

Supervision Policy – Classroom and Outdoor Environments

Policy ID: NENCAP HS-P02

Board Approval Date: 7/9/20

Policy Council Approval Date: 7/16/20

Effective Date: 8/1/20

Performance Standard: 1302.90 and 1302.47

Purpose:

The Office of Head Start asks that all Head Start and Early Head Start program leaders remind staff to prioritize children's safety by providing continuous supervision. Governing bodies, Tribal Councils, Policy Councils, directors, and managers must create a culture of safety within their programs. Everyone shares responsibility for keeping children safe. Grantee staff must ensure that "no child will be left alone or unsupervised while under their care".

Procedure:

- I. The classroom and outdoor environments will be arranged to allow staff to easily view and supervise children at all times. A daily visual schedule will be posted and followed in the classroom for children, teachers, substitutes, and volunteers.
- II. Teachers will be assigned responsibility for small groups of children daily according to who is present at their mealtime tables.
- III. Teachers will take attendance daily and note who is present and/or absent for the day including early dismissals or late arrivals.
- IV. Teachers will complete counts of children during the day, especially during transitions, to ensure that all children are present. Teachers will count children when leaving and returning to the building from the outdoor environment or field trips away from the classroom.
- V. Teachers will alert other staff in the classroom if they leave the classroom for any reason.
- VI. Teachers will follow the Teaching Pyramid model and the Positive Guidance Policy to engage and redirect when children are unable to solve problems on their own and require additional support.
- VII. All Staff will be available to assist with arrival/dismissal times to ensure that children are supervised at all times. Parents will receive information in the School Handbook at Orientation regarding arrival/dismissal procedures.
- VIII. Each classroom will develop an Emergency Contact Book which will contain up to date emergency contact information for all children, teachers, substitutes and volunteers. This book will be kept in the first aid backpacks and will be accessible to all staff.
- IX. All staff working with children will have a current CPR/First Aid Certification.
- X. Any employee who is the subject of a reported case of abuse or neglect must be removed from contact with children during the state investigation and until the charge is fully resolved.
- XI. **Failure to follow the Supervision Policy - Classroom and Outdoor Environments may be subject to disciplinary action.**

Staff should report incidents of unsupervised children/allegations/misconduct to their Area Manager immediately following the incident. The Area Manager will report to the Early Childhood Director to determine next steps. The Early Childhood Director will use the "Head Start Incident/Allegation/Misconduct Report Form" to report to the Office of Head Start. Technical Assistance may be provided from the Regional office as appropriate.