

Shasta Head Start Child Development, Inc.

Child Supervision Policy

Policy:

Keeping children safe is Shasta Head Start's top priority. It is every Shasta Head Start employee's responsibility to uphold the child supervision policy. Shasta Head Start staff must maintain ratios and supervise children at all times. Head Start Performance Standards, and California Code of Regulations Title 22 and Title 5 all have written standards regarding child supervision. Any staff member, regardless of position, must report observed lapses in child supervision procedures to the center supervisor. Each classroom will be monitored on the child supervision procedures by supervisors on a monthly basis. Action plans will be established when staff do not fully implement child supervision procedures.

Violation of the Child Supervision Policy may lead to immediate termination.

Procedures:

1. Direct visual supervision of children will be maintained at all times using the following strategies.
 - *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.
 - Centers will establish and post zoning maps for all classrooms and playgrounds. Zone signs will be posted on playgrounds.
 - Staff will be responsible to ensure each zone is supervised.
 - Staff will be responsible for knowing their zone and communicating to each other when a switch in zoning must take place.
 - *Scanning*: a (constant) back and forth visual sweep of the classroom or play yard to secure the supervision of children.
 - *White boards*: Dry erase boards systematically set-up to track children present for the day.
 - White boards will be set-up according to the SHS white board template.
 - Each classroom will have a white board mounted in the classroom in a prominent location and on the playground.
 - Staff will ensure the number of children recorded on the white board matches the number of children present.
 - *Verbal communication*: The number of children in attendance is expressed in spoken words.
 - Verbal communication will take place anytime a child arrives or departs (may include any time a child is removed from the classroom for any reason. For example: to work with a consultant, exclusion for being ill, to have a health screening), as well as anytime the children transition from one location to another.
 - Two staff members will verbally and physically count (head count) the children to ensure the number of children present match the number of children recorded on the white board.
 - *Head counts*: Physically counting the number of children present.
 - Head counts will take place anytime a child arrives or departs (may include any time a child is removed from the classroom for any reason. For example: to work with a consultant, exclusion for being ill, to have a health screening) as well as anytime the children transition from one location to another.
 - Two staff members will complete a head count and verbally count the children to ensure the number of children present match the number of children recorded on the white board.

- *Child sign-in logs:* The document the children are signed-in and signed-out on each day.
 - Staff will ensure each child is signed-in upon arrival and signed-out prior to departure.
 - The number of children signed in on the sign-in/out log shall match:
 1. The number of children in attendance.
 2. The number posted on the white board.
 - The child sign-in log will go with staff wherever most children go.
- Adult/child ratios will be maintained at all times.

2. Bathrooms will be closely supervised.

- Each child will be directly supervised by staff while in the bathroom.
- A staff person is to be in direct close proximity to the child/children.

3. Transitions: the change from one location to another, such as from the classroom to outside. This can be a busy time with a lot of movement. It is important that staff retain direct visual supervision during transitions.

- Prior to the transition:
 - Give a transition signal to the children about the upcoming transition.
 - A verbal and physical head count is conducted by two staff members and the number of children is verified by the sign in/out log and white board.
 - The number is verbally communicated to **all** staff.
- During the transition:
 - Staff #1—begins the transition by leading children towards the new location.
 - Staff #2—stays with the slower transitioning children to ensure that direct supervision is sustained and to guide the children safely through the transition.
 - Staff #3—checks each area in the classroom or playground to ensure all children have successfully transitioned. Then places them self between the two transitioning areas to maintain supervision of both areas until another head count is conducted by two staff and the number is confirmed and matches the number on the white board.
 - If transitions are taking place in small groups instead of a whole class transition, the sending and receiving staff need to verbally communicate the number of children transitioning and conduct a head count to verify the number is correct.
- After the Transition:
 - Another head count is conducted by two staff members and the number of children present is verbally communicated to **all** staff.
 - The number will be verified with the white board.

***Staff transitions:** It is important to be aware of the number of children in attendance each time a staff transitions in or out of the classroom (e.g. to take a break, conduct a conference, or set up the play yard). The transitioning staff member shall conduct a head count upon return to confirm the number of children in attendance matches the number recorded on the white board.

4. Additional safety measures:

- Chimes will be used on any door exiting the classroom space and leads directly to an outside exit. Chimes will remain on anytime children are present.
- Latches will be used on all gates. All SHS staff are responsible for ensuring gates are latched and functioning properly.

I have reviewed the Child Supervision Policy and understand my role of assuring supervision.

Name (Please Print)

Position

Staff Signature

Date