

## Child Supervision 0-5

### Policy:

No child enrolled in Head Start or Early Head Start program, is ever left alone or unsupervised. All children should be given the full attention of the appropriate number of staff. Consistent and effective line of sight and strong supervision of all children is required to ensure the health and safety of each child. The staff will always keep an active eye and be aware of the whereabouts of the children. Volunteers and visitors are under the full supervision of the staff and are never left alone with the children.

Please also refer to the Safety Policy, Arrival and Departure Procedure, Rest and Safe Sleep 0-5, Agency Standards of Conduct, Child Guidance Procedure, Visitor Registration Procedure, and Volunteer Handbook.

#### 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.
- (5) All staff and consultants follow appropriate practices to keep children safe during all activities.

#### Department of Early Learning and Care:

414-305-0210 – Emergency Preparedness and Response

414-305-0340 – Duties and Qualifications of Teachers

414-305-0350 – Duties and Qualifications of Aides

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

414-305-0500 – Supervision of Children

### Procedures:

Responsibility for supervising children and volunteers/visitors.

**Center Staff:** The center's classroom staff, or center staff who replace classroom staff (e.g., a family advocate, area assistant...) are solely responsible for supervising children in accordance with these procedures. Staff hired/contracted by the agency (e.g., skills trainers and mental health consultants) may be left alone with the children. However, classroom staff retain their responsibility for supervising the whereabouts of children signed into their care. Staff and volunteers in the classroom are required to wear a smock as detailed below.

**Blue (Qualified Teacher)** - Can be alone with children, ratios must be adhered to 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 staff breaks, provided staff-to-child ratios are maintained, and another qualified teacher or Site Manager is present at the facility.
- Substituting for a teacher in the primary group of children with whom the aide II works. Teacher substitution is limited to 2 consecutive weeks. If it is longer than two weeks, the Site Manager must notify CCLD with an approved plan (by the Education Department and 0-5 Head Start Director) for managing the classroom. There must be another staff member who is qualified as a teacher or Site Manager on site while Aide II is substituting.
- Participating in a teacher training program, in accordance with the license.

**Red (Aide I)** – Aides support teachers in caring for a group of children under the supervision of the teacher. They must be in sight or sound of the qualified staff of the teacher or aide II except when...

- Accompanying a child or group of children to the bathroom.
- Providing minor medical attention to a child (example: taking a child inside for band aid or ice packs).
- A child is ill and is separated from the other children until the child leaves the center.
- Rest time (staff to child ratios apply)
- Nutrition staff may not participate in or be responsible for supervising children in toileting, diapering, wound care, or illness management, despite being in a red smock.

**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 and cleared by HR.
- 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, practicum students, 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).

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

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

**Early Head Start:**

- Infants/Young Toddlers (6 weeks to 24 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 9 children are present there must be 3 staff in ratio).

- B. **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 during New Employee Orientation and 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.
- C. **Classroom Rules:** Classroom staff will teach and review classroom rules with children at their developmental level.
- D. **Arrival and Departure Procedure:** Refer to this (separate) specific procedure

for ensuring children's safe arrival to and departure from the center.

- E. **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 (example: going on break or leaving for the day). If there is a child that elopes from the classroom, a count must be conducted each time a door opens.
  - 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:

- 1st check: One staff member counts the children out loud.
- 2nd check: A second staff member counts the children out loud. Both staff 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 will be conducted by the last adult in the classroom (the caboose), to ensure no child is left behind. If three staff are available during this step, a full sweep of the classroom will be completed following the transition. The last 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.

### **A. Whiteboard Documentation:**

- a. Whiteboard Posting: A labeled whiteboard must be posted in all classrooms and on all playground spaces, as well as additional gross

motor rooms or child play spaces.

- i. Only SOHS staff are allowed to update the whiteboard.  
Volunteers/visitors/community partners/therapists are not authorized to update the whiteboard.

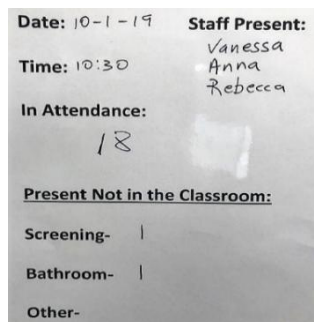
**B. Documenting on the White Board:** As children enter the classroom, the total head count of children present is written on the white board with the date and time of day that the head count is conducted. The number of children in attendance must always match the number recorded on the whiteboard. The whiteboard is also updated when a child arrives late or leaves early.

If during a redundant child check, the second staff member's child count does not match the first staff member's child count and what is written on the board, the redundant child check procedure is repeated.

### The whiteboard must always show:

- Current date and time - updated every hour
- Staff Present – current staff counted in ratio
- In Attendance - the total number of children signed into care for the day.
- Present Not in the Classroom - the number of children not in the classroom and signed into care for the day 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 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 18 children are currently in attendance in the classroom, 1 child was removed for screenings and 1 child was taken to the bathroom (located outside the classroom).



Date: 10-1-19      Staff Present:  
 Time: 10:30      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 whiteboard.

- C. **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.")
- D. **Zone Supervision:** All classrooms and outdoor play yards must establish and post zone maps.
- a. **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 to a specific area – a zone – for which each is responsible for maintaining line-of-sight and sound supervision for each child within their 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. The Site Manager will approve the Zone Maps (initial and date the bottom right corner) prior to the first day of class.
  - b. **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. A Nap Mat Map will be developed and posted in the classroom. (See [Rest and Safe Sleep Procedure 0-5](#))
  - c. **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, the Site Manager needs to approve & initial. Current maps must be posted in classroom.
  - d. **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.
  - e. **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 & Deadlines monitoring system.

**E. Agency Standards of Conduct – Reporting Unsupervised Children:**

- a. 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*.

**F. Other Supervision Guidelines:**

- a. If at any time there is a child unaccounted for during a count or emergency situation, refer to ***Section IIV: Missing Child Procedure of the Emergency and Disaster Plan Procedure***.
- b. Ensure that all classroom staff follow individualized child Guidance Plans. Refer to Child Guidance Procedures.
- c. Ensure environments and equipment are accessible, safe, and age-appropriate and allow for the separation of infant/toddlers from preschoolers.
- d. 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.
- e. Centers in elementary schools follow procedures specific to the school pertaining to visitors.
- f. Follow any additional center-specific procedures for gates, locking doors and buzzers on doors.