

Effective immediately:

1. Paid staff or registered volunteers are required to supervise children at all times. Do not leave children unattended at any time during program. Program time includes arrival of the participants at sign in through departure at sign out. For activities that are 60 minutes or less, according to the stated time (e.g., peewee sports, tumbling), a class roster may substitute for sign in/sign out procedure: attendance must be taken at the beginning of the activity (or at late arrival) and at departure of the participants.
2. Staff shall provide supervision during the times stated for the activity. In preschool-age programs, minimum adult supervision is one paid staff member or registered volunteer per 12 children. In day camp programs, minimum adult supervision is one paid staff member or registered volunteer per 15 children. Any exceptions to this supervision standard must be approved in advance by the Deputy Director or higher.
3. Parents or designees are required to sign in and sign out the participants each day unless an attendance roster is used for the activity. Names of parents and designees must be on the emergency information card that is kept on site. The emergency card can be amended at any time by the parent.
4. Restroom breaks (as a group) should be routinely scheduled for the participants. No child will ever go to the restroom alone without a paid staff member, registered volunteer, or parent/guardian. With the permission of a paid staff member or registered volunteer, children 8 years of age and older may be allowed to use the same sex buddy system to go to the restroom.
5. Head counts must be conducted periodically by the instructor throughout the program and whenever there is a change of location (e.g., from field to building, field to comfort station, building to field, etc.).
6. When natural boundaries (e.g., fencing, hedge, etc.) do not exist at the site, the instructor must establish a boundary and instruct the children to stay within the boundary during the program.
7. At least two paid staff members or registered volunteers (which may include the activity instructor) shall be at the recreation center facility at all times. In the event of an emergency, one paid staff member or registered volunteer shall perform a head count and remain with and supervise the children throughout the emergency. If the activity is taking place at a neighborhood park or other remote site, or if there is only one instructor available at the facility, the instructor must carry a cell phone and be instructed in advance on the emergency procedure plan for that site/facility, which includes remaining with the children and calling 911 for emergency situations.
8. If a child is missing, immediately get the assistance of paid staff or registered volunteer to stay with the children and perform a head count. Instructor should begin search of immediate area (gather other staff to assist, if available). If the child is not located immediately, within 3-5 minutes call the Police at 911 and provide them with a complete description of the missing child. Next, contact the parent, then call Station 38 at 619/527-7663. Explain what has occurred. Request Station 38 notify the Deputy Director and Department Director.
9. Site supervisor must do walk around site checks on a regular basis during program hours.
10. These procedures will be posted in a prominent location at all program sites.
11. Ensure the following policies have been reviewed with all paid staff, registered volunteers, and contractors:
 - Emergency Procedures (site specific)
 - Child Abuse Reporting (for mandated or non-mandated reporters)
 - Procedures for: (a) preschool-aged activities and day camps, (b) 6-12 year old activities, and (c) special events and open play.

These procedures apply to all Department Divisions. If additions to or modifications of these procedures are needed, call the Department Training Office at 619/525-8245.

City of San Diego Parks & Recreation Department
CHILD SAFETY AND SUPERVISION PROCEDURES
FOR ACTIVITIES FOR CHILDREN AGES 6 – 12 YEARS
(Classes, Field Trips, Youth Sports, Tournaments, Etc.)

Effective immediately:

1. Paid staff or registered volunteers are required to supervise children at all times. Do not leave children unattended at any time during program. Program time includes arrival of the participants at sign in through departure at sign out. A class roster may substitute for sign in/sign out procedure: attendance must be taken at the beginning of activity (or at late arrival) and at departure of the participants.
2. Staff shall provide supervision during the times stated for the activity. At least one paid staff member or registered volunteer shall be provided per 15 children. Any exceptions to this supervision standard must be approved in advance by the Deputy Director or higher.
3. Parents or designees are required to sign in and sign out the participants each day, unless an attendance roster is used for the activity. Names of parents and designees must be on the emergency information card that is kept on site. The emergency card can be amended at any time by the parent.
4. No child will go to the restroom alone without a paid staff member, registered volunteer, or parent/guardian; with permission of a paid staff member or registered volunteer, children 8 years of age and older may be allowed to use the same sex buddy system to go to the restroom.
5. Head counts must be conducted periodically by the instructor throughout the program and whenever there is a change of location (e.g., from field to building, field to comfort station, building to field, etc.).
6. When natural boundaries (e.g., fencing, hedge, etc.) do not exist at the site, the instructor must establish a boundary and instruct the children to stay within the boundary during the program.
7. At least two paid staff members or registered volunteers (which may include the activity instructor) shall be at the recreation center facility at all times. In the event of an emergency, one paid staff member or registered volunteer shall perform a head count and remain with and supervise the children throughout the emergency. If the activity is taking place at a neighborhood park or other remote site, or if there is only one instructor available at the facility, the instructor must carry a cell phone and be instructed in advance on the emergency procedure plan for that site/facility, which includes remaining with the children and calling 911 for emergency situations.
8. If a child is missing, immediately get the assistance of paid staff or registered volunteer to stay with the children and perform a head count. Instructor should begin search of immediate area (gather other staff to assist, if available). If the child is not located immediately, within 3-5 minutes call the Police at 911 and provide them with a complete description of the missing child. Next, contact the parent, then call Station 38 at 619/527-7663. Explain what has occurred. Request Station 38 notify the Deputy Director and Department Director.
9. Site supervisor must do walk around site checks on a regular basis during program hours.
10. These procedures will be posted in a prominent location at all program sites.
11. Ensure the following policies have been reviewed with all paid staff, registered volunteers, and contractors:
 - Emergency Procedures (site specific)
 - Child Abuse Reporting (for mandated or non-mandated reporters)
 - Procedures for: (a) preschool-aged activities and day camps, (b) 6-12 year old activities, and (c) special events and open play.

