

Active Supervision & Safety

Head Start Performance Standards & Oregon Regulations

<i>Performance Standards:</i>	<i>§ 1302.47 (a) (b) (b1i)</i>	<i>DELC Regulations:</i>	<i>§ 414-300-00600 (1) (b)</i>
	<i>§ 1304.22 (d) (1) (2)</i>		<i>§ 414-300-0130</i>
	<i>§ 1306.32 (a)</i>		<i>§ 414-300-0030 (7) (e)</i>
	<i>§ 1304.52 (i) (1) (iii)</i>		<i>§ 414-300-0040 (6) (c) (a)</i>

Policy

All staff, when present with children in the care of Community Action Organization's (CAOs) Head Start and Early Head Start (HS/EHS) 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 always be onsite while the children are present. For Home-Based socializations, children will always be supervised by their parent; home visitors will also be present during the socialization.

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 option. 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.

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

Classroom Aides must meet 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 always present. Center-Based and Coffee Creek Staff will use the weekly **Head Start Daily Sign In/Out for Staff** 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 Information and Requirements 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 **Active Supervision Checklist** and will be entered into and monitored in ChildPlus by Program Area Supervisors (PAS), Compliance Supervisors, and Managers. PAS will be responsible for any Corrective Action Plans (CAPs) and follow-up within 24 hours.

Forms Referenced:

[Head Start Daily Sign-in & Out for Children, Active Supervision Checklist,
Head Start Home-Based Socialization Sign In/Out, Head Start Daily Sign In/Out for Staff,
Head Start Visitor Sign In/Out, School Bus Monitoring Checklist 2.0]

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Revised 08/25
PC Approval: 11/21

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

Active Supervision and Safety Plans

- Teams will individualize the **Active Supervision and Safety Plan to reflect the needs of their program model** 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 supervisor for approval.
- Plans will be individualized for each site/program model and teams will review with all supporting staff and volunteers.
- Plans will be kept in the emergency binder and posted on the family board for easy access.
- Plans will be reviewed monthly or as needed throughout the year to reflect and adjust to changing enrollment, needs and situations.
- Supervisor will keep a copy of each plan and conduct regular monitoring to ensure the plans are being 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 **Head Start Daily Sign In / Out for Children form**.
- Staff will keep an accurate head count of children. One staff member will verbally count the number of children signed into the attendance sheet and the other staff will then verbally count the children present out loud to confirm the total with one another. 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 changes 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.
- Staff will utilize zoning strategies to always see and hear all children in the environment; 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.

Forms Referenced:

[Child Daily Sign-in & Out, Active Supervision 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 2.0]

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PC Approval: 11/09/2021

**Community Action Head Start
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- Staff will keep the classroom door closed (or use a baby gate if ventilation is needed and approved by PAS) 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.

- **Before Departure:**
 1. Staff member A counts out loud and announces the number of children leaving the classroom.
 2. Staff member B independently counts out loud and confirms the number.
 3. Record numbers of children leaving on the Head Count Tracking Sign under the “Out” section.
 4. Staff member A announces the number of children remaining in the classroom.
 5. Staff member B confirms the number remaining.
 6. Record remaining children on the Head Count Tracking Sign under the “In” section.
- **During Transition:**
 7. The staff member with the group maintains awareness of all children and performs additional verbal counts when:
 - Arriving at destination
 - Departing destination
 - Passing through doors, hallways, or other transition points
- **Returning to the Classroom:**
 8. Upon return, the staff announce their arrival and the number of children returning.
 9. A second staff member counts out loud and confirms the return number.
- **Final Reconciliation:**
 10. Both staff members perform a full verbal head count of all children in the classroom.
 11. They compare the head count to the attendance sheet.
 12. Staff update the Head Count Tracking Sign to reflect current numbers.

Transitions with the Whole Group

1. Each staff member will **verbally count out loud** the number of children present in the classroom (or current location), compare it to the number of children signed in on the **Child Daily Sign In/Out**, and **verbally confirm agreement** on the total number before departing. Staff will record this number in the **"Out of the Classroom"** section of the **Head Count Tracking Sign**.
2. Staff will bring the following items when transitioning:
 - Child Daily Sign In/Out

Forms Referenced:

[Child Daily Sign-in & Out, Active Supervision 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 2.0]

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- Staff Weekly Sign In/Out
 - Portable Head Count Tracking Sign
 - Emergency contact forms
 - First aid kit
 - Walkie talkie
 - Any other supplies needed
3. One staff member will lead the group, and one staff member will follow at the back. If additional staff or volunteers are present, they may walk at regular intervals within the group to provide additional supervision.
 4. Staff will **verbally count the children out loud** during the transition at key points (e.g., rounding a corner, passing through a doorway).
 5. Upon arrival at the new location (or upon returning to the classroom), **each staff member will verbally count the children out loud** both **before and after** entering the space and confirm the total number. Staff will also compare this count with the number of children signed in on the attendance sheet to ensure accuracy.
 6. Staff will update the **Head Count Tracking Sign** to reflect the new location.

Active Supervision During Bathroom Trips in Public Schools

- Staff will follow the established Active Supervision procedures for transitions while traveling to and from the bathroom, and will bring any necessary supplies (e.g., walkie talkie, step stools).
- When one staff member accompanies children to the bathroom, only one bathroom (either boys or girls) will be used per trip to maintain effective supervision.
- Upon arrival, staff will announce their presence and scan the bathroom for other occupants before allowing children to enter. If other children are present, staff will take all reasonable steps to ensure the privacy and dignity of all children.
- While children are in the bathroom, staff will maintain active supervision, which includes listening attentively and being aware of the children's safety without compromising their privacy.
- When all children have finished, staff will visually check each stall to ensure no child is left behind and will conduct a head count before leaving the bathroom.

