

**HEAD START PROCEDURES FOR:
Active Supervision
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope:** Head Start Performance Standard 1302.47(b)(5)(iii) Children will be directly supervised at all times ensuring that no child will be left alone or unsupervised
- 2.0 **Responsibility:**
- 2.1 Teacher
 - 2.2 Teacher's Assistant
 - 2.3 Family Service Worker
 - 2.4 Program Aide
 - 2.5 Substitutes
- 3.0 **Policies:**
- 3.1 Scan and Count: Staff are always able to account for the children in their care
 - 3.2 Position Staff: Staff will position themselves in the environment to see and hear all children including bathrooms.
 - 3.3 Set up the environment so children can be supervised at all times- see and hear children at all times. If the environment can not be configured in this way, then a teacher or assistant will supervise activity that occurs within blind spots until that activity is completed. No child will be left unattended.
 - 3.4 Listen closely to children to identify signs of potential danger
 - 3.5 Anticipate children's behavior to predict and recognize when children might wander, get upset or take a dangerous risk
 - 3.6 Use active supervision skills to offer support, assistance or redirection.
- 4.0 **Procedures:**
- 4.1 All children must be counted each time they leave an area. One adult leads the transition out and the other makes sure that no child is remaining in the classroom or previous location. All staff present will use the class roster to check for each student, whenever leaving and returning from field trips.
 - 4.2 When arriving at a new area, both teachers must count to ensure that all children are accounted for. Teachers will communicate to ensure all the children are accounted for.
 - 4.3 Before releasing into a new area, one teacher will scan the area to ensure that it is free of hazards while the other engages the children in a transition activity.
 - 4.4 Adults will be actively engaged with children at all times, coaching student's in child-centered learning, coaching/redirecting student behavior as needed, etc., not just sitting and watching
 - 4.5 Child staff ratios will be maintained with at least 2 adults present at all times, both indoors and outdoors. For HS 20:2 and EHS 8:2.

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A brief absence of a teaching staff member is allowed for no more than five minutes [1302.21 (b)(1) (i)] for emergencies such as taking a child to the restroom or nurse.

- 4.6 ESC and ISD staff will provide an environment that is emotionally secure and physically safe, that allows children the opportunities to explore and develop independence and control.
- 4.7 In the event that a child is left unsupervised:
 - 4.7.1 Staff (teacher/aide/or FSW) will conduct a thorough search of the locked school building.
 - 4.7.2 Parents will be notified immediately as soon as the child is located.
 - 4.7.3 Region 14/15 ESC Head Start will be verbally notified on the same date that incident occurred.
 - 4.7.4 Head Start ISD school staff will submit a written report to Region 14/15 ESC Head Start within 3 school days of the incident.

5.0 Resources:

- 5.1 Active Supervision training
- 5.2 Education Plan
- 5.3 Transition activities

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Training Notebook	print	cabinet	7 years	Shred/ Delete	N/A

7.0 Monitoring:

- 7.1 Classroom observations
- 7.2 Visit reports

8.0 Revision History:

Date:	Revision#	Description of Revision
4/1/2016		
5/29/2017	3.7	new performance standard # added 4.4 and 4.5
10/18/2017	Added 2.4, 2.5, 4.7	
3/2018	Added 4.7	Procedure
5-2018	4.7.3; 4.7.4, 6	Revision of time frame, Changed: "Shredded" to "Shred/Delete" Added: Print Added 15
11/2018	4.7.4	Changed to 3 school days
11/2021	3.2; 3.3;4.1; 4.4; 4.7.4	Added - "including bathrooms"

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		<p>“ If the environment can not be configured in this way, then a teacher or assistant will supervise activity that occurs within blind spots until that activity is completed. No child will be left unattended.” “All staff present will use the class roster to check for each student, whenever leaving and returning from field trips.” “Classroom staff will designate a ‘transition leader’ to facilitate communication about counting and supervision during transitions.” “coaching student’s in child-centered learning, coaching/redirecting student behavior as needed, etc.” “of incident.”</p>
4/29/2022		reviewed
12/2022		reviewed