

Child Supervision and Staff Liability

To ensure the safety, supervision, and accountability of all children in our care, the following guidelines must be followed by all staff:

Staff Assignments

- Each staff member is assigned to a specific room or group of children as per the official schedule sent by the Manager or Assistant Manager.
- Staff are responsible for maintaining supervision and ensuring the wellbeing of all children assigned to them during their shift.

Movement Between Rooms

- Children may not be transferred from one room to another without prior approval from the Manager, Assistant Manager, or designated Supervisor.
- When a child is moved in their direction, they are officially included in the staff-to-child ratio of the receiving group, and the staff in that group assume primary supervision responsibilities.

Ongoing Responsibility

- If a child is removed from their assigned room by another staff member, the original assigned staff remains responsible for that child's safety and wellbeing until supervision has been formally transferred and acknowledged.
- Staff must communicate clearly and follow all procedures when transitioning children between areas to ensure continuous, responsible care.

This policy reinforces our commitment to providing consistent, safe, and accountable supervision for every child in our care.