

Appropriate Supervision of Children Procedure

Policy: Classroom staff will provide appropriate indoor and outdoor supervision of children at all times.

Performance Standard Reference: 1302.47 Safety Practices

Procedure:

- Classroom staff will maintain appropriate classroom ratios at all times as outlined in Head Start Performance Standards.
- Classroom staff will ensure all children are within visual sight at all times. Appropriate sized furniture will only be used to ensure visual supervision of the entire room is possible.
- Classroom staff will position themselves in the indoor and outdoor environment to ensure they can see and hear all children in their care.
- Classroom staff will continuously scan and monitor the environment indoors and outdoors to ensure all children are safe.
- Classroom staff will establish proactive measures including a consistent daily routine with an accompanying visual schedule and clear expectations for safety that tell children what to do.
- Classroom staff must use their knowledge of each child's development and abilities to anticipate children who may need additional support to meet safety expectations. For children who may need additional support, classroom staff should proactively establish measures to ensure appropriate safety supports are in place.
- A dry erase board will remain permanently posted near the classroom entry door. Within 15 minutes of arrival time, staff will notate the number of children present on the dry erase board. The number will be updated any time a new child arrives or leaves for the day.
- Classroom staff will conduct head counts out loud every hour and document the classroom count on the *Classroom Head Count Documentation* form. A visual timer must be set for one hour increments every hour that children are in attendance. Head counts will be conducted out loud upon each hourly segment the timer measures.
- In addition to hourly head counts, staff will periodically conduct head counts indoors and outdoors to ensure frequent checks on all children. Head counts should include name to face recognition to visually identify every child.
- Classroom staff will follow the *Child Transition Procedure* when moving groups of children as well as individual children from one location to another. Individual transitions will be documented on the *Individual Child Transition* form.

- Classroom staff will remain spread out on the playground and continuously rotate throughout the playground to ensure constant sight and supervision.
- Classroom staff will follow the *Field Trip Procedure* to ensure appropriate supervision during the transition to and from the field trip as well as while on the field trip
- In the event a child is left unsupervised or a major safety concern has occurred, the staff members involved must report the incident to the appropriate manager immediately. The appropriate manager must immediately report the incident to the Executive Director, Head Start Director, and Human Resources Manager

Referenced Procedures:

Child Transition Procedure
Field Trip Transition Procedure

Referenced Forms:

Classroom Head Count Documentation
Individual Child Transition