



Safety and Supervision of Residents

PRINCIPLE

New Haven maintains a staffing ratio (staff to residents) of 1:3 in the residences and 1:6 in the school during waking hours to insure safety and supervision of each resident and prevent or limit dangerous behaviors. Safety and supervision are a necessary precondition to implementation of New Haven's treatment program, building resiliency, providing positive role modeling, and fostering therapeutic growth.

PRACTICE

- 1) Residents must never be left unsupervised while under our care, with no exceptions. Failure to provide adequate supervision is grounds for termination. Staff must constantly be aware of how many and which specific residents they are responsible for, during each segment of the residents' schedule. Whether in the house, classroom, van, or a public place, staff must know the location and activity of every resident in their charge at all times.
- 2) Maintain close proximity to residents at all times, whether individuals or groups. When escorting a group of residents, staff must not permit residents to separate from the group, run ahead or lag behind. When in public locations, residents must never use public restrooms alone, but must be accompanied by staff. The presence of other New Haven employees, such as teachers, Program Specialists, TBS coaches etc., does not discharge or eliminate responsibility for the monitoring and supervision of residents.
- 3) Conducting a head count is a basic, ongoing procedure that must occur frequently during all waking hours. Continually circulate to verify the location and activity of each resident. If one or more are missing, immediate action must be taken to locate the missing resident.
- 4) A log is kept by each residence and in the reception area on campus so staff can record when residents leave, where they have gone, what activity they are engaged in, the time of departure, the scheduled time of return and the actual time of return. Consult the AWOL Policy (Section 5, Number #3) for a more detailed description of practices for handling missing residents.
- 5) Interact with residents. Staff should not be interacting with each other any more than is needed for good teamwork and program communication. It is ineffective for two staff to sit and converse while passively watching the children. Staff should minimize activities that distract their attention away from supervision of residents, including but not limited to talking on the telephone, sending text messages, working on the computer, watching television, etc.
- 6) Frequently and routinely observe resident's behavior, looking for both positive and negative changes and being constantly aware of any signs of impending danger or misconduct. In the event of unsafe behavior it is expected that staff will implement the Emergency Intervention Plan (See policy Section 5 Number 2)
- 7) Staff are expected to be familiar with and adhere to the Building Blocks Schedule, school and house rules, and the phase privilege package. Activities are scheduled for all



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waking hours--chores, recreation, homework, group, meetings, and so on. Staff must know how each activity is to be conducted and insure that program components are consistently maintained.

- 8) Establish and enforce boundaries for both space and timeframe. Staff must designate and communicate which areas are permissible, which are out of bounds, and prevent residents from accessing these areas. Also, indicate the expected length of the activity and approximate time of transition to the next activity.
- 9) Only residents in or above the Mastery Phase of the Program are allowed to participate in activities in the community. Readiness and Belonging Phase residents are never to be taken to activities in the community. Also, residents of higher phases whose community privilege has been suspended for unsafe behavior are not allowed to participate in community activities, including physical activity, library, etc.
- 10) Establish and communicate behavior expectations for all activities. Be specific designating what options are allowable, and specify consequences of behaving inappropriately: "During free time, you can read or play a board game, but no T.V. until 8:00." "You can skateboard, but if there is arguing, you will have to come inside." During any activity, give the residents cues as to what is expected, providing frequent reminders of what to do and how to behave.
- 11) New Haven residents are never to be taken to the beach. The logistical challenges of the beach setting make supervision and safety difficult to insure, hence residents cannot participate in any activities there.
- 12) Night staff are required to perform visual bed checks and document every 15 minutes. Bedroom doors are to be left open enough, 24 hours a day to permit visual observation of residents at all times. Residents should not engage in social visiting in bedrooms. Social visiting is limited to main living areas, only.
- 13) Staff must stay alert and monitor use of the bathroom. Reasonable privacy is to be afforded to all residents. Staff will allow a reasonable amount of time for bathroom use at a time, with the door closed. Changing of clothes is to be in the bathroom.
- 14) Residents on constant watch will be allowed reasonable privacy in the bathroom, but with staff in close physical proximity, with the door open 12 inches. Staff will conduct verbal checks each half minute with such residents. They will intervene, if necessary, to prevent a resident from harming himself.
- 15) New Haven takes the matter of supervision very seriously. Agency review of Serious Incident Reports shall include close examination of the supervision of residents. If it is determined that staff were negligent in supervisory responsibilities, it may result in disciplinary action and/or termination.

Signature

Date