

Supervision: Quality Practices

Supervising children is an important job that should be a high priority for caregivers. There are many things that impact supervision. No matter where the children are or what they are doing, it is every staff member's responsibility to be sure that the children are appropriately supervised at all times.

Know the children

Establish a method to keep track of how many children are in care. Be able to put a name to each face and name all the children in the group.

Maintain ratios

Know and keep state adult-to-child ratios at all times. Prepare for activities before children arrive, staff for the youngest aged child in the group, plan for emergencies.

Count heads

Count the children often as a part of the daily routine. Pay particular attention when children move from one space to another and when they are on the playground.

Work as a team

Communication between team members assures that together they can maintain the four critical points of supervision.

Before doing special activities or off-site activities with children, have a plan in place to supervise appropriately and address unfamiliar conditions that can affect supervision.

Be aware of the environment

- Arrange furnishings so all children can be seen at all times.
- Position staff so each can see the children at all times.
- Look for potential hazards before welcoming children, especially on the playground.

Playground supervision

- Check for hazards.
- Position adults near climbing equipment.
- Focus on the children not other adults.
- Do frequent head counts.

Moving children

Taking children out of the classroom environment for a field trip or even a walk requires planning.

- Place one adult at each end of the line when going for a walk.
- Never leave children alone in a vehicle.
- Provide extra supervision when entering and exiting vehicles.
- Use seat belts and car seats as mandated.
- Review safety rules frequently with children and volunteers.

Four critical points of supervision:

At ALL times every caregiver must be able to:

- See
- Hear
- Direct
- Assess

ALL children in their care.

