



**Health Care Agency
Behavioral Health Services
Policies and Procedures**

Section Name: Administration
Sub Section: Supervision of Minors
Section Number: 04.07.01
Policy Status: ☒ New ☐ Revised

SIGNATURE

DATE APPROVED

Deputy Director,
Behavioral Health Services

Signature on file

07/29/2026

SUBJECT:

Provision of Supervision of Minors in Behavioral Health Services Programs

PURPOSE:

To establish procedures for the provision of supervision of minors at Behavioral Health Services (BHS) programs.

POLICY:

The Orange County Health Care Agency (HCA) provides supervision at specified County-operated BHS programs to increase access and engagement in services by removing barriers related to supervision of children. Programs providing supervision are to ensure the safety and security of children at all times during the provision of supervision. Supervision environments are to be free of safety hazards and are to be equipped with developmentally appropriate items and activities.

SCOPE:

These procedures apply to BHS programs providing supervision of minors.

DEFINITIONS:

Supervision – The supervision of minors ages 0 through 12 years old for whom the member is the parent or legal guardian, or a minor member aged 0 through 12 years old themselves, during the time the member and/or parent/legal guardian are onsite at a BHS program receiving a service.

Service – A scheduled individual, family or collateral, or medication service with a member and/or parent/legal guardian. Drug testing and other non-scheduled or drop-in services are not considered services for the purpose of this P&P.

FORMS:

[Supervision of Minors Consent Form](#)

PROCEDURE:

- I. Supervision may be provided for minors ages 0 through 12 years old during the time a member and/or parent/legal guardian is onsite at a BHS program receiving a service.

II. Consent for the provision of supervision.

A. Prior to the onset of supervision, the parent/legal guardian of the child(ren) must sign a consent form for the provision of supervision. Consent form shall include the following provisions:

1. All parents/legal guardians must sign in/out children from supervision;
2. All diapering, changing of clothes, and restroom use for children must be done by the parent/legal guardian;
3. All food, bottles, and diaper bags must be clearly labeled with the child's name;
 - i. All feeding instructions must be given at drop-off. Bottles must be prepared ahead of time, or formula and water must be pre-measured and ready for use.
4. The type and amount of baby food, food, or snacks to be given must be clearly communicated to staff. Programs may have specific protocols regarding feeding children;
5. Children must wear shoes at all times;
6. Children must be picked up immediately following the appointment;
7. Parent/legal guardian must be in the facility at all times while their child(ren) is being supervised;
8. Any medical conditions and/or food allergies must be communicated to staff; and
9. Child(ren) should not be brought for supervision if they have symptoms of a cold, fever, rash, infection, or has had diarrhea or vomiting within the last 24 hours.

III. Safety and security of children during the provision of supervision.

A. Each child must be signed in/out on the program's designated Sign In/Out form by the parent/legal guardian. Sign In/Out form shall include:

1. Date;
2. Time signed in;
3. Time signed out;
4. Full name of the child;

5. Child's age;
 6. Printed name of parent/legal guardian; and
 7. Signature of parent/legal guardian.
- B. The following staff to child ratios shall be followed:
1. Infants 0-24 months – 1 staff to every 4 infants.
 2. Children 2-3 years old – 1 staff to every 6 children.
 3. Children 4+ years old – 1 staff to every 8 children.
- C. Staff shall supervise child(ren) in supervision at all times.
1. Staff are never to leave a child unattended during supervision.
 2. Staff shall not utilize their personal cell phones during the provision supervision.
- IV. Hazard-free and developmentally appropriate supervision areas.
- A. Areas where supervision is being provided shall be free of safety hazards, including but not limited to:
1. Small items that may be choking hazards for young children;
 2. Broken toys, games, or furniture;
 3. Shelves, cabinets, or drawers that are not bolted to the wall;
 4. Exposed outlets;
 5. Tripping hazards, such as chords or torn carpet;
 6. Heavy items that may fall off a shelf or other furniture;
 7. Glass or other breakable items;
 8. Scissors, letter openers, staplers, or other sharp office supplies.
- B. Programs shall have developmentally appropriate toys, books, art supplies, games, and/or other activities for the varied age ranges served in supervision.
- V. Feeding, diapering, changing clothes, and restroom use for children in supervision.

- B. Staff may feed children during supervision only when provided with clear instructions from the parent/legal guardian and as follows:
 - 1. Bottles must be prepared ahead of time, or formula and water must be pre-measured and ready for use.
 - 2. Food must be labeled and the amount of food to be given clearly communicated.
 - 3. Parents/legal guardians must pre-approve all snacks given.
 - C. Staff may not change diapers, clothes, or assist a child in using the restroom.
- VI. Managing behavioral or emotional needs of children in supervision.
- A. If a child is unable to be soothed, after trying different staff and/or different methods of soothing, consistently for 10-15 minutes, the staff should retrieve the parent/legal guardian for assistance.
 - B. If a child is engaging in behavior that is unsafe to themselves, other children in supervision, and/or staff and attempts at redirection are unsuccessful, staff should retrieve the parent/legal guardian for assistance.