** Active Supervision Policy and Procedures**

**Policy:** UtilizeActive Supervision strategies to ensure child safety. All Head Start and Great Start to Readiness educators are responsible for ensuring children are supervised at all times. NMCAA will follow Head Start Program Performance Standards, Great Start to Readiness and State of Michigan Department of Health and Child Care Center Licensing Rules for Ratios. Children will be supervised by paid staff at all times and 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 using Active Supervision. Active Supervision requires focused attention and intentional observation of children at all times. 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. Education staff will utilize all six Active Supervision strategies to help ensure safety. The Active Supervision poster will be posted in the classroom. Education staff will also be familiar with and utilize, as needed, the Active Supervision tools, resources, trainings, and guidance that are available on the following websites:

* <https://eclkc.ohs.acf.hhs.gov/>
* [www.nmcaahs.com](http://www.nmcaahs.com)
* <http://www.michigan.gov/documents/lara/Center_TA_and_Consultation_Manual_-_7_1_17_576309_7.pdf>

**Sharing Information with Parents:** Education staff will work as a team to meet the individual needs of families to share information with parents. Education staff will point out the Active Supervision section in the Parent Handbook to families at Orientation. They may invite parents to attend appropriate safety trainings. Another idea is to share information about Active Supervision in a newsletter. Individual child information will be shared with families at home-visits, parent/teacher conferences, or during additional conversations. Information will also be shared with Policy Council as needed.

**Ongoing Training:** The Michigan Registry Health, Safety, and Child Development Trainings are required prior to employment. Active Supervision is a piece of that training. Active Supervision is also a component of the Annual Pre-Service Orientation Training. There is an additional Active Supervision training geared around transportation. 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, on the job training, and recaps.

**Oversight:** Site Supervisors will complete the Active Supervision Monitoring Action Plan twice a year. Site Supervisors will discuss the observation with the lead teacher or entire education team if available. Active Supervision will also be discussed at Teacher/Site Supervisor Recaps. Supervisors will collect data to highlight our current strengths and identify focus areas.

**Bus Transportation:** Transportation staff are trained on Active Supervision. Active Supervision requires staff to focus their attention and intentionally observe children so that no child is left unattended. Bus Monitors position themselves so that they can watch, count, and listen to children at all times, especially during transitions when children are arriving at or leaving the center.

• Bus monitors will position themselves so they are able to see children in the front, middle, and back of the bus.

• Bus Monitors will use their knowledge of early childhood development and each child's abilities to anticipate what a child may do and provide assistance when a child needs individualized attention.

Page 1 of 2

• NMCAA uses the Daily and/or Weekly Transportation Log to track children’s attendance from the time a child is picked up until the child is released to the authorized adult, who also signs the log.

**Correction:** A plan will be discussed to ensure compliance. Additional training may be provided to address areas of focus or non-compliance. There are several steps that will take place in the unforeseen circumstance that a child is left unsupervised.

* Supervisors will be notified promptly.
* Parents will be notified.
* An NMCAA Illness/Incident Report will be completed and sent home the day of the incident.
* Child Care Licensing will be notified immediately. An Incident Report-BCAL 4605 will be completed and sent to Licensing within 24 hours.
* The Regional Office will be notified immediately or as soon as possible to report any significant incidents affecting the health and safety of program participants.
* Additional internal and external investigation may be necessary.

**Continuous Improvement:** Supervisors collect data and self-assess to highlight current strengths and identify focus areas to effectively oversee the progress on an ongoing basis. Data Digs and Self-Assessment are a part of this process.

**Active Supervision Strategies:**

**Set Up the Environment**-Staff set up the environment so that they can supervise children and be accessible at all times. When activities are grouped together and furniture is at waist height or shorter, adults are always able to see and hear children. Small spaces are kept clutter-free and big spaces are set up so that children have clear play spaces that staff can observe.

**Position Staff**-Staff carefully plan where they will position themselves in the environment to prevent children from harm. They place themselves so that they can see and hear all of the children in their care. They make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary. Staff stay close to children who may need additional support. Their location helps them provide support, if necessary.

**Scan and Count**-Staff are always able to account for the children in their care. They continuously scan the entire environment to know where everyone is and what they are doing. They count the children frequently. This is especially important during transitions when children are moving from one location to another.

**Listen**-Specific sounds or the absence of them may signify reason for concern. Staff who are listening closely to children immediately identify signs of potential danger. Programs that think systemically implement additional strategies to safeguard children. For example, bells added to doors help alert staff when a child leaves or enters the room.

**Anticipate Children’s Behavior**-Staff use what they know about each child’s individual interests and skills to predict what he/she will do. They create challenges that children are ready for and support them in succeeding. But, they also recognize when children might wander, get upset, or take a dangerous risk. Information from the daily health check (e.g., illness, allergies, lack of sleep or food, etc.) informs staff’s observations and helps them anticipate children’s behavior. Staff who know what to expect are better able to protect children from harm.

**Engage and Redirect**-Staff use what they know about each child’s individual needs and development to offer support. Staff wait until children are unable to problem-solve on their own to get involved. They may offer different levels of assistance or redirection depending on each individual child’s needs.

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

10/20 P:\Head Start Files\Admin\Procedure Manual\Active supervision\Active Supervision Policy and Procedures Page 2 of 2