



Active Supervision & Safety

Head Start Performance Standards & Oregon Regulations

<p><i>Performance Standards:</i></p> <ul style="list-style-type: none"> § 1302.47 (a) (b) (b1) § 1304.22 (d) (1) (2) § 1306.32 (a) § 1304.52 (i) (1) (iii) 	<p><i>OCCD Regulations:</i></p> <ul style="list-style-type: none"> § 414-300-00600 (1) (b) § 414-300-0130 § 414-300-0030 (7) (e) § 414-300-0040 (6) (c) (a)
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Policy

All staff, when present with children in the care of Community Action Organizations (CAOs) Head Start and Early Head Start (HS/EHS) programs have the responsibility of utilizing Active Supervision strategies to monitor the safety of children.

Children are never left alone or unsupervised at any time, and two adults will be onsite at all times while children are present. For Home-Based socializations, children will be supervised by their parent at all times.

We maintain a 1:4 teacher-to-child ratio serving infants and toddlers (6 weeks – 3 years) and a 1:10 teacher-to-child ratio serving preschool-age children (3-5 years) in our center-based programs. Children shall always have the full attention of the appropriate number of staff. Staff must actively supervise and engage with children to count in ratio. Staff using classroom office space do not count in ratio.

For Home Based socializations, both a parent and home visitor will be present at all times with children. The home visitor will ensure parent to child ratios are maintained.

During all transitions, it is the expectation that the Lead Teacher is responsible for maintaining ratios with the largest group number of children. Assistants and qualified Aides will support with smaller groups of children during transitions.

Classroom Aides must meet Aide II licensing requirements before they are left alone with children.

Bus monitors and support staff can count towards maintaining ratios but may not be left alone with children unless qualified to do so.

In center-based classrooms, interns, parents, community partners, and volunteers do not count towards ratios and are not to be left alone with children.

Teachers, Home visitors, and Coffee Creek staff will keep accurate records of the number of children and adults present at all times. Center-Based and Coffee Creek Staff will use the weekly **Head Start Staff Sign In/Out** form to document when they are in ratio. All other classroom visitors will sign in on the weekly **Head Start Visitors Sign In/Out** form. Home-Based families will use the **Head Start Home Based Socialization Sign In/Out** form when signing in and out at Socializations. Please see the **Licensing Policy and Procedure** for more information on the filing and storage of these forms.

Monitoring will be done weekly by supervisors and management, using the **Five-Minute Checklist** and will be entered and monitored in ChildPlus by Program Area Supervisors (PAS), Compliance Supervisors,

Forms Referenced:

[Active Supervision & Safety Checklist, Attendance Sheet,
 Child Daily Sign-in & Out, Five-Minute Checklist, Head Count Tracking Sign,
 Head Start Home-Based Socialization Sign In/Out, Head Start Staff Sign In/Out,
 Head Start Visitor Sign In/Out]

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Education Specialists, Behavior Specialists, and Managers. Five-Minute Checklist results for a site will be entered into ChildPlus by the PAS assigned to that site. PAS will also be responsible for any Corrective Action Plans (CAPs) and needed follow-up within 24 hours.

Each Classroom will keep a current **Active Supervision and Safety Plan (AS&S)** posted in their classroom on their parent board. The **AS&S** plans will be complete before children start and will be updated and reviewed at team meetings and by the assigned PAS monthly.

Active Supervision and Safety Plans

- Classrooms teams will individualize the **Active Supervision and Safety Plan to reflect the needs of their classroom** at the beginning of the year and save a copy on the admin drive in their program folder.
- Each team will submit a copy to their PAS for approval.
- Plans will be individualized to each site and team and will be reviewed with substitutes and volunteers.
- Plans will be kept in the emergency binder and posted on the classroom parent board for easy access by classroom staff, substitutes, volunteers, or any other support or visiting staff.
- Plans will be reviewed monthly and as needed throughout the year to reflect and adjust to changing enrollment, needs and situations.
- PAS's will keep a copy of each classroom's plan and conduct regular monitoring to ensure the plans are followed.

