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## POLICY

To ensure all staff are aware of the expectations regarding the supervision of children.

The Child Care and Early Years Act (2014) identifies the following references for supervision of children:

### 2.9 Supervision by an Adult

Ontario Regulation 137/15

#### Supervision by an Adult

Every licensee shall ensure that every child who receives child care at a child care centre it operates or at a premise where it oversees the provision of home child care is supervised by an adult at all times, whether the child is on or off the premises.

#### Intent:

This provision protects the safety and well-being of children by requiring that they be supervised by an adult at all times while receiving child care.

#### Group Sizes

Effective September 1, 2020, cohort sizes reflect the maximum group sizes set out under the Child Care and Early Years Act, 2014 (CCEYA). Staff and students are not included in group sizes but should be assigned to a specific group where possible. Children are permitted to attend on a part-time basis and as with children attending full time, should be included in one group and should not mix with other groups.

Staff should work only at one location. Supply/replacement staff should be assigned to a specific group. Supervisors or designates should limit their movement between rooms and only doing so when absolutely necessary. Interactions with multiple groups should be avoided as much as possible.

Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA, provided that groups are not mixed. Reduced ratios are not permitted at any time for infants.

Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e. if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).

Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the license.

While on duty, staff are responsible for the safety of the children at all times and constant supervision is required. Staff are assigned responsibility for a specific group of children. Staff must determine each child’s developmental ability (using developmental checklist materials) in order to plan and implement a program that effectively meets the



child's individual needs. Planning the program with consideration given to the children's abilities, as well as general safety practices, is an essential component of effective supervision of children.

### Space Set-Up and Physical Distancing

- Groups must have their own assigned indoor space separated from other groups by a physical barrier. The physical barrier needs to be a minimum of 8 feet and as wide as the room will allow.
- When in common spaces a physical distancing of at least 2 metres must be maintained between different groups.
- In shared outdoor space, groups must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort.

### 3.16 Outdoor Play Space Location and Fencing

Ontario Regulation 137/15

24 (3) Every licensee shall ensure that the outdoor play space at each child care centre it operates

- a) Is at ground level and adjacent to the premises unless otherwise approved by a Director
- b) If used by licensed infant, toddler or preschool groups, is fenced to a minimum height of 1.2 metres and the fence is furnished with one or more gates that are securely closed at all times;
- c) If used by a licensed kindergarten group, is fenced to a minimum height of 1.2 metres and the fence is furnished with one or more gates that are securely closed at all times, unless otherwise approved by the director; and
- d) Is so designed that the staff can maintain constant supervision of the children.

#### Intent:

These provisions are intended to help provide for the safety of children using the outdoor play space. Playgrounds adjacent to the building facilitate access to first-aid, telephones, washroom facilities, shelter and flexible indoor-outdoor programming.

Fencing assists staff with supervision and ensures that young children do not wander into unrecognized hazards, such as parking lots or roads. Secure fencing also prevents unwanted individuals from wandering into the play space.

This provision ensures the general safety of the children while they are outdoors and allows the staff to fulfil their responsibility.

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**PROCEDURES**

- Constant visual supervision of children is essential. All staff are responsible for ensuring that all exit points are monitored, indoors and outdoors.
- Communication is an essential component of working as a team. Staff must ensure that they have informed each other if they are leaving the room with children or arriving with additional children.
- When one member of the team leaves the area, the team partner(s) is/are responsible for all children within the area.
- Children's attendance must be recorded immediately upon arrival or departure from the program. Attendance must also be checked during routine changes of the day. This ensures a matching of the attendance record with the children in care.
- Staff must ensure that children are safely released to their parent or guardian. As children tend to have regular hours of care, it is important for staff to be aware of when to expect a child's arrival or departure.
- In order to supervise an area effectively, staff must position themselves to achieve visual supervision of the children, indoors and out. If a child needs to leave the group for any reason, staff must ensure that an adult adequately supervises him or her.
- When setting up a playroom, staff must ensure that consideration is given to the types of activities planned and the physical set-up of the room. Staff must be able to effectively monitor the activities to maintain a safe environment for the children.
- Outdoor programming should be scheduled in small groups in order to facilitate physical distancing. If an outdoor play area is large enough to accommodate multiple groups, the space may be divided with physical markers to ensure cohorts remain separated by at least 2 metres.
- Staff are required to count the number of children in their care before and after the movement of children from within the centre, when outside in the playground and when moving children to and from the playground, and at any time that the centre takes the children off the premises.
- Staff must ensure that children are aware of the rules of the playroom and playground. This will help children understand the expectations for safe play.
- Staff must recognize the need for extra precautions regarding the supervision of children when there is a change to regular day-to-day programming. For example, when supply staff are filling in, it is necessary to take additional precautions.



- Staff must be constantly aware of what is happening around them. By listening carefully and monitoring the room, a potential conflict or safety hazard may be prevented.
- Staff should continue to supervise and hold an infant's bottle if the infant is not yet able to hold their own.
- It is the expectation that staff regularly review and keep up to date in their knowledge of appropriate policies and procedures.

### Missing Children

If it is suspected that a child is missing, time is of the essence.

Staff must review group attendance. Check with the team partner and other children in the group. Note the time.

If the team partner is not in attendance, another staff may be called for assistance. Staff must ensure that the children in the group are supervised.

The Supervisor or designate must be notified of the situation. The Supervisor or designate is responsible for beginning a search of the building and of the grounds. One person should be assigned to check indoors and another person to check the playground and surrounding area. All staff are required to check their own rooms. It is essential to ensure the safety of the children while a search is being conducted.

Once it is determined that a child is missing, the Police must be notified. Emergency numbers are posted by the telephone in each child care centre. A description of the child including age, weight, height, hair and eye colour, clothing etc. will be required.

Additional information that should be reviewed includes:

- Is the child familiar with the local area?
- Is the child new to the centre?
- Is the child able to open exit doors or gates?
- Where might the child go?
- What are the child's developmental abilities, could he or she be playing a game?
- What is the family situation, are there custody issues?

This information may assist the Police in their search.

It is not necessary to wait until the internal search has been completed prior to calling the police. The police should be called as soon as possible.

The search should be continued until the police arrive. If staffing allows, the search may continue along with the police.

The Supervisor or designate is responsible for notifying the child's parent(s) as soon as possible.



PROGRAM POLICIES

PROFESSIONAL  
REQUIREMENTS AND  
LIABILITIES

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Once the situation has been resolved, the procedure for reporting a Serious Occurrence must be initiated.

**Cross Reference: Policy and Procedures Manual**

**Section 2-200-206 Serious Occurrence Reporting Procedure**

**Section 2-400-405 Transition times**