

PMFO Active Supervision Webinar: *How Management Systems Support Child Safety and Supervision*  
Chat Transcript: March 5, 2015

**At 00:16:54 the presenter asked: What data do the GB and PC review for program safety?**

- accident/incident reports
- Agency injury reports
- Incident reports, Health Check Occurrence Reports, Daily Checklists, Safety reports
- report from Health Service
- pre-service training
- incident reports, accident reports
- Policy and procedures, trainings, reports
- Attendee : Policies and Procedures
- We gather the information but ..... we need training
- monthly checklists and observations
- policies and procedures
- Accident reports
- On-Line required classes on Active Supervision
- In-service/ policy and procedures
- staff ratios
- staff orientation and licensing training
- Health and Safety Checklist, Screening and reports
- Daily Health & Safety checklists in classrooms
- policy and procedures
- injury reports, background checks, topics for orientation training
- looking for trends
- Service Plans
- incident reports
- monthly health and safety audits
- monthly reports with injury data; program policies; program plans
- health and safety checklists
- playground checks
- Health and Safety checklist
- Classroom capacity
- policies and procedure, accident/injury reports, pre-service training
- Policy and procedures, injury reports, training on licensing requirements, health and safety checklists
- Environment Rating Scales
- health and safety checklists
- policies and procedures
- Pretty much the same as the others: policies, incidents, ratios, health and safety
- Child Abuse , Child Incident Report ,Complaint and Concern forms
- health and safety reports
- daily safety checks
- Bus Safety
- self-assessment results/recommendations and facility reports
- policies and procedures
- Health and Safety checklist

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- tracking and safety checks daily
- Bus monitors
- CLASS scores
- management systems
- Policy and Procedures, Staff Training Hours, Checklists, On Going Monitoring Reports
- Policy and Procedures
- monthly safety inspections - we are also going to establish a H&S Management system in accordance with ANSI z10

**At 00:16:54 the presenter asked: How does your program communicate a priority for program wide safety?**

- Standards of Conduct during Parent Orientation
- MANY pages about safety and health policies and procedures in our parent handbook!!
- PBS universal expectations
- regular staff meetings
- staff meetings,
- Safety campaign with posters, meetings, activities.....
- by email, memos, in service
- expectations of safety communicated during staff orientation from day one
- staff and parent handbooks
- our policies and written procedures on standards of conduct and active supervision
- e-mail good communication stand up meetings
- engage state child care division and OSHA regulators
- parent meetings, policies and procedures
- staff meetings
- staff meeting/Parent meetings
- Professional development day
- Staff meetings, safety committee
- posting signs with pictures
- through staff and parent meetings
- online training for all new staff, including standards of conduct and active supervision
- orientation, staff meetings
- standards of conduct and trainings regarding safety
- monitoring, hands on involvement from all levels
- Safe arrival and other policies during orientation
- Parent handbook, our website, parent meetings, text messages and emails
- Posters, brochures and flyer, bulletin board
- During parent orientation enlist safety ambassadors
- first aid and CPR training
- standards, training, modeling
- Reports for teachers and FSW to send in each month, safety notebooks, brochures for parents, also online required training on Active Supervision for all staff (teachers, FS, admin, etc.)
- Staffing, handbooks, postings, orientations.
- In Service mandatory training

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- Parent handbook; Parent Orientation, coaching staff; special Health & Safety Committee to focus on areas
- Policy and procedures, onboarding, regular trainings, staff meetings,
- Trainings, Integrated Service Plans, Parent Handbook/Parent Meetings, classroom supervision plans, new staff orientation
- parent safety meetings
- regular staff meetings
- home-classroom notebook
- Initial orientation and ongoing focus at staff meetings; protocols in place
- Communicated through all staff meetings and through PC Meetings.
- opportunities to practice safety strategies even before staff are responsible for safety of children
- Email, staff meetings, Pre Service / In Service Training, memos
- Each staff member and volunteer must review and sign code of conduct annually
- Daily environmental safety checks and reports to maintenance; Monthly environmental safety Reports completed by the Program Operations Coordinator and Maintenance Staff Member; policies about safety practices.
- through job description/ hiring orientation
- Safe corridor initiative
- Creation of a safety committee
- family engagement plan activities/ Health literacy objective
- In-service
- daily safety checklists, and environmental checklists
- With parents during interviews, in our handbook and conferences, with staff during regular staff meetings, during employment interviews and orientations
- GPS bus monitoring
- safety cards are completed monthly at each site
- Whole Child Framework that stresses each child is Healthy, Safe, Engaged, Supported and Challenged
- Parents serve as safety door monitors
- Observations and staff training.
- Even when we interview possible staff, our questions focus on safety as well
- Health and safety trainings throughout the year