Active Supervision in the Classroom

- Classroom staff and preschool children will wear name tags every day. Infants, mobile infants, and toddlers are not required to wear name tags; however, they are recommended and may be used for older toddlers (24+ months).
- Staff will verbally communicate with each other when entering or leaving the classroom and sign in and out on the **Head Start Staff Weekly Sign In/ Out** form.
- Prior to a staff member leaving the classroom, or when a staff member re-enters the classroom, a head count will be conducted out loud. The staff member leaving/entering will verbally count all the children out loud and confirm it with another staff member who will also verbally count out loud.
- Staff must make sure that children who do not arrive on a Head Start bus are signed in on the **Child Daily Sign-In and Out Sheet** and are written in on the **Attendance Sheet**. Arrival and departure times must match.
- Staff will keep an accurate head count of children. Staff will verbally count the number of children signed into the attendance sheet. Two staff will then verbally count the children present out loud and verbally confirm the total with each other. Staff will use the **Head Count Tracking Sign** to record the total number of children and to track the number of children in or out of the classroom. The sign will be updated when the total number of children change and during all transitions.
- Coffee Creek mothers will communicate with the staff if they need to temporarily leave the classroom (i.e. for personal needs). Staff will assume primary responsibility for the child's safety until the mother returns.

Forms Referenced:

[Attendance Sheet,

Child Daily Sign-in & Out, Five-Minute Checklist, Head Count Tracking Sign,

Head Start Home-Based Socialization Sign In/Out, Head Start Staff Sign In/Out,

Head Start Visitor Sign In/Out, School Bus Monitoring Checklist]

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- Staff will utilize zoning strategies to see and hear all children in the environment at all times; actively listening and scanning the environment to keep track of where the children are and what they are engaged in.
- Staff will engage and observe children to anticipate and prevent unsafe behaviors and will redirect children as appropriate.
- Staff will keep the classroom door closed (or use a baby gate if ventilation is needed) when children are present.

Active Supervision during transitions

Transitions with Small Groups

During all transitions staff will **verbally** communicate with another staff member when leaving the classroom (or other location) with a child or group of children.

Location departures:

- Staff will verbally count out loud and announce the number of children they are leaving with. A second staff member will verbally count out loud and confirm the number leaving before departure.
- Staff will verbally count out loud and announce the number of children left in the classroom. A second staff member will verbally count out loud and confirm the number of children left in the classroom before leaving.
- Staff will record both numbers on the **Head Count Tracking Sign** in the appropriate sections.
- The staff member with the small group will keep an accurate count of the number of children they have with them during the entirety of their trip:
 - Counting children when arriving at destination
 - Counting children when departing destination
- Staff will verbally count children as necessary during the trip (for example: rounding a corner or passing through a doorway). Upon returning to the classroom, staff will announce their arrival and the number of children who are returning.
- A second staff member will verbally count out loud and confirm the number of children returning to the classroom (or location).
- Both staff members will do a total verbal head count, confirm the number of children, and then verbally count the number of children signed into the attendance sheet to confirm the total. Staff will then update the **Head Count Tracking Sign**.

Transitions with the Whole Group

- Each staff member will verbally count out loud the number of children in the classroom (or other location), compare it to the children signed in on the **Attendance Sheet**, and verbally agree on the number before departing from the location. Staff will record the number on the **Out of the Classroom** section of the **Head Count Tracking Sign**.
- Staff will bring the **Attendance Sheet**, **Child Daily Sign In/Out**, **Staff Weekly Sign In/Out**, a portable **Head Count Tracking Sign**, emergency contact forms, first aid kit, and any other supplies needed.
- One staff member will lead the group of children; one staff member will follow at the back of the group. If additional staff or volunteers are present, they may walk with the group of children at regular intervals.

Forms Referenced:

[Attendance Sheet,

Child Daily Sign-in & Out, Five-Minute Checklist, Head Count Tracking Sign,

Head Start Home-Based Socialization Sign In/Out, Head Start Staff Sign In/Out,

Head Start Visitor Sign In/Out, School Bus Monitoring Checklist]

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- Staff will verbally count out loud children during the trip (for example, when rounding a corner or passing through a doorway.)
- Upon arriving at the new location (or back at the classroom) staff will each verbally count out loud the children before and after entering the new location and verbally agree on the number of children present. Each staff will verbally count the number of children signed into the attendance sheet to ensure accuracy.
- Staff will update the **Head Count Tracking Sign** for that location.

Active Supervision during bathroom trips in public schools:

- Staff will follow the procedure for Active Supervision during transitions while traveling to and arriving at the bathroom, bringing any necessary supplies with them (such as step stools).
- When one staff member takes children to the bathroom, only one bathroom (either boys or girls) will be used.
- Staff will announce their arrival and scan the bathroom for other occupants before entering. If there are other children in the bathroom, staff will make every effort to ensure the privacy of all children present.
- Staff will actively listen and supervise while children are in the bathroom.
- When children are finished, staff will check each stall visually and count children before leaving the bathroom.

