

# Passaic Family Head Start, Inc.



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## **Active Supervision Policy**

Passaic Family Head Start is committed to ensuring the health, safety, and well-being of all children in its care. The program maintains a zero-tolerance standard for unsupervised children and requires that all children are actively supervised at all times. In accordance with the Head Start Program Performance Standards (45 CFR §1302.90), no child shall ever be left alone or unsupervised by staff, consultants, contractors, or volunteers while under the program's care. Active supervision is the method by which the program fulfills this responsibility and is required in all settings, including classrooms, playgrounds, hallways, bathrooms, meal areas, rest time, field trips, and during all transitions.

Active supervision is an intentional, proactive approach that requires staff to position themselves strategically, continuously observe and scan the environment, listen for signs of distress or unsafe behavior, and remain fully engaged with children at all times. Staff are expected to maintain constant visual and auditory awareness of all children for whom they are responsible and to ensure that children remain within sight and sound at all times. Staff must account for each child through regular name-to-face recognition, particularly during transitions between activities or locations, and immediately address any situation where a child's location or safety cannot be confirmed.

The program environment must be arranged in a manner that supports effective supervision. Classrooms, outdoor areas, and shared spaces must be organized to provide clear sightlines, eliminate blind spots, and allow staff to move quickly to any child who may need assistance. Furniture, equipment, and materials must not obstruct supervision or create unsafe conditions. Staff are responsible for monitoring the environment continuously and adjusting their positioning as children move throughout the space.

Active supervision also requires staff to anticipate children's behavior based on developmental level, individual needs, and past experiences. Staff must remain alert to potential hazards and intervene promptly to prevent injury or unsafe behavior. Redirection and guidance must be immediate, calm, and developmentally appropriate. Supervision remains the responsibility of staff even when children appear calm, engaged, or sleeping, and supervision expectations do not change during rest time, meals, toileting, or routine care activities.

During transitions, including arrival and dismissal, movement between indoor and outdoor spaces, and field trips, staff must maintain continuous supervision and accountability for every child. Children must be counted and visually confirmed before leaving one area, during

movement, and upon arrival at the next location. Staffing patterns must ensure that children are never left unattended, even briefly, due to staff breaks, coverage gaps, or emergency situations.

All staff, volunteers, consultants, and contractors who have contact with children are required to follow this Active Supervision Policy and receive training on active supervision practices upon hire and on an ongoing basis. Supervisors are responsible for monitoring implementation of active supervision, providing coaching and corrective action when necessary, and ensuring compliance with Head Start standards. Any lapse in supervision or safety concern must be reported immediately to program leadership. Failure to adhere to this policy may result in disciplinary action, up to and including termination.