

SUPERVISION OF CHILDREN



Policy Statement

Compass Early Learning and Care provides safe accommodation for children in our care through appropriate staffing.

Policy Guidelines

1. Staff/Child ratios meet or exceed the minimum requirements as set out in the Child Care and Early Years Act and Regulations.
2. Each Compass ELC Program Lead is the Designated Authority.
3. Direct unsupervised access (when an adult is alone with a child) is not permitted for persons who are not employees of Compass Early Learning & Care.
4. Placement students and volunteers:
 - a) are not counted in staff/child ratios.
 - b) are supervised by a Compass ELC staff member at all times.
5. Every child who is in attendance at a Compass Early Learning and Care Child Care Centre is in the presence of a qualified staff at all times. Special provisions may be made for school aged children with written consent of their parents.

Procedure

1. *Supervision of Children Guidelines* defines Staff/Child ratios, reduced ratios and minimum number of adults required on the premises. It is posted at each program.
2. In the absence of the Program Lead, a designated authority is appointed. This information will be posted in a conspicuous place in the program, communicated to all on-site staff and reported in the Communication Book.
3. Daily attendance of each child indicating the hours of arrival and departure or absence of a child, is kept for each licensed age group.