**At 00:36:07 the presenter asked: Share an example of how you use safety checks to assure safe environments?**

- Random times of doing them.
- Cross references so EHS/ may do HS and vice versa so new eyes in new classrooms
- Completing daily safety/health checklist and a second person ensuring they were done
- Daily Playground checklist before children allowed on playground
- Different employees complete rather than the same person each month.
- redundant visual check on bus after route
- daily check lists

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- daily outside checklist before that kids go outdoor
- chemical use/management sanitizers/disinfectants an inspection priority
- daily safety checklist for different locations
- staff monitoring each other's buildings (rather than their own) for a fresh set of eyes
- The safety checks are conducted daily by our site supervisors.
- Checklists in each restroom that is done daily by staff on committee, same for playground
- Including child's picture on ER cards on busses for drivers/subs to know who the kids are as well with PreK not always verbal with whom they are
- Rotating employees cross training
- daily check with checklist
- DAILY checklists
- on-going communication with staff
- Daily and staff take turns
- Monthly checks are completed by various service area staff
- daily, monthly and quarterly safety checks are done
- Classrooms also do a daily health & safety checklist before children arrive
- daily classroom safety checks, weekly facilities check, staff safety monitors, regular meetings to discuss concerns
- Classroom Checklist completed each day by staff, OCFS Safety Checklist Completed monthly by Supervisory staff, Health and Safety Screeners completed at random by Leadership Team,
- We have safety checklist that is completed monthly by staff and management completes it at random.
- daily playground safety checks prior to children going out
- We do both indoor and outdoor checks every day to look for any needed repairs.
- develop an action plan based on needs identified on the health and safety checklist
- Daily / Monthly Safety Checks by the classroom staff and the Center Coordinator / Designee;
- Prime Time monitoring by the coordinator; Facilities check list
- Safety TO Do Lists
- daily checks of the classroom can make sure that all outlets are covered
- Conducting daily safety check every time you go to the playground and always have other people check after you. Every time a class goes out they should make a safety check. Always cleaning after our children.
- Daily checks and anything that isn't safe is going to be removed.
- morning playground check prior to children's arrival daily indoors and out
- Not only staff at centers doing maintenance check is also management team doing random checks
- pre-trip inspections, re-walking the bus, bus logs and review of logs
- Daily classroom checklist completed by each classroom j
- Daily indoor and outdoor checklist by teachers and lead and monthly by specialist
- Doing a third party check on bus after children have departed bus.
- We have a staff member who is certified in playground safety
- Center Manager do classroom walkthrough and coordinators complete checklist at site visits
- State Department of Health license
- Parents are encouraged to complete safety checklist

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- daily checklists and management checks periodically on a random basis as well as quarterly scheduled checks
- Also our agency has onboard cameras on the buses
- safety checks are done by teachers daily and health managers monthly
- ongoing manager visit to centers
- meet annually with police staff about our home visiting program so they are aware we are out in homes and what we do. Learn about potential areas where we need 2 staff vs 1, etc.
- we have incorporated indicators for active supervision in our classroom observation tool and
- provide teachers positive feedback immediately when we have identified that these indicators are present
- home visitors are logging into calendar when arriving and leaving a home for whereabouts

**At 00:36:19 the presenter asked: Describe one strategy that helps to assure timely maintenance and repair of playgrounds.**

- Online request follow up by a phone call
- biweekly facility checklists
- online ticketing system
- We have an excellent maintenance staff who respond to our work orders immediately when a safety issue is involved.
- Also using the safety checklist to note any problems that need either maintenance and or repairs
- daily check list
- partner with public schools that have on-site maintenance folks
- daily checklists
- Work Order Log
- Facility checklist
- development of Corrective Action Plans with expected timelines and follow up
- Maintenance work order system through our intranet
- Playground safety checklist daily and if there is a safety issue it is sent in within 24 hrs and maintenance correct as soon as possible
- Supervisor complete work orders, admin and manager sign off. Follow up on checklist.
- morning check of area daily. repair tickets that are done by staff follow up and monitoring during play
- Not only does the designee check over playground so do I and other staff
- Opening & closing playground checks that are completed daily
- electronic record of request
- Maintenance work orders are sent in as needed and the importance of safety issue is stated.
- Inform parents immediately
- Online maintenance request system, rating the importance of repairs needed, so that the most needed gets immediate attention asap
- Maintenance request to make repairs
- weekly facilities report for maintenance
- management staff follow up prioritizing needs from facility checklist
- Playground is checked various times during the day

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- Daily reports to the Facilities Director are completed immediately
- Email request to maintenance and then flag the email for follow up.
- Quality Assurance team inspections
- Any toys or equipment found in need of repair or replacement are immediately removed/made inaccessible to the children
- Daily checks if something needs repair, it is done immediately, if it can't be completed right away, the playground will not be used end of the day checks are also done
- have repair requests returned after work is completed.
- Supervisor double check
- lead teachers at each center report facility/playground repair needs and how urgent the repair is
- Playgrounds are checked and rechecked prior to the children entering the play area, the
- Playground monitoring checklist is completed with noted repairs; repairs are reported for repair or removal.