Active Supervision on the Playground

- Prior to children's use, staff will inspect the playground for safety hazards. Any identified hazards will be adjusted, removed, or clearly blocked off to ensure a safe environment.
- Staff will track the total number of children present, including those on the playground or at alternate locations, using a portable Head Count Tracking Sign. The number of children will be documented and displayed clearly so that all staff and volunteers can easily reference it.

Forms Referenced:

[Child Daily Sign-in & Out, Active Supervision 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 2.0]

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- Staff will follow Active Supervision procedures, as outlined in the small/whole group transitions section, while traveling to and arriving at the playground. All necessary supplies (e.g., walkie talkie, first aid kit) must be brought along.
- Staff will assess playground equipment for age-appropriateness. Equipment that is not safe for preschool-aged children will be blocked off or made inaccessible, and children will be redirected to appropriate areas.
- If the playground is unfenced or lacks clearly defined boundaries, staff will establish a perimeter using cones or other visible markers. Children will be expected to remain within the designated area at all times.
- While on the playground, staff will implement the same Active Supervision strategies as used in the classroom. This includes positioning themselves to maintain visibility of all children, engaging with children during play, and conducting regular head counts.

Active Supervision During Walking Field Trips and Special Activities

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

Transportation Procedures: Loading, Unloading, and Head Counts

Pick-Up at Community Bus Stop

- The bus monitor will assist each child onto the bus, escort them to their seat, and secure them safely in a child restraint system.
- The bus monitor will sign each child in on the **Monitor Daily Passenger List**.
- After all children have boarded, the monitor will conduct a verbal head count to ensure the number of children matches the Monitor Daily Passenger List.

Arrival at Head Start Site

- Upon arrival, the driver will take attendance of the children on board.
- The driver and bus monitor will compare their lists and confirm that both the attendance and head counts match.
- The driver will notify the teacher and two classroom staff of the exact number of children being transported for their class.
- The driver will be stationed at the base of the bus to assist children as they exit.
- Once all children have exited:
 - The bus monitor will check the bus to ensure no children remain.
 - The driver will conduct a second sweep of the bus to confirm it is empty.
- The classroom staff will confirm the number of children received and ensure all children remain with staff until led into the classroom.

End-of-Day Departure to Home / Loading Children for the Trip Home

- At dismissal, the classroom staff will escort children to the bus and inform the driver of the total number of children riding the bus home.

Forms Referenced:

[Child Daily Sign-in & Out, Active Supervision 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 2.0]

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- Community Action Transportation children will be loaded first, before self-transported and school district transportation children are released.
- Children will wait with staff near the building until the driver is ready to begin boarding.
- The driver will help children onto the bus, while the monitor secures each child in their seat.
- After the last child is secured, the monitor will conduct a verbal head count, confirming the number matches the classroom's count.
- The driver will confirm the final number of children with both classroom staff members.

Departure from Site

- The driver will conduct a verbal head count and confirm the number of children matches the **Monitor Daily Passenger List**.

Drop-Off at Community Bus Stops

- At each child's designated stop:
 - The monitor will verify the pickup person's ID to ensure they are authorized.
 - The authorized person will sign the **Monitor Daily Passenger List**.
 - The monitor will conduct a head count after each stop to ensure their list matches the number of children remaining on the bus.
- If a child is not released at their designated stop:
 - The monitor will notify classroom staff immediately after the missed stop.
 - The classroom staff will inform the family that the child will return to the Head Start site and must be picked up there.

Final Drop-Off and Bus Check

- After the last child is dropped off:
 - The bus monitor will check the entire bus to ensure no children are left behind.
 - The driver will then stop at a safe location to double-check the bus and place the required "All Clear" sign at the rear.
 - The bus monitor will contact the classroom to confirm that the bus is empty and all children have been safely dropped off.

Ongoing Oversight and Monitoring

- Program Area Supervisors (PAS) will conduct monthly monitoring of transitions to and from the bus using the **School Bus Monitoring Checklist 2.0**.
 - All findings will be documented in ChildPlus.
- The Transportation Supervisor will conduct at least two annual bus ride-alongs, also using the School Bus Monitoring Checklist 2.0.
 - Any findings will be documented in ChildPlus and corrected either immediately or after the ride is complete.

Forms Referenced:

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Active Supervision during rest periods

Toddler or Preschool rooms:

- When all children in the toddler or preschool room are asleep, children may be supervised by one qualified staff member as defined by licensing and Performance Standards for brief periods of time. As children awaken, required adult-child ratios (1:4 for infants and toddlers and 1:10 for preschoolers) must be met and maintained. Group size maximums shall always be in effect.
- Sleeping children will always be in sight and sound of classroom staff.

Infant rooms:

To promote safe sleep and ensure monitoring of sleeping infants, staff will follow this Active Supervision and Safety policy and procedure created specifically for children in our Infant classroom. This plan to monitor sleeping infants includes the following:

- Infant team and supporting team members will receive annual training to Monitor Sleeping Infants.
- During this training, the team will decide how they will monitor their infants to ensure that the sleeping area is supported when infants are sleeping, including when staff are taking breaks.
- The use of a timer or device to keep track of time will be used to ensure sleeping infants are checked every 10 minutes

Staff that are monitoring the infant sleeping area will perform a walkthrough of the sleeping space every 10 minutes while one or more infants are sleeping to visually & physically ensure infants are:

- Breathing.
- Not overheated
- Not in distress.
- Do not need assistance.

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

Program Area Supervisors and Classroom Staff 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 the missing child.
- 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**

Forms Referenced:

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