



## **Supervision of Children Policy and Procedures-COVID-19**

Created: July 15, 2020

Revised; December 15, 2020

References: The Child Care and Early Years Act (2014) Toronto Public Health COVID-19 Guidance, December 4, 2020 November 30, 2020, August 28, 2020, The Ministry of Education Operational Guidance During COVID-19 Outbreak Document Version 3 August 2020

Approved by Board of Directors: July 29, 2020

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and the Ministry of Education regarding the requirements for group sizes and ratios as required during COVID-19.

### **Policy**

This policy protects the safety and well-being of children by requiring that they be supervised by an adult at all times while receiving child care, and ensure all staff are aware of the expectations regarding the supervision of children.

### **Group Sizes**

- Group sizes can return to maximum group sizes as set out in CCEYA
- Staff should be assigned to a specific group
- Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA, if 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 license.
- Staff qualifications for each grouping must be maintained as set out under the CCEYA.
- 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.

### **Staffing**

- staffing should be sufficient to have multiple staff assigned to one room consistently over the course of the day, and not need to move to other rooms
- Staffing should be arranged to limit the number of staff entering and working in different rooms/areas as best as possible – ie routine coverage should be supported by the same staff
- Staff should work at one location; staff should not be assigned to different centres if possible
- Supply staff should only work in one location
- Reassigning supply staff to a different cohort within the centre should be avoided as best as possible

### **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.
- 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 are required to note the number of children on the attendance record upon the staff's arrival and departure from the program



initially and throughout the day (Revised Transition Policy and Procedure)

- 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.

**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before recommencing employment, and at any time changes are made.

I acknowledge receipt Orde Day Care’s **Child Supervision Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the **Child Supervision Policy and Procedures**. I understand that if I have questions, at any time, regarding these policies and procedures, I will consult with my immediate supervisor.

Please read the **Child Supervision Policy and Procedures** carefully to ensure that you understand the policy before signing this document.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:

