 **Active Supervision Policy and Procedures**

**Policy:** UtilizeActive Supervision strategies to ensure child safety. All staff and early childhood educators are responsible for ensuring children are supervised at all times. NMCAA and Collaborative Center staff will follow Head Start Program Performance Standards, Great Start to Readiness Implementation Manual, and Child Care Center Licensing Rules for ratios. Children will be supervised by individuals who are deemed eligible in the CCBC system. Children are never left unattended while in our care.

**Procedures:** It is our goal to create a culture of safety to ensure a bright future for all children. This will in part be achieved by utilizing Active Supervision. Active Supervision always requires focused attention and intentional observation of children. A site-specific Active Supervision Plan will be created, discussed as a team, followed by all staff, and reviewed annually or more frequently if needed. Staff will utilize all six Active Supervision strategies to help ensure safety. The Active Supervision poster will be posted in the classroom. Staff will also be familiar with and utilize, as needed, the Active Supervision tools, resources, training, and guidance that are available on the following websites:

* [Early Childhood Learning and Knowledge Center](https://eclkc.ohs.acf.hhs.gov/safety-practices/article/active-supervision)
* [www.nmcaahs.com](http://www.nmcaahs.com)
* <http://www.michigan.gov/documents/lara/Center_TA_and_Consultation_Manual_-_7_1_17_576309_7.pdf>

**Transportation:** Staff will ensure children get to and from programs safely including when children are boarding, exiting, and riding the bus. Staff position themselves so they can watch, count, and listen to children at all times, especially during transitions when children are arriving at or leaving the center. The Weekly Transportation Log is used to track children’s transition on and off the bus during pick-up and drop-off.

**Sharing Information with Families:** Staff will work as a team to meet the individual needs of families. Active Supervision information from the parent handbook will be shared with families at orientation. Home-safety checklists and other Active Supervision resources, found on Weebly, will be shared with families throughout the year. Other ways Active Supervision is shared with families includes the following: safety training, newsletters, home-visits, parent/teacher conferences, and during additional conversations. Information will also be shared with Policy Council as needed.

**Training:** All staff will be trained in Active Supervision after hire, prior to working with children. Trainings include the following**:** the Health and Safety Trainings for Licensed Child Care Providers in MiRegistry, Safety Practices, and Annual Pre-Service Orientation Training. Staff will utilize Active Supervision training opportunities offered by NMCAA, community partners, Early Childhood Learning and Knowledge Center, MiRegistry, etc. Training is on-going through additional professional development, team meetings, on the job training, and recaps.

**Monitoring:** Active Supervision is monitored throughout the year through site visits, observations, and recaps. Additionally, Supervisors/Coordinators will complete the Active Supervision Monitoring Action Plan twice a year. Supervisors/Coordinators will discuss observations with lead teachers. Other classroom staff may be included in those discussions. Collected data will be entered into ChildPlus.

**Incident Reporting and Action Steps:** Several steps will take place when unforeseen circumstances arise, such as when significant incidents occur that affect the health and safety of children or when a child is left unsupervised.

1. Supervisors/Coordinators will be notified immediately. Subsequent management will be notified accordingly.

* If a special investigation is initiated at a Collaborative Center, the center staff must notify the Collaborative and EHS Center-based Manager within 12 hrs.

1. Licensing and Regulatory Affairs (LARA) will be notified immediately. An Incident Report-BCAL 4605 will be completed and sent to LARA within 24 hours.
2. Parents will be notified as soon as possible, but within 24 hours.
3. An NMCAA Illness/Incident Report will be completed and sent home the day of the incident.
4. Additional internal and external investigations may be necessary.
5. The Special Investigations and OHS Reporting form will be completed by managers and sent to the Early Childhood Program’s Director.
   * The NMCAA Early Childhood Programs Director must submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, to mean without delay, but no later than seven calendar days following any significant incidents affecting health and safety of program participants.
6. A plan will be discussed to ensure compliance. Additional training may be provided to address areas of focus or non-compliance.

**Continuous Improvement:** Supervisors/Coordinators collect data and self-assess to highlight current strengths and identify focus areas to effectively oversee the progress on an ongoing basis. Quarterly Data Digs and the annual Self-Assessment are a part of this process. Identified strengths and focus areas will be shared with stakeholders.

References: HSPPS 1302.47(b)(1)(2)(4)(5), 1302.21(b)(1), 1302.102(d)(1), 1302.90 (c)(1)(v), Licensing R 400.8158, R 400.8182 (Tech. Assistance) R 400.8760, GSRP Classroom Requirements-Transportation

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