

Classroom Active Supervision Plan

Teachers please complete one Active Supervision Plan per classroom. Write your classroom's plan to address each element of active supervision, including which staff is responsible for each of the elements.

The Active Supervision Plan needs to be approved by your Center Director and posted in each classroom once approved.

Center: _____

Site: _____

Classroom _____

Staff completing form: _____ Date: _____

Environmental Set-up

1. Arrange learning environments so that children can be supervised at all times.
2. Furniture is at waist height or shorter so adults are always able to see and hear children.
3. Small spaces are kept clutter free
4. Remove any objects blocking window view outside of internal and external classroom doors.

Describe how you will address these key elements:

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Staff Positioning

1. Staff position themselves in the environment to prevent children from harm. They place themselves so that they can see and hear all of the children in their care.
2. Staff make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary.
3. Staff stay close to children who may need additional support.

Describe how you will address these key elements:

Scan and Count Procedures

1. Staff account for the children in their care.
2. Staff to child ratios are maintained at all times.
3. Staff scan the entire environment to know where everyone is and what they are doing.
4. Staff count the children frequently and out loud to verify numbers and communicate to all staff in the room. Suggested times are:
 - a. At the beginning of the day as children are arriving
 - b. After using toilet
 - c. As part of emergency drills
 - d. When leaving and returning to the classroom
 - e. When leaving one environment and entering another (transitioning to and from outdoor play)
 - f. On and off the bus (transitioning supervision between bus drivers and teachers, bus drivers and parents, etc.)
 - g. Arrival/departure

Describe how you will address these key elements:

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Listen

1. Consider bells on doors to help alert when someone leaves or enters the room.
2. Consider other auditory strategies to identify concerns or signs of potential danger.

Describe how you will address these key elements:

Anticipate Children's Behavior

1. Know each child's individual interests and skills to predict what he/she will do.
2. Individualize instruction to appropriately support and challenge children.

Describe how you will address these key elements:

Engage and Redirect

1. Staff makes an active supervision plan that identifies each adult's role in offering children support

Describe how you will address these key elements: