



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
ARMY COMMUNITY SERVICE, CARLISLE BARRACKS  
46 ASHBURN DRIVE, BOX 22  
CARLISLE, PENNSYLVANIA 17013-5004

29 June 2015

IMCL-AC

Supervision of Children  
Standard Operating Procedures

1. **Purpose.** To outline responsibilities, policies, and procedures pertaining to supervision of children on Carlisle Barracks.
2. **References.**
  - a. AR 608-10, Child Development Services, 15 July 1997.
  - b. AR 608-18, Army Family Advocacy Program, 13 September 2011.
  - c. AR 608-75, Exceptional Family Member Program, 24 February 2011.
  - d. CBks Reg 210-4, Installation Housing Management, 1 March 1996.
  - e. American Red Cross, Babysitter Training.
3. **Scope.** This regulation applies to all military and civilians residing on Carlisle Barracks. It also applies to all individuals visiting the installation.
4. **Responsibilities.**
  - a. The Family Advocacy Program Manager (FAPM), as a representative of the Installation Commander, is responsible for the administration and management of the installation's Family Advocacy Program. The FAPM is responsible for education and awareness programs on Family violence and the coordination of prevention services on the installation.
  - b. The Case Review Committee (CRC) and the Family Advocacy Committee (FAC) are the Installation Commander's multi-disciplinary teams. The CRC, in accordance with AR 608-18, appointed by the Garrison Commander, evaluates reports of spouse and child abuse and neglect, determines whether the case meets criteria or is considered a Family "at risk" and helps to determine the most effective treatment plan for the individual. The FAC advises installation Family Advocacy programs and procedures, training, and addresses administrative details.
  - c. Safeguarding children is the responsibility of parents.

**5. Procedures.**

a. This SOP has been established by the FAC and approved by the Garrison Commander to ensure that all agencies and persons cooperate to protect the safety of children. All persons on Carlisle Barracks will use these standards with children for whom they are responsible. It is highly recommended that all persons living off-post use these standards with children for whom they are responsible. Ultimately, it is the responsibility of the parents to ensure safe and proper care for their children.

b. Community members should be aware that this policy addresses basic or minimum standards. Common sense, good judgment, and situational factors must be used in conjunction with this policy. When reviewing cases of possible child neglect, the CRC will use this policy as well as other specific case information in making case determinations.

c. Definitions:

(1) Children/Youth. All persons under the age of 12 years.

(2) Parent. Biological, adoptive, guardian, or step-parent who are by law liable to maintain care for or to support children.

(3) Parent Designee. The person given authority by the parent to supervise and provide adequately for children's welfare and safety in all circumstances deemed appropriate. This person must have the capability of providing responsible supervision of children. This person may be a neighbor, friend, Family Child Care (FCC) provider, or a certified babysitter, responsible adolescent sibling, or other responsible adolescent or adult.

(4) Adolescent. Person 12 to 17 years old.

(5) Adult. Person 18 years old and older.

(6) Supervision. The care and nurturing of children in such a way as to ensure their health and safety.

(7) Lack of Supervision. Inattention on the part of, or absence of lack of action by the caregiver which results in injury to children, leaves children unable to care for themselves, or the failure to monitor children's behavior so that they avoid the possibility of injuring themselves or others.

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(8) **Safe Environment.** An environment in which, under reasonable circumstances, children will suffer no injuries (example, climbing trees).

(9) **Direct Control.** Close enough to immediately intervene if a problem should arise.

(10) **Direct Contact.** Children in the immediate proximity of parent or parent designee (example, within arms' reach)

(11) **Indirect Contact.** Close enough to see and hear the children.

(12) **Supervisor.** The parent or parent designee who assumes the role of caring for and nurturing children to ensure their health and safety.

(13) **Unattended.** Children who because of place and circumstances are without appropriate supervision of a parent or parent designee. Children's ages, or the guidelines listed below (para 5.d.) shall not be used as the sole factor in determining whether children were unattended.

(14) **Family Child Care (FCC) Provider.** Individual who has been certified by Children and Youth Services to care for children in their home.

(15) **Family Advocacy Reporting Point of Contact (RPOC).** Receiver of reports for allegations of abuse. On Carlisle Barracks RPOC is the Directorate of Emergency Services (DES), 245-4115.

d. **Guidelines.** These guidelines are established by age group so that professionals and lay persons, alike, may interpret them in the children's best interest and to determine if children are properly supervised.

(1) **Age Newborn-3 Years.** These children require close supervision and must be under direct contact of a supervisor at all times (example, children must be with a supervisor if playing in the yard). They must not be left alone for any period of time.

