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 of 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

The maximum group size (cohort) for each room in a child care centre is no more than 10 individuals. A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.

Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA, provided that cohorts are not mixed with other cohorts. 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 licence.

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) 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.

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 always securely closed,

   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 always securely closed, 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.

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.

• 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.

• 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.

• 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. The parent sign in/out forms must be reviewed. 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 is 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.

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**