These procedures apply to all Department Divisions. If additions to or modifications of these procedures are needed, call the Department Training Office at 619/525-8245.

City of San Diego Parks & Recreation Department
CHILD SAFETY AND SUPERVISION PROCEDURES
FOR SPECIAL EVENTS AND OPEN PLAY
(Usually No Registration Required, and No Direct Supervision)

Effective immediately:

1. No direct supervision is provided.
2. If there is an emergency, paid staff and registered volunteers must follow the site specific emergency plan.
3. If a child is reported missing, immediately get the assistance of paid staff, registered volunteer, or parent/guardian. Begin search of immediate area (gather other staff to assist, if available). If the child is not located immediately, within 3-5 minutes call the Police at 911 and provide them with a complete description of the missing child. Next, contact the parent/guardian if not present and call Station 38 at 619/527-7663. Explain what has occurred. Request Station 38 notify the Deputy Director and Department Director.
4. Site supervisor must do walk around site checks on a regular basis during program hours.
5. These procedures will be posted in a prominent location at all program sites.
6. Ensure the following policies have been reviewed with all paid staff, registered volunteers, and contractors:
 - Emergency Procedures (site specific)
 - Child Abuse Reporting (for mandated or non-mandated reporters)
 - Procedures for: (a) preschool-aged activities and day camps, (b) 6-12 year old activities, and (c) special events and open play.

These procedures apply to all Department Divisions. If additions to or modifications of these procedures are needed, call the Department Training Office at 619/525-8245.

ATTENTION:

Staff, Volunteers and Contractors at All Parks, Pools, and Recreation Facilities

WHAT TO DO WHEN A CHILD IS MISSING

NEVER LEAVE A CHILD WHO IS PARTICIPATING IN A CITY OR CONTRACTUAL PROGRAM UNATTENDED DURING THE TIME THE CHILD IS ON SITE.

**If a Child Should Become Lost,
Follow this Step-By-Step Procedure to Ensure the Child's Safe Return.**

- 1) Conduct a count of all children present to confirm that a child is, in fact, missing.
- 2) Tell fellow staff members, volunteers, and contractors on site that a child is missing and provide a description of the child.
- 3) While a staff or volunteer supervises the other children, assign one or more staff or volunteers the task of searching the immediate area, including restrooms.
- 4) If the child is not located within three to five minutes, **call 911** and provide as much information to the police dispatcher as you can, including a description of the child, the location where you last saw the child, and the time that you last saw the child.
- 5) **Call Station 38 at 619/527-7663** and explain what occurred. Also, provide a description of the child, the location where you last saw the child, and the time you last saw the child. Request that Station 38 notify your Deputy Director right away.
- 6) **Contact the parent(s) or guardian(s) of the child** and explain that procedures for finding their child are being followed. Ask if another family member may have picked up the child, or if the child may have left the site to go somewhere familiar, like a friend's house nearby. If you receive any leads, call 911 and share the information with the police dispatcher.

WHAT TO DO WHEN THE CHILD IS FOUND

- 1) As soon as the child is found, **immediately contact the parent(s) or guardian(s)** and provide them with a description of how and where the child was found.
- 2) **Call 911** and provide the updated information to the police dispatcher along with a description of how and where the child was found.
- 3) **Call Station 38 at 619/527-7663** and explain how and where the child was found. Request that Station 38 notify your Deputy Director.

**IF YOU HAVE ANY QUESTIONS,
CALL THE PARKS AND RECREATION
DEPARTMENT TRAINING OFFICE AT 619/525-8245**