

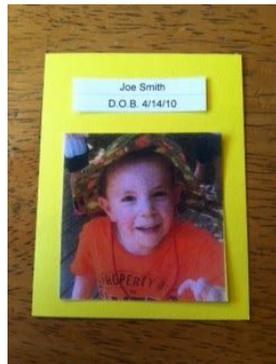
# Duke Safety Protocol for On Campus, Play Spaces & Off Campus Walks

As childcare professionals, we are entrusted to provide a safe environment and maintain supervision of our children while they are in our care. Parents and guardians expect their children to be carefully supervised. NC Child Care Law requires that each child must be seen or heard at all times and specifically that:

- Staff must be positioned both indoors and on play spaces to maximize their ability to see or hear children at all times and render immediate assistance,
- Staff must interact with children while moving about the school
- Staff must know where each child is located and be aware of children's activities at all times.
- Staff must provide supervision appropriate to the individual age, needs and capabilities of each child.

The Little School uses Face to Name Recognition Cards while both on and off campus to ensure that all children are properly supervised at all times. Face to Name Recognition requires us to both say the name and look at the child, ensuring that teachers make a connection with the child's face and acknowledges each child individually. Face to Name Recognition Card that includes a photo, name, date of birth, and emergency contact information. Teachers wear these cards on a carabiner or ring at all times, both indoors and out. Connecting these to lanyards, wrist bracelets, or attaching to waistbands are acceptable.

Here is a sample ID:



Front of card



Back of card

## **ON CAMPUS:**

**In the classroom**, teachers must position themselves so that all children can be seen or heard. Teachers must always know where each child is located in the room and the number of children in the room.

- Upon a child's arrival, after the parent signs the child in, the child's Face to Name Recognition Card must be taken from the basket and added to the teacher's clip. If more than one teacher is in the room, they should communicate which one will add the child to their group.
- If a teacher needs to leave the room/area for a small amount of time, the teacher must notify the other teachers in the room that he or she will be stepping out momentarily. The teacher should then give the Face to Name Recognition Cards to the teachers staying with the children. All teachers will verify that the Face to Name cards match with the children in their care before any teacher leaves the room/area.

**When moving about the campus, transitioning** in and out of play spaces, gross motor or art room, and across classrooms, supervision of the children is critical. Opportunities for a child to wander out a door that is opened prematurely, or hide from the group, or slip into an unobserved area become more numerous. Diligent supervision and face to name recognition must be used to ensure that children are transitioned safely and that teachers are alerted immediately if a child is not present.

During transitions:

- talk with the children about being safe while moving from one area to another
- use the Face to Name recognition cards to verify that all children are present.
- when children are transitioned from one teacher to another, move each child's Face to Name Recognition Card from one lanyard to another, checking each child as their card is moved.
- If combining more than one group the lowest ratio must be maintained at all times. The teacher leaving the group gives their Face to Name cards to the teachers/staff who are staying with the combined group. Teachers will verify that all children are present before the group is combined, and then again after.

**When on the playspaces:**

- teachers must position themselves so that all children can be seen or heard and know where all children are located
- teachers must maintain supervision of all gates and doors
- teachers must interact with the children while maintaining supervision of the larger group
- Face to Name Recognition Cards should be worn at all times
- If a teacher must go inside with a child, the Face to Name Recognition Cards for the remaining children in the teacher's group must be given to another teacher on the playspace. Verification of faces and names should be completed before the teacher leaves the playspace with the child.

**Upon pickup**, after the child is signed out by the parent, the Face to Name Recognition Card should be placed in the basket, indicating the child is no longer in need of teacher supervision.

## OFF CAMPUS OUTINGS:

All off-campus outings require two adults (minimum) be present. Classroom ratios will be maintained.

The following instructions will be followed for every trip:

- Children must have a signed Travel Authorization Form on file in order to leave campus
- Children need to wear shoes that are appropriate for hiking through the woods and may potentially get wet
- A calendar will be posted in every classroom with the time that walks can occur each day. Each child, from 0-6 years of age, who has a signed permission slip has the opportunity to go on a walk into the woods.
- Teachers carry the EpiPen for any child who has one.
- Teachers will carry a cell phone and have an established contact person at the school who will have her phone with her at all times to answer an emergency call.
- Each child will have a laminated Face To Name Recognition Card. This card will be placed on a bracelet or lanyard for the teacher to wear when they go on the walk. This card will have emergency contact information for the child on it.
- As children prepare to leave the classroom they will choose a 'safety buddy' with whom they will hold hands until the group reaches the woods. The expectation will be that children will help keep the group safe by listening to the teacher's instructions, paying attention to their surroundings, and making sure they have their safety buddy. Younger classes can choose to transport their children in wagons or strollers OR use a safety rope for all children to hold. If children in the group are unable to make safe choices, the outing will be stopped and the entire group will return to the school.
- The class will walk to the office first and announce that they are going on a walk. At least one person from the office will join the group as necessary. Before the group leaves the building a person from the administration team will verify the Face To Name Recognition Cards. They will also verify that there is an adult with current CPR and First Aid training present with the group before the group leaves campus.
- The teacher(s) will complete and sign the transition log.
- The group will walk down to the end of the parking lot on the sidewalk, they will look both ways before crossing the street.
- The group will cross the road and then walk through the Dance building's parking lot and courtyard. They can enter the woods using either set of stairs.
- **No child** can join the group once they have left the school. The group remains together.
- Upon reaching the woods the children will be instructed to always remain with the group. Teachers will establish themselves as the borders beyond which no child can go. They will watch the children in between them to ensure constant supervision of all children.
- The children will be instructed to watch where they step and to take their time. Each time a potential hazard is passed (thorns, tripping hazards, poison ivy etc.) it will be used as a teachable moment.

- All walks in the woods will follow the Yellow Dot, Blue Dot, and/or Red Dot trails. No group shall go to the creek area at any time. Group will return using same route and protocol.
- The teacher will sign the group back in on the transition log.
- Upon their return, each child's arms and legs that are exposed will be washed with cold soapy water to ensure that any oils from poison ivy that the children could have come in contact with are washed away. Teachers will also do a tick check on each child.

**ADDITIONAL REQUIREMENTS:**

Failure to follow these steps will result in disciplinary action up to and including termination.

I, \_\_\_\_\_(print name) have read the above Safety Protocol for On Campus and Play Spaces and understand my responsibility to adhere to the above policy.

\_\_\_\_\_  
SIGN

\_\_\_\_\_  
Date

Revised 4/12/18