

## Standard of Conduct: Child Active Supervision Policy

### Policy No. 220

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All staff (including ESD 105 staff and all center/site staff who come in contact with children) must assure that children are under supervision of approved adult at all times. Required staff ratios must be maintained to ensure that no child is ever left alone, unattended to, unsupervised, uncared for while under their care.

### Procedure 220-P

Direct visual supervision of children will be maintained at all times using the following strategies of Active Supervision:

- *Zoning*: strategic placement of staff around the environment so that each child is directly supervised. Special attention shall be paid to areas that are hard to view.
  - *Scan and Count*: a (**constant**) back and forth visual sweep of the classroom or play yard to secure the supervision of children. Children are counted frequently.
  - *Verbal & Visual Communication*: The number of children in attendance is expressed in spoken words and a visual is provided for staff that enters and exit the classroom
1. **Roll Call**: Verbally calling out each child's name to visually and verbally hear a child's response that they are present. Roll Call will take place when:
    - a. Before any transition from one place to another. For example: transitioning to or from outdoor play, gym area and from the bus.
    - b. Anytime 50% of the children are removed from the classroom for any reason, then roll call needs to occur.
  2. **Head Count**: Verbally counted out loud how many children are currently present. Head Count will take place when:
    - a. A child enters or departs the classroom.
    - b. Staff transition to and from the classroom to take a scheduled break or are covering from another room.
    - c. When the classroom has successfully transitioned to their new location and when returning back to their classroom from their transition.
    - d. When preparing to transition the children to a new location, two teachers will perform the head count of children. One teacher at the beginning of the line and one at the end, together they will walk from one end of the line to other and count the children. Both teachers will then verify with one another that their count is the same.
  3. **In and Out Board**:
    - a. The In and Out Board will have the child's name and photo.
    - b. The board will be posted near the door way and near the white board.
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- c. Staff will be responsible to make the children in for those children who are present. Children who are not present should be placed on the out section of the board.
    - d. In and Out board should match the count of the white board.
4. Staff will verbally communicate with one another the number of children in attendance and the current number of staff in the classroom. The first number will represent the number of children and the second number will represent the number of staff.
  - a. Staff will verify the number of children in attendance upon arrival and departure of children also before and after each transition and during any staff transition such as a scheduled break or arrival for the work day.
  - b. The number of children in attendance will match the white board that is posted in the classroom.
  - c. The number of children signed in on the sign-in/out log shall match the verbal count and the visual white board count of children.
5. For successful transitions to occur when entering and exiting the classroom, staff will:
  - a. Give a pre-warning to the children about the upcoming transition.
  - b. Roll call must then be conducted and the number of children who responded is verified by the sign in/out log and/or white board.
  - c. The number of children who verbally respond to roll call will then be verbally communicated to the staff in the classroom.
  - d. Staff must do the two teacher head count and verify their count is the same.
  - e. **A scan and sweep** must occur through every square inch of the classroom, bathroom or play yard to ensure all children have successfully transitioned and no one has been left behind.
  - f. After a transition and the children have returned to the classroom a roll must be conducted and the number of children present is verbally communicated to all staff.
  - g. The number will be verified with the sign-in/out log and the white board.
6. Maintaining Ratio and Utilizing Safe Teacher Practices
  - a. Adult/Child ratios will be maintained at all times.
    - i. Infants: 4:1
    - ii. Toddlers: 4:1
    - iii. Preschool: 10:1
  - b. In addition to meeting ratios, the teacher will also follow (when applicable), "Safe Teacher Practices", which will have two adults present at all times when a child or children are present. Staff will refrain from:
    - i. Stepping out of the classroom or outdoor play area and leaving another staff member alone with children, even if in ratio.
    - ii. Splitting up the classroom into two groups, unless two teachers can be present at each separated group.
    - iii. Having the lead teacher/team leader step-out of the classroom to complete simple tasks like: laundry, copies, cover another classroom or take a child to the bathroom or bus.
    - iv. Taking a child to and from the restroom or bus alone.

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7. Certain situations that may modify Safe Teacher Practices include:
  - a. An emergency situation or a child need. For example, a child needs to use the restroom, a child is injured or a child needs to be placed on or off the bus and there is no other source of staff support.
  - b. The center is short staffed and classroom staff are utilized to meet at least the ratio.
  - c. Safe teacher practices will cause a bigger impact on the classroom or children rather than trying to meet ratio requirements.
  
8. Active Supervision Monitoring Form:
  - a. Form titled under Active Supervision Form (Monitoring # 10) must be utilized at the centers to ensure that the policy and procedures are being implemented as stated by the staff.
  - b. The Active Supervision Monitoring form will be utilized by all ESD 105 staff and our partnering agency EPIC supervising staff.
  - c. Monitoring must occur at different points of the day which include rest time, transitions from one location to another, loading and unloading from the bus, and outdoor play.
  - d. Once the monitor has completed an Active Supervision Monitoring form, the monitor will ensure the form is completely filled out and will submit a copy to the Center Manager (if the monitor is not the center manager) and will scan a copy to the Data Manager.
  - e. The Center Manager will read the Active Supervision Monitoring Form and must follow-up if notes of concern were made on the form.
  - f. The Data Manager will scan the Active Supervision Monitoring Form into Child Pus and will also provide a copy to the School Readiness Content Specialist.
  - g. The School Readiness Content Specialist will follow- up with Center Manger and the team if notes and concerns were made.
  - h. All Active Supervision Monitoring Forms will be collected and place in the team binder for the center and in a team binder at ESD 105.

CJ/HR Dept. 5/7/15

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ECEAP Performance Standards: TBD  
Head Start Act: TBD  
Head Start Performance Standards: ~~TBD~~  
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