



Indirect Supervision Policy

Children may be supervised in one of two ways: directly or indirectly.

Direct supervision refers to when staff are directly in the same room/area and able to see and/or hear your child. Children are always directly supervised while outside.

Indirect supervision refers to when the staff are not in the same room/area and may not be able to see or hear your child directly but are still monitoring your child's safety. Staff will take into account the age, developmental level and individual needs of each child as they determine the level of supervision required for each situation. As each child grows and develops, they need opportunities to practice independence and build self-confidence. Indirect supervision encourages these skills.

The following procedures are in place to ensure the children's safety:

- Children must ask staff when they need to leave the room to go to the washroom or their locker in the hallway.
- Staff note the children's names and time they left the room to use the washroom on the attendance clip board and stroke it out when they return to the room. The staff monitor the time to make sure the children return in a reasonable amount of time (approximately 3 to 5 minutes).
- When children go to their locker, children leave the door open and staff monitor the time to make sure the children return in a reasonable amount of time (approximately 30 seconds to 1 minute.)
- If children want to move to a different room or playground when the group is not moving, they must tell staff. Staff use walkie talkies to let the staff in the other area to expect the child and to say when the child has arrived. The staff monitor the time to make sure the children return in a reasonable amount of time (approximately 1 to 2 minutes)
- In all situations, if children do not return to the directly supervised area within a reasonable amount of time, staff go to check on them and request assistance from other staff when needed.

My child _____, _____ (birth date) has demonstrated the ability to act independently with only indirect supervision during the following situations.

✓	Type of Indirect Situation	Parent Initial	Date
	walk from the daycare room to the washroom, change clothes (if need be), use the toilet, wash hands, and return to the room		
	go to his/her own locker in the school hallway to return or bring an object/clothing to a daycare room		
	deliver a written message to another room		
	walk between different daycare rooms, gym and/or playground		
	on swim trips, may get undressed and dressed in locker room privately with staff outside the door		
	on field trip, may use a public washroom appropriate to one's own gender with staff outside the door		

Parent Signature: _____

Date: _____

Daycare Director: _____