

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: D-Health Program Services**

**Section: 1302.47 Safety Practices**

**Subject: Supervision and Transitions**

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**Policy:**

In accordance with the Information Memorandum 15-05 Supervision and Transitions, no child will be left alone while in the care of Head Start/Early Head Start staff.

**Procedure:**

1. Staff will be trained on active supervision using the six strategies in ELCKC –
  - Set up the environment
  - Position staff to see and reach children at all times
  - Scan and count
  - Listen closely
  - Anticipate children’s behavior
  - Engage and redirectThis training will be conducted annually and upon hire if hired after annual training.
2. Periodic roll call will be implemented throughout each day according to the Supervision of Children policy to ensure children are accounted for during all transitions.

In the event a child is unsupervised the following actions will be taken.

3. If it is determined that a child has been left alone in the classroom, on the playground, or on the bus, the incident will be reported to the Director immediately.
4. Once reported to the Director, the Director will gather the facts (when, where, who, and how long) and report to the Executive Director.
5. The Director will advise staff to report the incident to the parent/guardian.
6. The Director will report the incident to the abuse hotline, the DCF licensor, and the Program Specialist at the regional office within three days.
7. A child being unsupervised will not be tolerated. If a child is left unsupervised, the staff responsible will be disciplined including suspension without pay up to termination.