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POLICY: CHILD SUPERVISION

PERFORMANCE OBJECTIVE: Teaching staff will provide close supervision of all children entrusted to their care and conduct periodic head counts to verify that all the children in attendance are present and accounted for throughout the day. **At no time will a child be left unattended.** At no time should staff be left one-on-one with a child. If children are present, more than one adult must be present.

PROCEDURE:

1. Follow Arrival/Departure policy and procedures.
2. Post the number of children present in a location that is visible to all adults in the classroom at the beginning of the day.
3. Inform all staff of the correct number of children present.
4. Change attendance count when and if children come and go throughout the day.
5. Inform all staff when attendance count changes throughout the day.
6. Position self at all times to maintain visual supervision of the children in your care. *Never turn your back to a group or walk away from a child or group of children and leave them unattended.*
7. Conduct head counts before and after leaving the classroom and when transitions occur throughout the day.
8. Assign staff and volunteers groups of children to be responsible for supervising at specific times throughout the day.
9. Plan transitions with all the adults in the classroom ahead of time to ensure that all children are supervised.
10. Inform volunteers of specific supervision responsibilities when leading a group to the bathroom, lunch room, etc.
11. Space adults out evenly among the children when leading the entire group to another location.
12. Space adults out evenly among the learning centers during free-play. *All the adults should not be clustered in one area.*
13. Avoid unnecessary distractions that would take your undivided attention away from the children unless you assign an adult to assume your supervision responsibilities.

14. Inform teammates prior to leaving the room to take a break so that others are alerted to your absence in the classroom and supervision responsibilities can be given to someone else.
15. Inform all relevant parties when you will be available to accept calls during the day with the exception of emergency calls so that you are not constantly distracted with phone calls during the hours when children are present.

Meal-Time Supervision

1. Assign an adult to be seated with the children who will remain within sight and sound of the children throughout the duration of the meal.
2. **Remain alert** and intently focused on the children during the duration of the meal until all children have finished eating.
3. Remain seated with children at the table when cleaning food off children's plates. (scrape food off of plates into a bowl at the table)
4. **Avoid** any clean up tasks away from the table during the meal while children are still seated at the table and food is available.
5. **Plan for unexpected situations** ahead of time to avoid lapses in supervision.
6. **Inform co-workers** if a situation arises when you would have to leave the table so that another staff person can supervise the children.
7. **Inform all staff of allergies/medical conditions** that could affect a child during meal-time.