

# Participant Handouts

## Active Supervision: Out of Home Safety Issues

### Licensing Rule and Best Practices

Chapter 9502, Licensing of DayCare Facilities - MN Department of Human Services

<https://www.revisor.mn.gov/rules/?id=9502.0315>

**Supervised by sight and sound at all times** is best practice which is often more than the minimal standards of Rule 2 which states:

*"Supervision" means a caregiver being **within sight or hearing** of an infant, toddler, or preschooler at all times so that the caregiver is capable of intervening to protect the health and safety of the child. For the school age child, it means a caregiver being available for assistance and care so that the child's health and safety is protected.*

**Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Early Care and Education**

<http://nrckids.org/>

STANDARD 2.2.0.1: Methods of Supervision of Children

Caregivers/teachers should directly supervise infants, toddlers and preschoolers by sight and hearing at all times, even when the children are going to sleep, napping, or sleeping, are beginning to wake up, or are indoors or outdoors. School-age children should be within sight or hearing at all times.

Active and positive supervision involves:

- a) Knowing each child's abilities;
- b) Establishing clear and simple safety rules;
- c) Being aware of and scanning for potential safety hazards;
- d) Standing in a strategic position;
- e) Scanning play activities and circulating around the area;
- f) Focusing on the positive rather than the negative to teach a child what is safe for the child and other children;

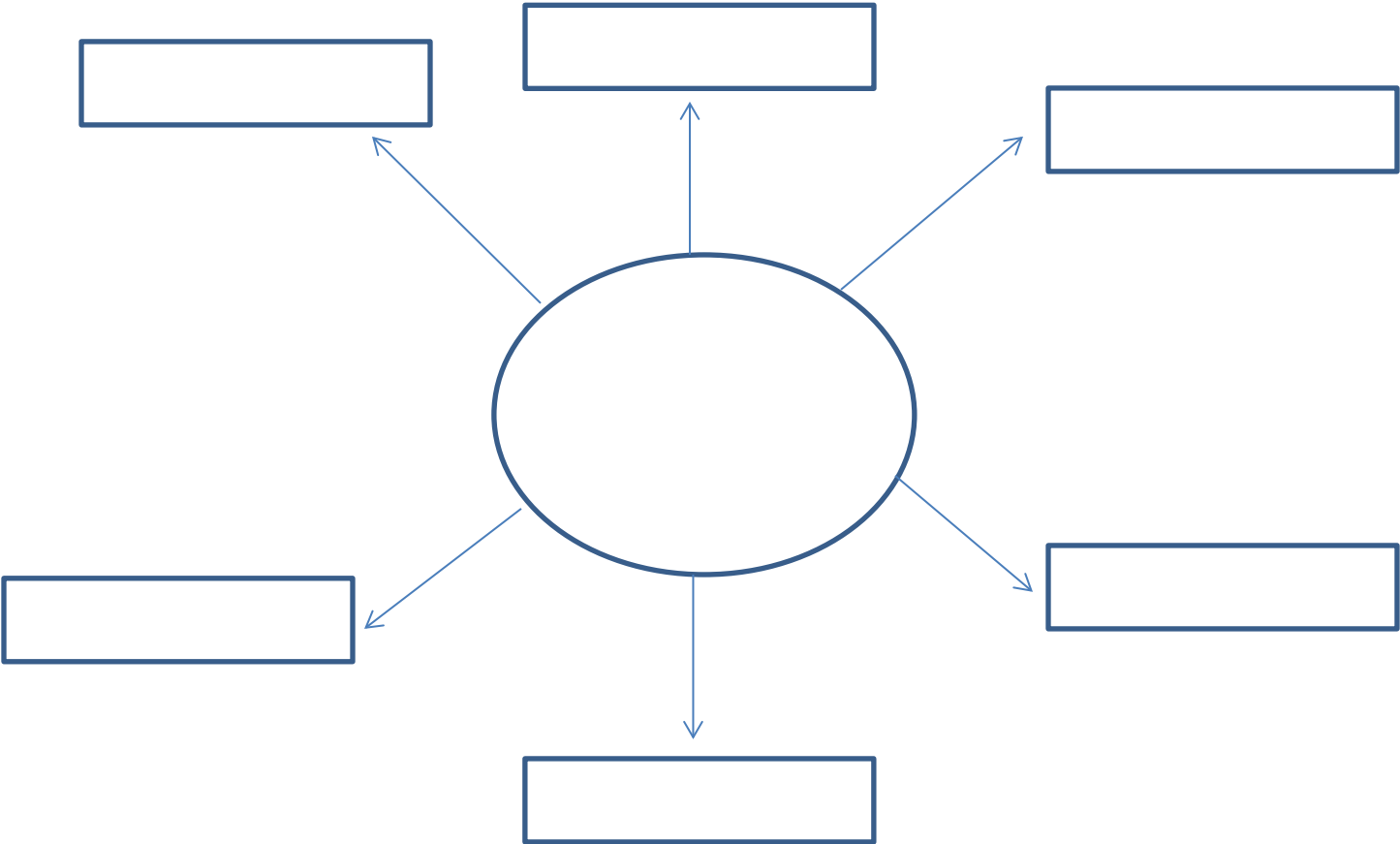
g) Teaching children the appropriate and safe use of each piece of equipment (e.g., using a slide correctly– feet first only – and teaching why climbing up a slide can cause injury, possibly a head injury).

