



**Bowen  
Children's  
Centre**

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## Child Supervision Policy

### Purpose

The purpose of the Child Supervision Policy is to reduce the potential for accidents and injury for children while at the BCC and on excursions. Additionally, the policy aims to ensure that the BCC staff know the elements of good supervision and can respond appropriately when supervisory arrangements need to be adjusted.

### Policy

The BCC recognizes that adequate supervision plays a critical role in preventing accidents and injuries on its premises. BCC staff have a duty of care to adequately supervise children enrolled in programs at the BCC, including the Daycare, Preschool, Infant-Toddler Program and the After School Club.

All BCC staff must:

- have the skills to assess potential risks while they are supervising children;
- be able to make necessary changes to supervision arrangements to prevent risks; and
- tell new and relief staff about supervisory risks specific to individual children in a confidential and sensitive way.

The BCC will adhere to the child-staff ratios set by the *Child Care Licensing Regulations* and any higher standards set by the BCC. The BCC will also provide extra staff for children with extra needs.

# Procedures

## Procedures for parents/legal guardians and other caregivers

### 1. Preschool, Daycare and Infant-Toddler Program pickups and drop off

- a. Parents/legal guardians and other caregivers arriving with children will deliver them to a BCC staff member and when departing with their children will tell a BCC staff member.
- b. Parents/legal guardians and other caregivers of children in the Daycare and Infant-Toddler Program must complete the "Sign In/Out" sheet located outside the classroom.
- c. All Parents/legal guardians and other caregivers must make sure that the metal entry gate is latched closed after they enter or exit the BCC premises.

### 2. After School Club Club pickup

- a. Parents/legal guardians and other caregivers collecting children from the After School Club must sign their children out in the sign in/out sheet and inform staff when they leave.

### 3. Others authorized to collect children from BCC programs

- a. For all of the BCC programs, parents/legal guardians must keep their *Authorized Person To Collect* form up to date. If someone who is not on the form will be collecting a child, parents/legal guardians must tell a BCC staff member when the child is dropped off or, in an emergency, by phone.
- b. If the pick up person is not known to staff, parents should inform them he/she will need to show a picture ID such as a Driver's Licence.

#### **4. Court orders affecting children**

- a. Parents/legal guardians must give the BCC a copy of any court order (or pending court order) affecting a child. The BCC will keep this document with the child's enrolment form.

#### **5. Attending field trips**

- a. Parents/legal guardians and other caregivers attending field trips should review and adhere to the procedures in the BCC Field Trip Policy.

### **Procedures for childcare staff**

#### **1. Supervision**

- a. BCC Staff will put themselves in a position to supervise as much of the whole group of children as possible, keeping in mind the staff to children ratios indicated at the end of this policy.
- b. BCC Staff should stay close enough to children such that they can intervene if necessary, with clear sight lines to each one at all times, and will not leave children alone in a room or play area.
- c. If multiple play areas are available to children at the same time, BCC staff will communicate with one another about which area they are supervising.
- d. BCC staff will do regular head counts of children in their care, especially when entering or leaving the outdoor play area, or when out on excursions.
- e. BCC Staff must prevent hot drinks from being brought into supervised areas and must keep any hot drinks that they themselves are consuming in designated staff areas.
- f. All BCC staff involved in supervising children will ensure that the gates to the BCC premises remains closed.

- g. BCC staff should notify the Executive Director if the behaviour of a child requires the child to receive constant one/one supervision, so that steps may be taken to provide the program with extra support.
- h. Children requiring diapering will be handled so that both the child and the rest of the children are constantly supervised.
- i. BCC staff will ensure that when taking children inside and or outside, the appropriate staff to child ratio, as detailed at the end of this policy, will always be maintained.
- j. The supervision of infants may permit the division of children into groups or areas specific to mobile children and non-mobile children.
- k. Supervision on the deck in the Infant-Toddler Program requires ensuring that no equipment or objects that a child could climb on are allowed within two feet of the railing.

## **2. Interactions while supervising**

- a. The BCC requires staff to maintain active and interactive supervision. BCC staff must not passively watch the children or to talk with other staff or parents/legal guardians or other caregivers for lengthy periods while supervising.
- b. BCC staff should encourage children who need the bathroom to tell a staff member. The staff member will, if appropriate, accompany them.

## **3. Caretakers and other visitors**

- a. BCC staff must only release children to authorized people that are listed on the child's *Authorized Person to Collect* form, or people that the parents have specifically notified a BCC staff about regarding pick-up on that particular day.
- b. A BCC staff will greet caregivers or other visitors to the BCC Programs in a friendly way while observing the person's actions, and will immediately report any concerns to the Executive Director.

#### 4. Reporting injuries

- a. Where an injury occurs under their supervision, BCC staff must complete an incident form and report it to the Executive Director as soon as possible.

#### Procedures for the Executive Director

- a. The Executive Director will ensure that all BCC staff are aware that:
  - i. the appropriate staff to child ratio, as indicated at the end of this policy, must be maintained;
  - ii. staff must always be able to see and quickly access the outside and inside areas they supervise; and
  - iii. all program areas must be free of potential and actual hazards
- b. The Executive Director will ensure that all staff (including new staff and relief staff) and parents are informed about and have access to this policy.

#### Staff ratios

<b>Ages of children in group</b>	<b>Qualified Employee : Child ratio</b>
Toddlers Birth to 3 years	1:4
Preschoolers 3 to 5 years	Daycare - 1:8 Preschool - 1:10
School age 5 to 12 years	1:10

<b>Related BCC policies</b>	<b>This policy approved on:</b> May 26 2020
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Field Trips Policy

Health and Safety Policy

Emergency Procedures Policy