

Supervision of Participants During Program Hours

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Policy Statement

Program staff are to supervise participants appropriately and actively as well as know their whereabouts at all times.

Purpose

To ensure that participants are safe and secure at all times during program hours.

Procedures

Program Staff:

- must constantly monitor participants during all program activities.
- must assess risk before introducing an activity and adjust supervision and program plans accordingly.
- must develop a system that ensures that they are aware of the whereabouts of all participants at all times.
- should inform participants and parents about systems developed.
- must ensure that, in cases where staff leave the program area, arrangements for another staff person or a qualified designate (i.e. volunteer) to supervise the group must be made. If not available, the group must accompany the staff.
- ensure that staff-to-participant ratios are adhered to at all times.