

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.
EARLY CHILDHOOD EDUCATION DEPARTMENT**

ACTIVE SUPERVISION TO PROTECT CHILDREN'S SAFETY

§1302.47

GOAL STATEMENT- MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success

POLICY:

Adequate supervision to protect children's safety requires that there are enough staff present to watch children during both routines and play. Staff should be positioned to see all areas where children may be playing, move around as needed to keep a close eye on children, and stay attentive to children's basic safety needs. There should always be an adult present, interacting, and children should never be left unsupervised, for any amount of time.

PROCEDURES:

Strategies used to help ensure adequate supervision by staff include:

- Adjusting supervision for ages and abilities of children.
- Staff should scan the entire environment to know where children are and what they are doing constantly.
- Counting the children frequently is important, especially during transitions, when children are moving from one location to another.
- Strategically standing where all of the children are easily seen, moving close to areas where they are playing.
- When helping one child, keep an eye on the others and be available to step in when needed.
- Notifying proper authorities and being aware of potentially dangerous areas are indoors and outdoors and supervising these areas more closely.
- Using a "zone" approach to supervising for safety, where each staff member has a primary responsibility for certain areas. If there are no children in an area, staff move to help supervise another area, until children return to their supervision zone.
- Arranging the schedule so that activities and routines that require attention to only one child are not done by all staff at the same time.
- Coordinating staff tasks so that the supervision needs of all children can be met.
- If needed, having extra staff to help during the most demanding times in the classroom, such as during feeding and diaper changes, when getting children ready to go outdoors,

during a neighborhood walk, or while doing a special activity that requires close staff supervision.

TAKING ACTION TO PREVENT SAFETY PROBLEMS

Staff should anticipate and take action to prevent safety problems means that staff recognize possible hazards in the areas used by children and correct the problems before accidents happen. Some examples of such precautions include:

- Knowing each child's abilities and having a good sense of their temperament
- Developing communication that supports growth, exploration and experiences
- Moving active play away from non-mobile children or quiet play
- Placing objects that might cause problems out of the reach of children
- Periodically removing clutter, such as toys scattered in walking areas, to prevent falls
- Ensuring that safety restraints on highchairs, strollers, and infant seats, are intact and fastened
- Removing broken toys and equipment that might cause injury
- Picking up small items children could choke on that are left within children's reach
- Securing loose cords or wires that could strangle children
- Ensuring that purses, backpacks, or tote bags of adults are out of children's reach
- Putting heavy objects that could be pulled or pushed on to children out of the reach of children or down low
- Anchoring wobbly furniture or placing it in safe position so it will not fall
- Tying children's shoes so that falls are less likely to occur
- Sweeping sand off walking and running surfaces and stairs
- Limiting the number of children on certain climbing equipment if too many children increases the risk of pushing and falling
- Staying close and giving extra supervision to a toddler who is going through a stage of biting or hitting
- Placing possibly dangerous tools used by children or staff (knives, scissors, hammers, saws) out of reach when not being supervised in use
- Preventing children from running in front of swings
- Ensuring gates or doors are closed
- Removing trash from children's play area
- Stopping children who are fighting before it becomes serious

*Information taken from All About the ECERS-R (2003), All About ITERS (2004) by Debby Cryer, Thelma Harms, and Cathy Riley and Active Supervision: Keeping Children Safe. <http://eclkc.ohs.acf.hhs.gov/>.

I have thoroughly read and understand the "Adequate Supervision to Protect Children's Safety and Taking Action to Prevent Safety Problems" statements above. I also understand that regardless of my position with MCAEOC Early Childhood Program, it is my responsibility to intervene if I see a child in an unsafe area or situation. Failure to comply to the above practices can result in disciplinary action up to termination.

Signature of Employee

Date