**Section 703.130 Supervision**

a) Introduction

The primary objective of any shelter care facility is to provide a safe and humane abode for children. Trained personnel must, at all times, ensure the well-being and safety of children placed under their care.

b) Minimum Standards

1) Shift Coverage

There must be sufficient staff members present in the shelter care facility, awake and alert at all times, to provide supervision while children are sheltered.

A) A shelter care facility shall not have fewer than two persons on duty and one on call. Two staff persons of the same sex as the children may be on duty and one of the opposite sex on call when only male or only female children are sheltered, e.g., when there are no female children sheltered, a female staff member must be on immediate call and when there are no male children sheltered, a male staff member must be on immediate call.

B) Staff members shall maintain a record, in ink, of visual contact with each child not less than once every 60 minutes. Entries shall show the time of each check by the staff member, signature, and any relevant remarks.

C) Staff shall keep a constant record of the whereabouts of all children, e.g., school, church, recreation.

2) Log Record

A shift log, in ink, shall be maintained as a record of incidents and activities, including supervisory checks (subsection (b)(1)(B)), occurring on the shift. A head count shall be made and recorded at least four times daily, including counts taken at change of shift and lights out time.

3) Supervision by Youth

No child shall be allowed to have authority or disciplinary control over another child.

4) Night Hours

Designated lights out time shall be determined by administrative policy but shall not be set earlier than 10:00 p.m.

(Source: Amended at 12 Ill. Reg. 12405, effective October 1, 1988)