
	<b>DHS Head Start Program Policy</b>		
<b>EnvHS 8</b>			
<b>SUBJECT</b>	Staffing and Supervision		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	4/21/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 4/23/19</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 5/23/19</b>
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### Policy:

All Head Start classrooms must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers. The program will maintain appropriate staffing except for brief absences of a teaching staff member for no more than five minutes to accommodate for a teacher or child's needs. One teacher or staff member may accompany a small group of children away from the group for a brief period of time, not to exceed a ratio of 1:10, to accommodate for program needs, such as onsite clinics, special events, child restroom breaks, etc.

Education Service Providers must develop a system to address required breaks and planning time. The Head Start Program allows aides/instructional assistants/paraprofessionals to supervise a classroom during these required breaks and planning time, as long as there are two paid staff persons with the class.

A volunteer may be used to maintain the required teacher/student ratio only for short periods of time, 10-15 minutes, to accommodate for unscheduled interruptions/emergencies. A volunteer must never be left alone with children. All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must maintain documentation of volunteer training, background checks, and Standards of Conduct.

Education Service Providers will develop and implement active supervision procedures. No child will be left alone or unsupervised for any period of time.

### Performance Standard(s):

1302.21(b) 1302.90; 1302.47 (b){2}{iii}; 1302.47(b){S}{i}; 1302.47(b) (S){iii}; 1302.94(b)

### Other Resources:

ACF-IM-HS-15-05

