

Head Start Community Program of Morris County, Inc.
POLICY ON ACTIVE SUPERVISION

Learning environment: Staff set up the environment so that they can supervise children and be accessible at all times. Furniture is at waist height or shorter so that 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.

Staff positioning: 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 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.

Support for children with challenging behaviors: Staff use what they know about each child's individual interests, needs and development to help anticipate children's behavior. Staff stay close to children who may need additional support. Staff seek assistance from the Special Services and Mental Health team members to support children with challenging behaviors and request additional support staff if needed.

Scan and count: Staff are always able to account for the children in their care. They continually scan the entire environment to know where everyone is and what they are doing, frequently counting the children. At every transition, when children are moving from one location to another, staff count aloud the children under their supervision.

Two staff members: It is required that two staff members are present with the children at all times, available to meet both the ongoing learning needs of children or respond appropriately to unplanned events such as a child becoming ill, or having a toileting accident or an emergency. If a staff member needs to leave the room, they are to use classroom communication equipment (phone, walkie-talkie) to request assistance from social services, health, or management staff. Social Services staff or additional Education staff will cover staff breaks on a rotating schedule.

Approved by Board of Directors 10/21/2019

Approved by Policy Council 10/22/2019

Health staff are summoned to the classroom for any child health needs, bringing children to the Health Department for assessment and care.