

Sweetwater County School District #1 Head Start Active Supervision Transition Procedure

The Office of Head Start (OHS) asks all Head Start and Early Head Start program leaders to remind staff to prioritize children's safety by providing continuous supervision. Governing bodies, Policy Councils, directors, and managers must create a culture of safety within their programs. Everyone shares responsibility for keeping children safe. Grantee staff must ensure that "no child will be left alone or unsupervised while under their care" (45 CFR1304.52 (i)(1)(iii)).

1302.47 (a) A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times.

To assure that children are accounted for when transitioning from the classroom to the playground or another location in the center and back into the classroom:

1. The Teachers will engage children in the process of conducting head counts while waiting in line to ensure that all children are present.
2. During transition Teachers will engage in transition songs or conversation with students
3. One teacher will stand at the front of the line with the second teacher at the end of the line. This configuration is required whenever transitioning more than 10 children from one activity to another. Hand rings may be used when transitioning groups of children.
4. Staff must limit the amount of time that children are waiting to transition.
5. Staff must be aware of children who may need heightened supervision due to behaviors and/or disabilities by anticipating behavior and coordinating strategic positioning of all available staff to give any needed additional support, as needed.
6. Staff will use what they know about each child's individual interests and skills to predict what the child might do. For children who require closer supervision due to special needs, developmental needs and/or social needs will receive more specifically planned supervision.
7. Engage and Redirect- One teacher will always be actively engaged in group site/sound supervision at all times. Staff wait until children are unable to problem-solve on their own to get involved. Staff may offer different levels of assistance or positive redirection depending on each individual child's needs.
8. Outdoors- Teaching teams must work together to identify "hot spots" where children usually need assistance or where adults have a hard time seeing children. Staff will be spread out watching, listening, and interacting positively with children. Staff should be careful of having long discussion with colleagues or intense play with a child or small group of children while supervising a zone. Staff will be positioned by high risk areas.
9. Available staff will assist as needed during transitions.
10. If a child should run from the line the building Aide, Volunteer, Substitute or parent will stand in at the end of the line while the Teacher guides the child back to the line.
11. The teacher at the end of the line will do a sweep of the area including a thorough check of any enclosed structures prior to leaving for the classroom.
12. A second head count will take place once the children arrive at their destination

When to be attentive

There are certain times when children are at greater risk to be harmed or unsafe. Staff should count children and communicate between each other about the number of children in their care before, during, and after these situations or times:

- During transitions when children are moving from one location to another
- When in the outdoor play area
- During drop off and pick up from the bus or parent
- When children arrive late or leave early
- When staff are leaving or returning from breaks
- When there is substitute staff in the classroom or center
- When children use the bathroom
- When on a field trip or other special outing
- When specialists are taking children in and out of the classroom
- When there are unscheduled visitors in the classrooms
- During emergencies and drills

Staff are expected to report all health and safety violations immediately to a member of management. This includes, but is not limited to, a child that is left unsupervised or a classroom that has inadequate supervision per ratio requirements for any duration of time, any child that has been injured as a result of an accident or abuse, and any violation of a procedure that compromises the health and safety of any Head Start child. Failure to adhere to these requirements may result in disciplinary action up to and including termination.