(2) **Age 4-5 Years.** These children are at an age where they, when possible, will explore their environment. As a result, they must also be protected from natural consequences of their curiosity. While it is not necessary for a supervisor to be in direct contact, supervision shall be, at a minimum, by indirect contact (example, should the children be in the backyard playing, supervisor does not have to be with them, but should monitor their well-being through a window/door in such a way as to be able to

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intervene immediately should a problem develop). Children of this age should be within line of sight at all times. They must not be left alone for any period of time.

(3) Age 6-10 Years. These children should be allowed to explore their environment to build self-reliance. However, they should also be afforded protection. These children shall be supervised in an indirect method. While the children should be allowed to explore their world, parents or parent designees should know their whereabouts and check their welfare frequently (example, playing in an area playground in such a manner as to be heard by the supervisor from quarters for any period of time). They must not be left alone in vehicles for any period of time. They must not be left alone without the above specified supervision for any period of time.

(4) Age 11-17 Years. These children should be mature enough to start to exercise their own responsibility to supervise themselves without placing themselves in danger. These guidelines suggest indirect supervision of such a nature as not to impede self-assurance, but to reassure the children should a problem arise. Children, age 11, may be left alone for a period of time (maximum 3 hours) without parent or parent designee having direct contact with the children but cannot be left alone overnight. Adolescents (ages 12-17) of this age group may be left alone for longer periods of time but may not be left alone overnight. Unless child is in possession of a drivers permit or license, they should not be left alone in a vehicle, with the keys at any time.

e. Special Provisions.

(1) Children who meet the criteria for the Exceptional Family Member Program, as defined by AR 608-75, require special supervision. These guidelines are to be modified in accordance with their special needs.

(2) Children who are in the care of a certified FCC provider will be supervised in accordance with guidelines set forth in AR 608-10, AR 608-18, and local procedures.

f. Babysitters. For out of home, babysitters must be 13 years of age and older. Twelve-year-olds, of sufficient maturity, responsibility and experience may care for their siblings.

(1) Trained sitters. On post, parents shall use babysitters, age 13 and older, who have completed the Red Cross Babysitting Course or the CYS Babysitting Course. Adolescents who babysit younger siblings may be 12-years-old and are encouraged to complete this course.

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(2) The list of babysitters distributed by Child Youth and School Services (CYSS) provides names of baby sitters 13 years and older who have completed the CYSS Baby-Sitting Course.

(3) Adolescent babysitters shall not watch more than four children at a time. No more than two of these children may be under the age of 2 years.

(4) If overnight care is needed, parents are encouraged to use FCC providers or to contact Child Development Services for information and assistance. Overnight child care will not be provided by anyone under the age of 18 years old.

#### g. Determining Factors.

(1) In all cases, application of these standards determines the levels of supervision children require. The standards provided above are minimum standards provided by the Garrison Commander. However, parents and parental designees are required to use the care necessary to protect the best interests of the child. Where application of stricter standards than those provided above is necessary, parents or parental designees are responsible for implementing those stricter standards. The consideration of the total child is particularly critical when children have any special needs.

(2) Exceptions to this regulation will be considered on a case-by-case basis and must be approved by the Commander, USAG.

(3) Parents should ensure that children age 9 and above should know at a minimum:

(a) Their name, their address, and their home telephone number.

(b) Parent or parent designee's name, location and telephone number.

(c) What to do in case of a problem, i.e., injury, fire, assault, parents not returning as expected.

#### 6. Special Considerations.

##### a. Vehicles.

(1) Children, ages of 10-years-old and younger, will not be left alone in vehicles at any time for any length of time.

(2) A vehicle will never be left running without a licensed driver present when children are in the vehicle.

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(3) Keys will be removed from the vehicle at all times when any unattended/unlicensed children ages 11 -17 are in the vehicle.

(4) Temperature, ventilation requirements, maturity of children ages 11 years and older and circumstances, will always be considered before leaving them unattended in a vehicle. At no time will these children be left in a vehicle when doing so will be a hazard to their health and safety.

b. Quarters.

(1) Special attention should be given to preventing safety and fire hazards. For example, combustible or flammable liquids, space heaters, irons, or hot pots should not be left in a location that jeopardizes the children's safety. Climbing trees near overhead lines jeopardizes a child's safety; therefore, this is prohibited.

(2) The children's physical ability, health, and maturity must first and always be taken into consideration.

7. The Family Advocacy Program RPOC is to be notified when children are left unattended. This call will constitute a report of suspected neglect. The DES is available 7 days a week, 24 hours per day at 245-4115/3465 or 911.



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