Supervision of Children

Children cannot be left without competent supervision at any time. Competent supervision includes awareness of and responsibility for the ongoing activity of each child. It requires that all children be within a teacher's range of vision and hearing and that the teacher be near enough to respond when redirection or intervention strategies are needed. No person under 18 years of age may be left alone to supervise a group of children at any time including in an emergency. Competent supervision must take into account the child's age emotional, physical, and cognitive development.

It is required that teaching staff always know how many children are in their care and the children are always being visually supervised. Daily attendance records must be updated as children enter and leave the classrooms. Teaching staff must communicate to one another regarding how many children are in their care throughout the day, most especially when transitioning the children from one area to another and when teaching staff shift changes occur.

<u>Guidelines for Supervision:</u>

1. Staff must account for individual children (put a face and name with a number).
2. Do face counts and not just head counts. Always confirm with your classroom tablet and co-worker.
3. At start of shift, upon returning from a break, meeting, etc. teaching staff should follow the following "routine".
    a. Verbally communicate with the other staff in the class about how many children are in attendance and where the children are currently (some children have therapy in other areas of the building).
    b. Visually check the classroom tablet for confirmation of the children in attendance and the total number of children.
    c. Physically count the number of children (name to face) in attendance to verify accuracy and to confirm that all children are accounted for.
4. Staff must ensure that attendance on the classroom tablet are accurate, up to date and current. Visually check the classroom tablet to make sure children have been signed in and out. Staff should sign the child in/out. Staff should be double-checking attendance on the classroom tablet every time they enter or leave the classroom (e.g. returning from playground, gym, bathroom, starting a shift, etc…).
5. Face counts are conducted by all staff monitoring the children. Face counts must occur before a transition and during the transition and when the destination is reached.
    a. Name to Face counts must occur in the classroom before transitioning to another space. Do not exit the classroom until a name to face count has occurred.
    b. Once the count is determined to be accurate, one Staff member leads the group outside while the second Staff member holds the door. The Staff

member holding the door counts the children as they pass. When the last child passes, a visual scan of the room and any children will be conducted by the second Staff Member.

c. Once the group has exited the classroom, they will gather at a nearby location (against the building, tree close by, to the first staff person, etc.)
d. A second name to face count will occur in close proximity to the classroom and very quickly after leaving the classroom, once all of the children are gathered.
e. When the final destination is reached, both staff will do a head count. If the count is inaccurate, the children will be gathered to do a name to face count. If the count is accurate, children will continue to play and staff will continue to monitor the group by doing frequent head counts.

Each and every transition requires a name to face count, before leaving the room and during the transition, no exceptions!

Name: _____
Signature: _____
Date: _____