

 <b>Policy #: CHS-10</b>	<b>Page: 1 of 2</b>
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**COMPONENT: SAFETY PRACTICES**

**SUBJECT: ACTIVE SUPERVISION**

**PERFORMANCE OBJECTIVE:** To ensure no child is left unsupervised.

**POLICY AND PROCEDURE:**

All staff will ensure the safety of children, ensuring no child is left unsupervised.

There will be two staff members with the children at all times.

Staff will utilize the following active supervision strategies throughout each day with children:

1. **Set Up the Environment:** Setting up the environment will allow staff to supervise the children and be accessible at all times. Every environment will be set up so that staff can see and hear the children at all times.
2. **Position Staff:** Staff will place themselves strategically in all environments (classroom, playground, etc.) to prevent children from being unsupervised and to prevent children from being harmed. Staff will remain near children especially those children who need extra support. Staff will make every effort to ensure their backs are away from children.
3. **Scan and Count:** Staff will be aware and knowledgeable at all times of the number of children in their care. Staff will scan and count children frequently throughout the school day.
  - **Roll call must be taken before leaving classroom and upon arrival at playground.**
  - **Roll call must be taken before leaving playground and upon arrival in classroom.**
  - **Roll call must be taken any time before leaving the classroom to the next stop, then before leaving that stop, and upon re-entry of the classroom. (This does not include during fire drills).**
4. **Listen:** Staff will listen and identify signs of potential danger immediately.
5. **Anticipate Children’s Behavior:** Staff will gain knowledge and understanding of each child’s individual needs in effort to predict what each child may do and plan accordingly, while supporting all children.
6. **Engage and Redirect:** Staff will gain an understanding and have knowledge of each child’s needs to offer support. Staff will wait until children are unable to problem-solve

on their own to get involved. Different levels of assistance or redirection will be offered based on children's needs.

7. **Nap/Rest /Meal Times:** Staff will remain within sight and hearing of all children.

Special considerations to supervising children will also be adhered to during transition times. Additional strategies during transition times are as follows:

- ✓ **Know Transition Times:** All staff will be knowledgeable of transition times and will position themselves to ensure supervision at all times
- ✓ **Develop Regular Routines:** Staff will follow the schedules ensuring routines and transitions are planned and followed.
- ✓ **Limit Wait Time:** Staff will ensure transition times are minimal. Staff will utilize Mighty Minutes from Creative Curriculum during transitions.
- ✓ **Reaffirm Child Expectations:** Staff will ensure children are actively engaged and fully aware of the expectations during transitions.
- ✓ **Parents/Guardians Understand their Responsibilities:** Parents and guardians will be informed of their responsibility during pick up/drop off time ensuring their children are signed in/out during pick/drop off times.