# Sample Supervisory Plan

*The following provides an example of a Supervisory Plan for an on-site nursery at a local church. Each church should devise specific supervisory plans for all onsite and offsite programming that involves youth and children of any age. This plan is offered for information only. It is a sample of what a supervisory plan may look like. Each congregation will need to personalize such a plan to its own specific policies and procedures and do so with the consultation of its legal counsel before implementation. This template is editable so each congregation may tailor it to their needs.*

**Description of the Activity, including registration information:**

The activity outlined in this Supervisory Plan is the nursery care offered on Sunday mornings during worship services. Parents will be registered into the system upon first visit. Each child and parent will be given matching wristbands to ensure all children are accounted for and only the designated parent/guardian can pick up the child(ren).

**Personnel**:

* Only screened staff and volunteers may work in the nurseries. No one under the age of *18* may be hired to work in the nurseries and no one under the age of *16* may volunteer in the nurseries.
* A minimum of two screened and trained staff/volunteers must provide supervision at all times.
* Nursery staff and volunteers are not permitted to allow unscreened friends or family members to assist in the nursery.

**Supervision**:

* On Sunday mornings, will check to ensure that the nurseries are fully staffed at each of the service/Sunday School times.
* will conduct random visits to the nurseries during all programming times or appoint someone else to take on a supervisory role to observe staff/volunteer/child interactions.
* will meet with staff to provide training and solve problems.

**Ratio**:

* No less than one staff/volunteer per five children at any time. Minimum of two staff/volunteers at all times.

**Physical Environment:**

* Windows on nursery doors will not be obstructed. Toys, books, and furniture and apparatus will be cleaned on a weekly basis. Rugs and other moveable items that could pose danger will be secured.

*(Continued)*

**Bathroom Procedure**:

* Children will be escorted to the bathroom in the toddler nursery by female staff and volunteers with one person assisting and another in close proximity. Doors will be left partially open but the child given privacy when appropriate. No child will be alone with one adult.
* Diapering will be conducted by female staff/volunteers in the observable diapering areas only.

**Injury/Incident Reporting**:

* Staff or volunteers will fill out an incident report (forms can be found \_\_\_\_\_\_\_\_\_\_) and advise \_\_\_\_\_\_\_\_\_\_ when a child is injured or hurt in any way.
* Incidents of conflict with children or parents should also be reported in the same manner.

**Reporting Concerns**:

* Concerns about the nurseries should be reported to ,

**Release of Children:**

* Staff or volunteers will release children only to those adults who have corresponding wristband identification with the child.