## **Checklist for Out of Home Safety**

	<p><b>Pre-trip Plan of Action:</b>          Safe adult to child ratios          Preview the venue for hazards or safety concerns          Set the schedule/Consider time constraints          Transportation plans          Restroom/Meals/Water Accessibility</p>
	<b>Parent Notification and Permission</b>
	<b>Child Records – Emergency Contact Information</b>
	<b>First Aid kit / Individual Health Precautions/Medications (Adult and Child)</b>
	<p><b>Adult Expectations Reviewed:</b>          Roles and responsibilities of each adult attending</p>
	<p><b>Child Behavior Preparation Activities:</b>          Explanation of the trip, what to expect, what to do, what NOT to do, role play expectations and possible behavior problems.</p>
	<p><b>Consider Unique Hazards and Plans to Address Them:</b>          Traffic, crowds, lack of enclosures, plants or animals, trash or toxins</p>
	<p><b>Plan for Individual Developmental Needs of the Children:</b>          What behaviors to anticipate during the trip to ensure safety</p>
	<p><b>Plan for Child Identification and Supervision:</b>          For example: Matching T-shirts, contact information of the Provider</p>
	<b>Communication Plans</b> : Cell phone numbers, check in plans
	<b>Structure Details:</b> Playground safety, elevators/escalators, water hazards, pool water quality, shade, enclosure fencing. visibility
	<b>Transportation Details:</b> Routes, driver qualifications, car seat safety training and equipment, liability insurance

	<b>Back-up Plans:</b> Adult injury, lost phone, missing child, medical emergency, unsafe activity or unexpected change of plan as prepared
	<b>Disaster Plans:</b> Tornado, earthquake, biohazard, natural disasters

### Mind Map Example



# Family Child Care Transport Rule

## 245A.50 FAMILY CHILD CARE TRAINING REQUIREMENTS.

### Subd. 6. Child passenger restraint systems; training requirement.

(a) A license holder must comply with all seat belt and child passenger restraint system requirements under section 169.685.

(b) Family and group family child care programs licensed by the Department of Human Services that serve a child or children under nine years of age must document training that fulfills the requirements in this subdivision.

(1) Before a license holder, staff person, caregiver, or helper transports a child or children under age nine in a motor vehicle, the person placing the child or children in a passenger restraint must satisfactorily complete training on the proper use and installation of child restraint systems in motor vehicles. Training completed under this subdivision may be used to meet initial training under subdivision 1 or ongoing training under subdivision 7.

(2) Training required under this subdivision must be at least one hour in length, completed at initial training, and repeated at least once every five years. At a minimum, the training must address the proper use of child restraint systems based on the child's size, weight, and age, and the proper installation of a car seat or booster seat in the motor vehicle used by the license holder to transport the child or children.

(3) Training under this subdivision must be provided by individuals who are certified and approved by the Department of Public Safety, Office of Traffic Safety. License holders may obtain a list of certified and approved trainers through the Department of Public Safety Web site or by contacting the agency.

(c) Child care providers that only transport school-age children as defined in section 245A.02, subdivision 19, paragraph (f), in child care buses as defined in section 169.448, subdivision 1, paragraph (e), are exempt from this subdivision.

# Minnesota Statute – Background Studies

## **BACKGROUND STUDY; INDIVIDUALS TO BE STUDIED.**

### **Subdivision 1. Licensed programs.**

(a) The commissioner shall conduct a background study on:

(1) the person or persons applying for a license;

(2) an individual age 13 and over living in the household where the licensed program will be provided who is not receiving licensed services from the program;

(3) current or prospective employees or contractors of the applicant who will have direct contact with persons served by the facility, agency, or program;

(4) volunteers or student volunteers who will have direct contact with persons served by the program to provide program services if the contact is not under the continuous, direct supervision by an individual listed in clause (1) or (3);

(5) an individual age ten to 12 living in the household where the licensed services will be provided when the commissioner has reasonable cause;

(6) an individual who, without providing direct contact services at a licensed program, may have unsupervised access to children or vulnerable adults receiving services from a program, when the commissioner has reasonable cause; and

(7) all managerial officials as defined under section [245A.02, subdivision 5a](#).

(b) For family child foster care settings, a short-term substitute caregiver providing direct contact services for a child for less than 72 hours of continuous care is not required to receive a background study under this chapter.