Active Supervision on the Playground

- Prior to children's use, staff will check the playground for safety, adjusting, removing, or blocking off hazards as applicable.
- Staff will track the total number of children present as well as the number of children outside or at an alternate location using a portable **Head Count Tracking Sign**. Staff will document the number of children present so that all staff and volunteers can see the number easily.
- Staff will follow Active Supervision as outlined in small/whole group transitions while traveling to and arriving at the playground, bringing all necessary supplies with them.
- Staff will ensure that any equipment on elementary school playgrounds is safe for preschool-aged children and block off or redirect access to areas that are considered unsafe or not age-appropriate.
- *If the playground is unfenced* or otherwise needs established boundaries, staff will use cones to define the boundaries of the accessible area with the expectation that the children will stay within the coned perimeter.
- Staff will employ the same active supervision strategies while on the playground as outlined in the section on **Active Supervision in the Classroom**.

**Community Action Head Start
Washington County, Oregon**

Active Supervision During Walking Field Trips and Special Activities

See **Walking Field Trips and Special Activities Policy and Procedure**

Active Supervision During Bus Transitions

- When child/ren are picked up from assigned Community Action Head Start community bus stop the bus monitor will help the child to their seat and secure the child safely in a child restraint seat.
- The Bus monitor will sign the child in on their Monitor Daily Passenger List.
- The Monitor will do an out loud head count after each loading and unloading of the children at the bus stop to make sure that the number of children match the Monitor Daily Passenger List.
- When the bus arrives at the Head Start site the driver will take attendance of the children.
- Then the bus monitor and driver will make sure that their two-lists match and the head counts are the same.
- The driver will announce to the teacher how many children they transported for their class.
- The driver will be at the base of the bus helping the children exit the bus.
- After the last child is off the bus at the school the bus monitor will check the bus to make sure that there are no children on the bus.
- The children are to be with the teacher and classroom staff waiting by the wall until the teacher leads them to the classroom
- The driver will go through the bus to double check the bus to make sure that there are no children on the bus.
- When the class is over the teacher will bring the children to the bus and announce to the driver how many children will be riding the bus home.
- The children will wait with the teacher and classroom staff by the wall until the driver is ready to accept the children on to the bus.
- The driver will help the children on the bus as the bus monitor will secure the children in their child restraint seat.
- After the last child is on the bus safely seated, the bus monitor will conduct a head count out loud and make sure their Monitor Daily Passenger List is correct.
- The driver will do an out loud head count of children and make sure their lists match and are correct.
- When the child is dropped off at their assigned community bus stop the bus monitor will check the pick-up person's ID to make sure they are authorized to accept the child.
- The authorized person will sign the Monitor Daily Passenger List.
- The bus monitor will do a head count after each community bus stop to make sure their list is matching with the number of children on the bus.
- After the last child is dropped off the bus monitor will check the bus to make sure there are no children on the bus.
- Then the driver will go through the bus and double check to make sure that there are no children on the bus and place the sign on the back of the bus.
- Program Area Supervisors (PAS) will conduct monthly monitoring of the transitions from and to the bus by using the ChildPlus (CP) report 8020 School bus monitoring checklist to make sure that the transition is being done correctly.
- The PAS will document the findings into ChildPlus.
- The Transportation Supervisor will conduct 1 monthly bus ride using the School Bus Monitoring checklist report from ChildPlus. Transportation Supervisor will document any findings in ChildPlus.

**Community Action Head Start
Washington County, Oregon**

If a Child is Missing from a Classroom, School, or Site

Program Area Supervisors and Supervising Teachers will familiarize themselves with each school/site's policy for reporting a missing child and will share this policy with their Head Start staff.

If a Head Start child is missing, Head Start staff will:

- Call the school office to alert them of the situation and follow the school's policy on next steps.
- Call 911 to report child missing.
- Call the child's parent/guardian.
- Call their Program Area Supervisor or a Program Manager if the supervisor isn't available.
- The Supervisor or Manager will contact the Head Start Director immediately.
- Continue to look for the child in the school/on the school grounds.
- Ensure that other staff members maintain ratio in the classroom and that all other children are safe.

Reporting and Documenting Child Incidents

- See **Reporting Child Incidents Policy and Procedure**