Active Supervision Policy

I. Purpose
To promote active supervision and ensure the safety of children at all times.

II. Scope
This policy covers appropriate supervision of children while in the care of KCAO Head Start and Child Development Programs and applies to all staff and volunteers responsible for the supervision of children in our programs.

III. References
Head Start Program Performance Standards
1302.31, 1302.41(b) (2) iii, 1302.41(b) (5) iii, 1302.90(c) (1) (2) (a)-(h)

IV. Active Supervision
Active Supervision requires focused attention and intentional observations at all times. Teaching staff will enforce a system of health and safety practices that ensure children are kept safe at all times. Staff will maintain safety practice to infants, toddlers, and preschool children, in classrooms, outdoors, field trips, and buses.

Staff will communicate the children’s count with each other throughout the day. Staff will communicate with each other when staff enter or exit a classroom for any reason including relieving for breaks, or when children are moving from one location to another (bathroom, speech therapy, or have arrived or left for the day). The staff member entering the classroom or outside area will recount. Transitions can be challenging staff will develop plans for regular routines, such as drop-off and pick up times, including staff assignments (who will monitor the door). Staff will physically walk around the classroom and communicate with each other the count before they are transitioning out of the classroom.

a. Indoors-Teaching staff will engage in supervision practices by zoning the classroom.
   Zoning is a strategy used by teachers to organize teachers and the classroom environment. Staff will place themselves so that they can see and hear all of the children in their care.
b. **Zoning**- Staff will carefully plan where they will position themselves in the environment. Staff will be able to account for the children in their care. Staff will frequently scan and count the children continuously to know where everyone is and what they are doing. Staff will show awareness of the whole group even when working one on one with a child or a small group. (Make sure areas not visible are supervised by other staff.)

c. **Transitions**- Prepare children to move from one activity to another by providing verbal (5 minute until snack) and non-verbal cues (showing pictures of next activity) before transitions. Plan for what each adult will be responsible for during the transition.

d. **Rest Time-Napping**- Children should be directly supervised by sight and sound at all times. This includes when children are going to sleep, sleeping, or in the process of waking up. One adult must be present in the room actively observing/supervising the children. There must be at least one qualified teaching staff at the facility at all times and be ready to return to the classroom if needed.

e. **Toileting**- Children will be supervised during toileting/bathroom needs. Staff should be able to hear and see all children. Staff will be present to supervise hand washing and make sure other sanitation procedures are followed.

f. **Children’s Behavior**- Staff will use what they know about each child’s individual interests and skills to predict what the child might do. For children who require closer supervision due to special needs, developmental needs and/or social needs will receive more specifically planned supervision. Information provided from the daily health check (illness, lack of sleep or food etc.) will help staff anticipate children’s behavior.

g. **Engage and Redirect**- One teacher will always be actively engaged in group site/sound supervision at all times. Staff wait until children are unable to problem-solve on their own to get involved. Staff may offer different levels of assistance or positive redirection depending on each individual child’s needs.

h. **Outdoors**- Teaching teams must work together to identify “hot spots” where children usually need assistance or where adults have a hard time seeing children. Staff will be spread out watching, listening, and interacting positively with children. Staff should be careful of having long discussion with colleagues or intense play with a child or small group of children while supervising a zone. Staff will be positioned by high risk areas.

i. **Transportation**- Always make a visible check of the entire vehicle/bus (front and back) before exiting the bus and walking away. Staff will scan the classroom to ensure that children are not left behind.