## **BACKGROUND STUDY: When a background study needs to be done**

### **245C.04 WHEN BACKGROUND STUDY MUST OCCUR.**

#### **Subdivision 1. Licensed programs.**

(a) The commissioner shall conduct a background study of an individual required to be studied under section [245C.03, subdivision 1](#), at least upon application for initial license for all license types.

(b) The commissioner shall conduct a background study of an individual required to be studied under section [245C.03, subdivision 1](#), at reapplication for a license for family child care.

(c) The commissioner is not required to conduct a study of an individual at the time of reapplication for a license if the individual's background study was completed by the commissioner of human services and the following conditions are met:

(1) a study of the individual was conducted either at the time of initial licensure or when the individual became affiliated with the license holder;

(2) the individual has been continuously affiliated with the license holder since the last study was conducted; and

(3) the last study of the individual was conducted on or after October 1, 1995.

(d) The commissioner of human services shall conduct a background study of an individual specified under section [245C.03, subdivision 1](#), paragraph (a), clauses (2) to (6), who is newly affiliated with a child foster care license holder. The county or private agency shall collect and forward to the commissioner the information required under section [245C.05, subdivisions 1](#) and 5. The background study conducted by the commissioner of human services under this paragraph must include a review of the information required under section [245C.08, subdivisions 1](#), 3, and 4.

(e) The commissioner shall conduct a background study of an individual specified under section [245C.03, subdivision 1](#), paragraph (a), clauses (2) to (6), who is newly affiliated with an adult foster care or family adult day services license holder: (1) the county shall collect and forward to the commissioner the information required under section [245C.05, subdivision 1](#), paragraphs (a) and (b), and subdivision 5, paragraphs (a) and (b), for background studies conducted by the commissioner for all family adult day services and for adult foster care when the adult foster care license holder resides in the adult foster care residence; (2) the license holder shall collect and forward to the commissioner the information required under section [245C.05, subdivisions 1](#), paragraphs (a) and (b); and 5, paragraphs (a) and (b), for background studies conducted by the commissioner for adult foster care when the license holder does not reside in the adult foster care residence; and (3) the background study conducted by the commissioner under this paragraph must include a review of the information required under section [245C.08, subdivision 1](#), paragraph (a), and subdivisions 3 and 4.

(f) Applicants for licensure, license holders, and other entities as provided in this chapter must submit completed background study requests to the commissioner using the electronic system known as NETStudy before individuals specified in section [245C.03, subdivision 1](#), begin positions allowing direct contact in any licensed program.

(g) For an individual who is not on the entity's active roster, the entity must initiate a new background study through NETStudy when:

(1) an individual returns to a position requiring a background study following an absence of 120 or more consecutive days; or

(2) a program that discontinued providing licensed direct contact services for 120 or more consecutive days begins to provide direct contact licensed services again.

The license holder shall maintain a copy of the notification provided to the commissioner under this paragraph in the program's files. If the individual's disqualification was previously set aside for the license holder's program and the new background study results in no new information that indicates the individual may pose a risk of harm to persons receiving services from the license holder, the previous set-aside shall remain in effect.

(h) For purposes of this section, a physician licensed under chapter 147 is considered to be continuously affiliated upon the license holder's receipt from the commissioner of health or human services of the physician's background study results.

(i) For purposes of family child care, a substitute caregiver must receive repeat background studies at the time of each license renewal.

## **Tips for Safety on Public Transportation**

These are rules you will want to review with all adults and children participating in your Out of Home Activity.

On the way to the bus stop or train station:

1. Cross safely looking both ways and listening for cars
2. Observe and wait for WALK signs to cross
3. Do not run ahead; always walk and stay with the group

When transporting a group:

1. Have your route pre-planned so you are confident where you are going, when you will arrive at the destination and how long the trip will be expected to take.
2. Observe personal safety by keeping money and/or valuables out of sight.
3. Stay aware at all times – of your children, the adults assisting you and strangers in the vicinity.
4. Move away from noisy or abusive passengers. Do not engage them.
5. Always keep your group as close together as possible and always in your sight and hearing.

When riding a city bus:

1. Keep your group close together – while entering, exiting and during the ride.
2. Stay clear of the bus and always be in the view of the bus driver.
3. If you are bringing strollers or backpacks, keep the aisles clear.
4. Stay alert to your stop and prepare the children as it approaches.

When riding a light rail train:

1. Teach the children not to play on the platform, to stay far from the platform edge and walk carefully on and off the train.
2. Allow other passengers to exit before you begin helping your group enter the train.
3. Stay alert to your stop and prepare the children as it approaches.

Remember, the best preparation comes with practice – have the children role play the trip weeks or days before you plan to go. Making a poster or book about transportation safety and rules on a bus or train can help you review and reinforce safety expectations. Having your adult helpers read and review with the children will help to prepare them for the trip as well.