



## **Child Supervision 0-5**

### **Policy**

No child enrolled in Head Start or Early Head Start our program is never left alone or unsupervised. All children shall have the full attention of the appropriate number of staff. Consistent, effective line-of-sight and sound supervision of all children is required to ensure the health and safety of each child. Staff will always maintain active attention and awareness of children's whereabouts. Volunteers and visitors are under the full supervision of staff and are never left alone with children.

*Also see the Safety Policy, Arrival and Departure Procedure, Rest & Safe Sleep 0-5, Agency Standards of Conduct, Child Guidance Procedure, Visitor Log Procedure, and Volunteer Handbook.*

Policy Council Approval: 09/17/19

Board Approval: 9/19/19

#### **HEAD START PROGRAM PERFORMANCE STANDARDS:**

##### **1302.47 Safety Practices**

(a) A program must establish, train staff on, and enforce a system of health & safety practices that ensure children are safe at all times. (2) indoor and outdoor play equipment used in the care of enrolled children must meet standards set by the CPSC. All equipment and materials must (iii) be designed to ensure appropriate supervision of children at all times and (iv) allow for the separation of infants and toddlers from preschoolers during play in center-based programs.

(5) All staff and consultants follow appropriate practices to keep children safe during all activities. (ii) Safe sleep practices for children under 18 months of age... (iii) appropriate indoor and outdoor supervision of children at all times (iv) Only releasing children to an authorized adults (v) Comply with all standards of conduct in 1302.90(c) and (v) Ensure no child is left alone or unsupervised by staff, consultants, contractor volunteers while under their care.

DELC:

414-305-0500 -Supervision of Children

414-305-0400- Staff-to-Child Ratios & Group Size

414-305-0340 – Duties and Qualifications of Teachers

**Procedures:****A. Responsibility for Supervising Children and Volunteers/Visitors**

**Center Staff:** Center classroom staff, or those center staff filling in for classroom staff (e.g., a family advocate) are solely responsible for supervision of children according to these procedures. Contracted agency staff (e.g., child development specialists and mental health consultants) may be left alone with children. However, classroom staff maintain their responsibility for child supervision. Staff and volunteers in the classroom must wear a smock according to their qualification.

- **Blue- (Teacher qualified)** - May be alone with children, proper ratios must be met at all times.
- **Green (Aide II)** - An Aide II may not be left alone with children, except when: (DELC: 414-305-0350 (3))
  - Supervising a group of children and aide I to cover for staff breaks, provided staff to child ratios are maintained, and there is another teacher or director qualified staff present at the facility.
  - Substituting for a teacher in the primary group of children the aide II works with. Substituting for the teacher is limited to 2 consecutive weeks. If longer, than two weeks the director must notify OCC with a plan to manage the classroom. There must be another staff who is teacher or director qualified on site while the aide II is subbing.
  - Participating in a Teacher training program, in accordance with licensing.
- **Red/Cranberry (Aide I)** - Must be within sight and/or sound of teacher or aide II qualified staff.
  - (2) An aide I must:
    - Meet initial (OAR 414-305-3070) orientation & initial training & annual training requirements (OAR 414-305-3080)
    - If *under* 18 years-of age must be within **sight AND sound** of a teacher or director qualified staff at all times. If under 18 years of age an aide I may never be left alone with a child or group of children.
    - If 18 years of age or *older*, be within **sight OR sound** of a teacher or aide II qualified staff at all times while with children, **except** when:

- Accompanying a child or group of children to the bathroom.
- Providing minor medical attention to a child. (like taking a child inside from the playground for a band-aid or ice pack)
- A child is ill and is separated from the other children until the child leaves the center.
- Rest time - staff-to-child ratios apply.

- **Black-** May not be left alone with children at any time.
  - Volunteers, Visitors & Any staff who are conditionally enrolled in the Criminal Background Registry. Staff must wear a BLACK smock, until fully enrolled.
  - Staff with conditional CBR enrollment DO count as Ratio-staff.
  - Volunteers & Visitors DO NOT count as ratio.

**Volunteer/Visitors:** Volunteers are never responsible for child supervision and may never be left alone with children. Volunteers include community volunteers (e.g., foster grandparents, student interns, etc.), parents or community partners (e.g., a librarian coming to a center to read to children) and any other visitor (e.g., food delivery person).

**Volunteer/Visitor Sign-In:** All volunteers and visitors must sign in on the appropriate form (See Visitor Log Procedure, and Volunteer Handbook).

**B. Required Staff to Child Ratios:** The following minimum staff to child ratios must be adhered to at all times. Staff may not leave a classroom if the result would be that these minimum ratios would not be met.

**0-5:**

- When management staff are in the classroom as part of ratio they will wear an appropriate colored smock for identification. If in the classroom for an observation, and not wearing a smock, they **do not** count in staff-to-child ratio.
- When a staff parent is visiting their child and not being counted to meet staff-to-child ratio, they are not to wear a smock. If the parent is directly supervising their child, the child does not need to be counted in ratio.

