers when accompanying students to the restroom:

### **1. Supervision Scope**

1. The helpers may accompany younger students (e.g., Pre-K to Grade 2) to the restroom as a group.
2. The helper's role is to supervise for safety only and not to assist with toileting unless specifically authorized.

### **2. Restroom Protocol**

1. Best practices recommended in Acton-Boxborough school district Extended Day Director: The helper who accompanies students to the restrooms does stand outside, but in cases where the restroom has a door that closes completely, they prop the door open. People in the bathroom still have privacy, but this enables the adult to hear sounds either of distress so they can help or ones that might suggest shenanigans are going on (such as excessive splashing water, multiple pumps of the soap dispenser, or someone turns the light off, etc) and they are able to check in.
2. In boys' restrooms with open urinals, helpers should not enter the restroom and must wait outside the door to monitor timing and general safety.
3. If there is an emergency (e.g., a student is injured or unwell), the helper must alert a staff member or school personnel immediately to handle the situation.

### **3. Gender and Privacy Considerations**

1. As a general rule, male helpers should not accompany female students to the restroom, and female helpers should not accompany male students. If a same-gender helper is not available, the helper must remain outside the restroom.
2. In case of concerns (e.g., a student is missing or a dispute occurs), helpers should report to a staff member rather than entering the restroom themselves.

### **4. Additional Conduct Expectations**

1. helpers must not comment on, photograph, or share any information related to students' restroom use.
2. Physical assistance (e.g., helping with clothing) should only be offered with the student's consent and, when necessary, should be conducted in a visible area and with another adult nearby.

### **5. Safety monitoring and report**

Volunteers should promptly report any hazards, concerns, or emergencies to the teacher or school staff. These may include:

- A student taking longer than expected to return
- A student who appears injured or unwell
- Wet or slippery floors
- Flooding or clogged toilets
- Broken soap dispensers or sinks
- Lights not working, or light is turned off
- Inappropriate student behavior (e.g., playing, hiding)