



Overnight Supervision Procedures

Overnight activities and residential settings can present unique risks to consumers, employees and volunteers. Overnight and residential settings often involve changing clothes; consumers of different ages interacting in a more intimate atmosphere than regular program activities; more unstructured and novel activities; and increased opportunities for a consumer to avoid supervision and for employees and volunteers to be distracted.

Supervision Guidelines for Overnight Activities

- All overnight activities must be documented and approved in writing by the Program Director or Supervisor. Include a written/structured schedule of events.
- Parents/guardians should be provided with detailed written information on the specifics of the overnight activity during the initial registration process. Information should include the location, duration, and type of activities to take place during the overnight. All parents/guardians must sign a permission slip for their consumers to attend the overnight activity.
- Determine the appropriate employee-to-consumer ratios before the event and schedule employees accordingly. Consider increasing the employees needed for supervision depending on the overnight activity details.
- The Program Director or Supervisor should appoint a “lead” employee to supervise the overnight activity. A meeting with all employees should be conducted to discuss the unique risks of overnight trips, unique elements specific to the overnight trip, and to review the specific policies and procedures that apply to the overnight activity.
- Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in employees or consumer rooms.
- Overnight activities are required to be observed by supervisors regularly through the duration of the event.

Overnight Activities at a Facility

- Authorized areas within the facility must be clearly defined and communicated to the consumers.
- Each employee/volunteer should be assigned to a specific group of consumers to supervise. Each employee/volunteer should then maintain a roll sheet that lists consumers in his or her group. Head counts and roll checks should be conducted routinely throughout the overnight activity.
- Assign employees to high-risk areas in your organization’s facility, such as the

bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific employees to these areas, assign specific employees to conduct periodic facility “walk-throughs”.

- With regards to sleeping arrangements, separate the male and female consumer into separate rooms and post employees at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
- When performing room checks, employees should always go in pairs.
- For overnight activities where sleeping is not part of the activity (i.e. a lock-in), require at least three employees to stay awake overnight.

Overnight Activities Away from the Facility

- Overnight stays at private homes are prohibited unless approved by the administration.
- Physical boundaries at the off-site location must be clearly defined and communicated to the consumer.
- Each employee/volunteer should be assigned to a specific group of consumers to supervise. Each employee/volunteer should then maintain a roll sheet that lists consumers in his or her group. Head counts and roll checks should be conducted routinely throughout the overnight activity.
- If in a cabin type setting, the employees should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of consumers sneaking out (such as by the door).
- In hotel rooms, assign consumers to rooms based on gender and age. Employees should not share rooms with consumers. If employees must share rooms with consumers, employees must have their own beds and never change in front of consumers.
- All employees are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.
- Include structured guidelines for conducting overnight room checks to employees.

Residential Settings

- Require employees/caregivers to remain awake as long as consumers are awake and/or enact 24/7 “awake-night supervision” procedures as required by licensing or external regulations.
- Specify adult-to-consumer ratios for awake and overnight hour timeframes.
- Develop a written/structured schedule of events.
- Develop structured guidelines for conducting overnight room checks, including

required documentation of these conducted checks.

- Overnight activities are required to be observed by supervisors regularly through the duration of the event.
- If available, supervisors will monitor video surveillance regularly in real-time, especially during high-risk times or activities.

Procedures for Monitoring Cabin and Sleeping Areas

- Specify employee-to-consumer ratios for cabins.
- Identify blind spots in the cabins.
- Address daytime cabin monitoring – even while consumers participate in other activities.
- Address campers returning to the cabins to change or use the restrooms throughout the day.
- Address overnight supervision of the campers in the cabins.
- When possible, assign counselors different times to shower and change from consumers.

Procedures for Monitoring Night Games and Evening Events

- Where possible, require age groups to be separated.
- Assign counselors to supervise specific areas during both night games and the transition time before the activity begins.
- Require counselors to conduct randomly scheduled head counts. For example, at some point during the night game, each counselor should formally ascertain that all of his or her campers are present. During some activities, consider stopping the game to make sure that all campers are present.
- Designate specific counselors to monitor the restrooms and access to cabins or sleeping areas during night games and activities.

Procedures for Monitoring Off-Site Camping

- Require a director's prior approval for all overnight activities.
- Require employees to remain awake as long as consumers are awake.
- Specify employee-to-consumer ratios.
- Define narrow geographic boundaries for the camping activity.

- Include a written/structured schedule of events.
- Include bathroom procedures.
- Require separating the male and female sleeping areas.
- Require roll call periodically throughout the activity.
- Require directors to regularly and randomly observe overnights on a scheduled and periodic basis.
- If transportation is necessary, follow the camp's transportation procedures.