**Head Start:** A minimum ration of 1 staff per 10 pre-school children.

**Early Head Start:**

- Infants/Young Toddlers (6 weeks to 23 months): A minimum ratio of 1 staff to 4 infants/young toddlers; 1:4 ratio
- Older Toddlers (24-36 months): A minimum ratio of 1 staff to 5 toddlers; 1:5

ratio

- When mixed are present the ratio must reflect that of the youngest child present.

**C. Child Safety and Supervision Training:** The Site Managers will review active supervision roles with center staff teams and are responsible for ensuring that all child supervision procedures are followed for their center. Center teams must complete child safety and supervision training and practice child safety and supervision procedures prior to the start of classes. Staff hired after the program year has started will complete this training as part of work-site orientation. Ongoing review and practice of child safety and supervision procedures is required 4 times a year for all center teams and documented in the center meeting agenda, training sign-in sheet & minutes. Compliance with this training requirement is monitored by the Safety Resource Manager during site visits.

**D. Classroom Rules:** Classroom staff will teach and review classroom rules with children at their developmental level.

**E. Arrival and Departure Procedure:** Refer to this (separate) specific procedure for ensuring children's safe arrival to and departure from the center.

**F. Redundant Child Checks:** These are completed to ensure that no child ever remains alone in any setting (e.g., classroom, bathroom, foyer, playground, bus, etc.). Redundant checks will be conducted at a minimum:

- Anytime a ratio-staff (any staff person being counted in the ratio for the classroom) leaves or enters the room (like a break or leaving for the day).
- Every hour (update white board) AND
- During all transitions when a child or group of children leave one area to go to another. Two examples of "transitions" are: taking children from the classroom to the playground and taking a child from the classroom to a bathroom located outside the classroom.

Note: For transition procedures taking children safely to and from a bus, refer to the *Arrival and Departure Procedure* in section E above.

### **How to Conduct a Redundant Child Check:**

A total of 2 checks are required to complete a redundant check. They are:

- 1<sup>st</sup> check: One staff member counts the children.
- 2<sup>nd</sup> check: A second staff member counts the children. Both staffs confirm verbally with each other that their individual counts are the same. If their

counts are not the same, start the procedure over again.

- A scan of the room by the caboose (last adult in the classroom) to ensure no child left behind, will complete the count.

Documentations on White Board: Staff will update the whiteboard according to the white board procedure in the following section.

- As children move from one space toward another, one staff member (the caboose) carefully scans the entire area once the children have left to make sure no child has been left behind. This staff person confirms verbally with the rest of the staff team that the room/area they are transitioning from is clear of children. The redundant check begins again when children move into the next room/area. For example: a group of children moves from the classroom into the hallway (scan of room is done and the recount is done and confirmed), and then the group of children moves to the playground while the last staff person (the caboose) scans the hallway. Once at the playground, the children are counted again, and the count is confirmed.

#### **G. White Board Documentation Procedure:**

- i. **White Board Posting:** A labeled white board must be posted in all classrooms and on the playground. For 0-5 centers, a white board is posted on both the HS and EHS playgrounds.

Only authorized classroom staff are allowed to update the white board. Volunteers/visitors/community partners/therapists are not authorized to update the white board.

- ii. **Documenting on the White Board:** Any time a redundant check is completed, the total head count of children present is written on the white board with the date and time of day that the head count is conducted. The number of children in attendance must always match the number recorded on the white board.

If during a redundant child check, the second staff member's child count does not match the first staff member's child count, the redundant child check procedure is repeated. (See F. (a) above).

#### **The white board must always show:**

- Current date and time (updated every hour).
- The correct **number of children in attendance** for the day documented at the top of the white board, AND
- The correct **number of children NOT in the classroom** documented at the bottom of the white board (e.g., taken to the bathroom, removed for hearing/vision screening or speech therapy, taken by a DHS Caseworker, an infant removed by his/her mother for breast-feeding).

- The white board is also **updated when a child arrives late or leaves early.**

The example below illustrates the number of children in attendance (18) and the number of children not present in the classroom (2). A glance at the white board informs that 16 children are currently present in the classroom, 1 child was removed from screening and 1 child was taken to the bathroom (located outside the classroom).

The whiteboard contains the following handwritten information:

- Date:** 10-1-19
- Time:** 10:30
- Staff Present:** Vanessa, Anna, Rebecca
- In Attendance:** 18
- Present Not in the Classroom:**
  - Screening-** |
  - Bathroom-** |
  - Other-**

Once the child or group of children returns to the classroom, the classroom staff will conduct a redundant check as described in the section above and update the white board.

**H. Staff Communications:** Classroom staff are required to **verbally announce** (using teacher talk) to their classroom staff team when they intend to take a child/group of children out of the classroom. The staff member **must wait until they hear a verbal confirmation from their teaching team** prior to taking the child/children from the classroom. (e.g., Staff person 1: “I am taking Bob and Bill to the bathroom.” Other classroom staff: “OK- I hear you are taking Bob and Bill to the bathroom.”)

**I. Authorized Non-classroom Staff Taking Child from the Classroom:** Authorized non-classroom staff, (SOCFC Health Screeners are authorized to make notes on white board, Screener **MUST** receive verbal confirmation from teaching staff, (using Teacher Talk upon departure and return of child) community therapists, DHS case worker and other authorized agency professionals who need to remove a child from the classroom **MUST**:

- **Communicate Verbally** with the classroom Teacher/Specialist that they intent to remove the child from the classroom and wait until the classroom Teacher/Specialist verbally acknowledges that communication.
- **Classroom staff will note on the white board** when informed that the child will be removed. Using the bottom portion (“screening” or “other” situations)
- **Verbally Communicate** to the classroom Teacher/Specialist that the child has been returned.
- **Classroom staff will update the White Board** when the child has returned to the classroom.

**Classroom staff are solely responsible for documenting on the white board when the child leaves the classroom with authorized non-classroom staff and when they return the child to the classroom.** Classroom staff follow the redundant child count procedure to verify the number of children present in the classroom.

**J. Zone Supervision:**

All classrooms and outdoor play yards must establish zone maps.

- i. **General Zone Supervision:** Staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured. One or more staff are assigned a specific area – a zone – for which each are responsible for maintaining line-of-sight and sound supervision for each child within his/her assigned zone while that supervision strategy is being used. Staff will utilize active supervision at all times, staff will use Teacher Talk throughout the day when they are moving between the zones, to ensure sight and sound supervision.
- ii. **Napping and Safe Sleep Supervision:** Zone supervision must ensure that line of sight and sound supervision is maintained during rest, nap, and relaxation times. Sleeping infants must be very closely supervised at all times. *Rest and Safe Sleep Procedure 0-5*
- iii. **Establishing a Plan for Zone Supervision:** A plan for zone supervision must be established, and a zone map posted, at each center prior to services starting at the beginning of the year.
- iv. The Education Supervisor will help develop the plan as needed. They will approve the plan (initial and date the bottom right corner) prior to the first day of class. Site Manager will ensure the plan is approved/posted in the classroom and on the playground. The Plan for Zone supervision includes the identification of key zones in the indoor/outdoor classroom environment and the required placement of staff to ensure safe and effective supervision of children at all times. Education Coach, Site Managers will practice zone supervision at their respective centers.
- v. **Nap Mat Maps** will be utilized in all classrooms. The map shall include marked space for each child's mat (labeled with numbers or names). The Nap Mat Map shall be posted near the Zone Map. Spacing shall conform to regulations and be 24 inches apart (head-to-toe) and 36 inches (head-to-head) SIGHT AND SOUND supervision is required while resting. One Teacher, aide II, or aide I, with CBR enrollment may supervise the area where children are resting if: there are no infants in the group, all children are in the process of going to sleep, asleep, or in

the process of waking up, the room is arranged to ensure sight and sound supervision and the center has staff to summon to meet ratio as children awake (becoming restless, sitting up or otherwise engaging with others).

- vi. **Updating the Plan for Zone Supervision AND Nap Mat Maps:** The Plan for Zone Supervision must be reviewed monthly and updated regularly to ensure that new staff are trained to the plan and adaptations are made due to special needs of individual children, ages of children enrolling during the year (particularly infants), or when changes are made to the physical classroom/outdoor environment (e.g., new equipment installed, changed play yard, etc.) If changes are made, Education Supervisor needs to approve. Update the sub folder.
- vii. **Damaged Equipment:** If damaged equipment prohibits appropriate supervision of children, the Site Manager is responsible for immediately developing an interim Plan for Zone Supervision. The Safety Resource Manager is a resource to assist with the development of the interim plan. Once the Maintenance team has made the repair, the original Plan for Zone Supervision will be implemented once again.
- viii. **Documenting the Plan for Zone Supervision Training:** The Plan for Zone Supervision Training is documented in the Center Team Meeting Binder and monitored by the Safety Resource Manager during site visits. The education department will also monitor the Plan for Zone Supervision and zone map as part of their Dates and Deadlines monitoring system.

#### **K. Agency Standards of Conduct – Reporting Unsupervised Children:**

- i. **Requirement to Report:** Any staff person who becomes aware of a child who is unsupervised for any length of time must report this to their direct supervisor (Site Manager) immediately. *Immediately is defined as right away of the soonest time the staff person can leave the classroom while maintaining required ratios for child safety and supervision.* Failure to make an immediate report is grounds for disciplinary action up to and including termination. Refer to *Agency Standards of Conduct*.

#### **L. Other Supervision Guidelines:**

- Ensure that all classroom staff follow individualized child guidance plans. Refer to *Child Guidance Procedures*.
- Ensure environments and equipment are accessible, safe, and age appropriate and allow for the separation of infant/toddlers from preschoolers.
- Head Start staff and children wear nametags at all times; Early Head Start staff



will have their name tag on them (in smock) and infants and toddlers will wear name tags for the first two weeks of the program year; families and volunteers wear Visitor nametags.

- Centers in elementary schools follow procedures specific to the school pertaining to visitors.
- Follow any additional center-specific procedures for gates, locking doors and buzzers on doors.

**M. Annual Child Supervision Training:** All center employees participate in annual Child Supervision training during Center Meetings prior to classes starting. Documentation remains in the center meeting binder with staff sign-in sheets.