



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 66th AIR BASE GROUP (AFMG)  
HANSCOM AIR FORCE BASE MASSACHUSETTS

- 1 NOV 2010

MEMORANDUM FOR ALL INSTALLATION PERSONNEL

FROM: 66 ABG/CC

SUBJECT: Hanscom AFB Youth Supervision Policy

1. The Hanscom Air Force Base community is committed to the welfare of our children. Parents hold the primary responsibility to ensure the safety and well-being of their children. However, to assist parents with the protection and security of children under the age of 18 years, Hanscom AFB has established Youth Supervision Guidelines which are outlined in the table attached.
2. The Youth Supervision Guidelines are written to assist the parents with developing a child safety plan. Before deciding to leave a child alone, a parent must assess whether a child is comfortable alone, if emotional maturity is sufficient, and finally, whether a safety plan is adequate. Parents should use common sense to guide their actions, and work to build a child's confidence in small steps.
3. The following definitions apply to the supervision of children under age 18 years:
  - a. Adequate Supervision: Guidance by an adult which meets basic needs and protects a child on a temporary or permanent basis; may be provided on a temporary basis by a child age 12 or older who possesses the experience and maturity to supervise or baby-sit.
  - b. Lack of Supervision: A type of child neglect characterized by the absence or inattention of the parent, guardian, foster parent or other caretaker that results in injury or serious threat of injury to another person because the child's behavior was not properly monitored.
  - c. Accessibility of Parent or Responsible Adult/Caretaker: Parents (or responsible adult/caretakers) are responsible for advising children of their location, and the time when parents will return to the location of the child. Children should have emergency telephone numbers and the number to locate a parent or designated responsible adult.
  - d. Reasonable Period of Time: Subject to specific principles in "Youth Supervision Guidelines" at Table 1. Consider location and accessibility of the supervising adult or parent, length of time left alone, time of day, child's level of functioning, maturity, physical and mental health, and handicapping conditions.
4. All agencies, departments, or individuals affiliated with Hanscom AFB will immediately report all incidents related to lack of supervision of a child to the 66 Security Forces

Squadron (66 SFS) Law Enforcement (LE) Desk or the 66th Medical Squadron Family Advocacy Officer (FAO) (66 MDS/SGOW).

a. 66 SFS is responsible for immediate response to the scene where a child is allegedly unsupervised and securing the child's safety. 66 SFS will attempt to locate the child's sponsor or other responsible adult. In all incidents of suspected child abuse/neglect, 66 SFS will notify the FAO and the sponsor's organization.

b. The Family Advocacy Program (FAP) will, when appropriate, assess individual cases for neglect and make referrals to appropriate agencies. Cases of suspected child neglect will be referred to the Department of Children and Family (DCF) and the Central Registry Board (CRB) to determine if they meet the Air Force criteria for family maltreatment. FAP will coordinate all individual services, treatment, and education resources to prevent future incidents.

5. To promote safety and well-being of children, Home Alone and Babysitter trainings are required for youth who are left home alone or baby-sit siblings or others.

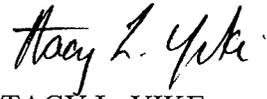
a. Home Alone Training for parents and their children ages 10 years and older. Home Alone Training is designed to help parents determine if their children are ready to be on their own, foster family communication and safety in the home, and help children with decision making and problem solving skills when home alone. Home Alone Training is provided on a quarterly basis by Airmen and Family Services Flight by contacting Hanscom Youth Programs (66 FSS/FSFY) at 781-377-3739.

b. Babysitter Training for youth ages 11 years and older. Red Cross Babysitter Training is designed to provide youths with the knowledge, skills and abilities to provide appropriate supervision and safety plans when babysitting younger siblings and other children. Red Cross Babysitter Training is provided quarterly by Airmen and Family Services Flight by contacting Hanscom Youth Programs (66 FSS/FSFY) at 781-377-3739.

6. A copy of the ABG Youth Supervision Policy will be included in all base welcome packets for all incoming installation personnel, and will be provided to the base housing office. Annually, during the month of January, the base media will publicize the Youth Supervision Policy to all installation personnel. The AFS Flight Chief will annually review policy to ensure validity.

7. Children are important to us. We must ensure their safety and well being. Parents are responsible for adhering to this policy. Failure to meet the minimal Youth Supervision Guidelines in Table 1 could place a child in danger, and could result in a referral to Family Advocacy. If guidelines are not followed and a child is injured, the parents could be held responsible. The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities.

8. For more information on the Youth Supervision Guidelines, contact the Family Advocacy staff at 781-377-4617 or Youth Programs staff at 781-377-3739.

A handwritten signature in black ink that reads "Stacy L. Yike". The signature is written in a cursive style with a large initial 'S'.

STACY L. YIKE  
Colonel, USAF  
Commander

Attachment:  
Hanscom AFB Youth Supervision Guidelines

Note: The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. These guidelines have been adopted by Hanscom AFB.

Age of Child	Left Without Sitter In Quarters for Two Hours or Less	Left Without Sitter In Quarters for More Than Two Hours	Left Alone Overnight	Outside Unattended (To Include Playing)	Left In Car Unattended	Child Sit Siblings	Child Sit Others	After School Child Care and Recreation Programs
Newborn through age 4	No	No	No	No	No	No	No	No
Age 5 Through Age 7	No	No	No	Yes; playground or yard with immediate access (visual sight or hearing distance) to adult supervision****, except at age 6 may walk to and from school	No	No	No	Yes; eligible for approved HAFB programs
Age 8 Through Age 10	No; except 10 year old only with access (per cell phone) to adult assistance.	No	No	Yes; access (visual sight ) to adult assistance***, except may walk to and from school	No	No	No	Yes; eligible for HAFB approved programs
Age 11 Through Age 12	Yes*	Yes; not exceeding 4 hours with access to (immediate adult assistance)	No	Yes	Yes	Yes** 2 children; only 1 child under age of two for maximum of 4 hours	No for 11 year old; Yes** 12 yr olds	Yes; eligible for HAFB approved programs
Age 13 Through Age 17	Yes*	Yes*	No; however, 17 year olds may be left alone for short periods, not to exceed 5 consecutive days. These minors must have an adult with a medical power of attorney check on the child daily and cannot be responsible for supervising younger siblings.	Yes; HAFB IDP****	Yes	Yes**	Yes**	Yes

\* Home-alone training provided by Youth Center (or other source) required

\*\* Red Cross baby-sitting training or equivalent required

\*\*\*\* Adult supervision is defined as someone who has or assumes responsibility for the child, e.g., parent, guardian, care provider, friend.