# HEAD START BIRTH TO 5 ACTIVE SUPERVISION POLICY

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| Policy Number: HE0811 | Effective Date:10/21/08 Revised Date: 01/21/16, 08/17/18, 8/21/20 |  Policy Council Approval Date: 1/26/16 |

**PERFORMANCE OBJECTIVE:**

# Keeping children safe is a top priority for all Head Start and Early Head Start programs. The Head Start Program Performance Standards require that "no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care" (45 CFR 1302.90(c)(2)). In addition, “staff and consultants must follow appropriate practices to keep children safe during all activities” 45 CFR 1302.47 (5). Active supervision is the most effective strategy for creating a safe environment and preventing injuries in young children.

# PROCEDURES:

* Active supervision requires focused attention and intentional observation of children at all times. This includes the classroom, the playground, the bus and any other areas where children are present. All staff will position themselves so that they can observe all of the children: watching, counting, and listening at all times. Children will never be left unattended.
* All staff, including substitutes and all employees that are filling in for absent staff will know their child supervision responsibilities before beginning their duties.
* Staff will set up the environment so that they can supervise children at all times. Small spaces are kept clutter free and big spaces are set up so that children have clear play spaces that educators can observe.
* Staff will carefully plan where they will position themselves in the environment to prevent children from harm. They will place themselves so that they can see and hear all of the children in their care. They will make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly. Staff will stay close to children who may need additional support.
* Staff is always able to account for the children in their care. They will continually scan the entire environment to know where everyone is and what they are doing. Staff will perform face to name count frequently. This is especially important during transitions, when children are moving from one location to another.
* Staff will listen closely to children to immediately identify potentially dangerous sounds or absence of sound.
* Staff will use what they know about each child's individual interests and skills to predict what he/she will do. They will create challenges that children are ready for and support them in succeeding.
* Staff will use active supervision skills to know when to offer children support. Staff will wait until children are unable to solve problems on their own to get involved. Staff will offer different levels of assistance or redirection depending on each individual child's needs.
* Per the ESC Personnel Policy Handbook: “Personal phone calls are allowed during break

times only, unless it is an emergency. This includes text messaging, tablets, watches, etc.

Personal Social Media use is also prohibited until break time. The classrooms and buses are equipped with cell phones that can be used during specified emergencies.