**At 00:47:13 the presenter asked: When transporting children, how do you monitor safety procedures?**

- Face to name procedure
- two staff maybe even three staff on bus at all times
- Video surveillance reviewed randomly
- Name tags
- spot check by randomly riding on the bus and observing pre and post inspection procedures
- We use bus monitors.
- Photos to names
- parent signs bus logs
- count before, during and after trip
- authorized adults listed on bus logs
- bus log sheets for morning and afternoon
- Review of all paperwork by a third person, including the pre check and attendance rolls, onboard cameras that can be downloaded to make sure all procedures are being followed.
- Before leaving the bus the driver does a walk through; then the bus monitor also does another check.
- Head Counts
- Pre-trip inspections. attendance sheets
- bus monitors, parent sign
- A seating chart onboard bus that is kept current.
- Counting and calling the children by name
- Communication between the driver and teacher at the time of drop-off and pick up. All
- Children are checked by both the teacher and the driver.
- cell phones on buses to allow contact with office or emergency providers
- Also have system on bus, that the driver must go to back of bus and turn off before exiting the bus, otherwise all alarms go off.
- teacher signs in child from monitor on bus
- double bus check after the kids leaving the bus
- Tags moved from back of bus to front... and both driver and monitor walk-throughs before

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the bus is parked.

- At the end of the bus route, the driver walks through the bus & places a "Bus Empty" sign in the back window
- count children, call their names, name tags, and always having a second person double check and very important the supervisors should also make sure the check.
- Transportation Monitoring Checklists, ID checks and Updated Emergency Release Information on buses at all times
- scan and count whenever children are in motion, transition
- Amy Glover: Bus monitors, check before exiting and Center Coordinator or Designee makes a final check after everyone exits the bus.
- Not only the bus monitor and bus driver makes checks, but after children have departed - third party check of bus is performed after all bus runs - either transporting children in for the day, or taking them home, and the same procedure followed on field trips.
- Parents/Guardians picking up and dropping off of children monitoring if the children are in car-seat and bucked up for safety.
- a new device that can track the bus - you know where they are at all times
- Yes we do have cameras on our buses that not only monitor on board but also shows the speed of the bus at driving times.
- We use GPS to track all buses throughout their runs. The GPS also lets us know about needed repairs and fluid levels, etc.
- attendance is posted outside the room door with number of staff. total attendance is posted by main office breaking down classroom attendance and whole program attendance
- All buses have GPS

**At 00:47:22 the presenter asked: Share one example of a redundant system you use during transitions?**

- head counts
- Head counts: leaving and arrival
- Counting out loud
- scan and count, position of staff
- Name to face checklist
- Transition checklists
- walking the bus after children exit
- head counts and visual checks
- head counts throughout the day
- Head count in every transitions
- counting out loud when ever going to and from
- One teacher in the front of the line and one in the back.
- Sign In Sign Out Logs/Attendance Records/Transition Check lists
- Face to name as well
- teacher do head count when returning to classroom from playground, supporting manager walks perimeter to assure
- Head count, head count, head count...
- carrying sign in sheets whenever we leave the classroom

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- one teacher in front of line, one in back - both count, clipboards with everyone's name and attendance
- Thirty minute counts- one teacher stays out during transition until inside teacher verifies count
- count and count again
- buddy check-ins; is your buddy with you?
- Final scan of room that is exited during each transition in addition to head counts.
- Both teachers need to count and recount and ensure that they both have the same number.
- Taking the sign in and sign out log with them every time they leave the classroom
- counting children during all transitions, using attendance sheets, safety health checks,
- staff carry attendance log with them EVERYWHERE they go
- Scanning the playground
- head counts are done before, during, and after transitions and are documented and turned in to office at the end of the day for area manager review.
- Transition child count in and out
- Face to Name roll call with all transitions, completing the tracking sheet, head count by both adults
- out loud shoulder count for all transitions
- Count before you leave and count when you get to destination
- magnet board at doorway to track students entering/exiting classroom
- head count and double check of room by director when exiting during a fire drill
- Magnetic board tracking students entering/exiting the classroom
- head Counting and had the children repeating the number, assigning them a number
- count out loud and intentionally stating the total number, have the children and children repeat the #; also repeat when you arrive at the next destination
- Assistant Teacher at front of line, Classroom Aide at the Middle of line, and Lead Teacher at the Back of line... all staff count and say the count each time they cross a threshold.
- ONE ON ONE head count
- One staff member checks playground after they transition inside to ensure that no one is left in the playground
- Double check bus from rear to front once all children have exited
- Counting children before they go outside, and counting while outside, counting before entering back inside.
- Amy Glover: Bus Reconciliation Forms, Bus attendance Record Forms, Tracking Forms and Meal Count Forms.
- staff member leaving area with student announces how many they are leaving with and stating how many will be left with the other staff member