

Role Call Procedure

All room leaders must know how many children are present at all times during the day.

A role call must be taken when moving from one setting to another, for example, going to the dining room, returning from the dining room, going outside to a play area, returning from a play area.

Procedure

When leaving a classroom ensure that the room door is left open.

The role must be taken by the assistant, calling each child's name and ensuring that they see the child respond.

The room leader will then check the role call has been carried out properly and verify on the role call sheet.

The room leader will then lead the group from the room.

The assistant will wait at the back of the group and check the room to ensure no child is left behind (ensure to check toilets etc).

The assistant will continue to follow the group at the back to ensure no child can leave the group unnoticed.

Upon arriving at the destination the role call will be taken again to ensure all children have arrived safely.