

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Staffing- Supervision

**Chapter:**

10

**Effective Date:**

10/25/1999

**Revision Date:****Policy Number:**

10-112-007

**Executive Director**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. While children are at Keystone, children shall be supervised during awake and sleeping hours by conducting observational checks of each child at least every hour.
2. Observational checks of children shall include actual viewing of child.
3. Staff persons may not sleep while being counted in the staff to child ratio.
4. The requirements regarding supervision of children during sleeping hours do not apply if the Keystone facility serves 12 or fewer children and one of the following conditions is met:
  - Each of the children has lived at any Keystone facility within the legal entity for at least 6 months and each child's health and safety assessment indicated there are no high risk behaviors during sleeping hours.
  - There are live-in staff at the Keystone facility.

## DISCUSSION: