

**BY ORDER OF THE COMMANDER  
436TH AIRLIFT WING**

**DOVER AIR FORCE BASE INSTRUCTION  
40-303**



**20 DECEMBER 2012**

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**Medical Command**

**CHILD AND YOUTH SUPERVISION  
GUIDELINES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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DAFBI40-303, *Child and Youth Supervision Guidelines*, establishes policy for child and youth supervision within the confines of Dover Air Force Base (DAFB), Delaware (DE). This instruction applies to all active duty (AD) military personnel and their dependents, in accordance with (IAW) DoDI 6060.3, School-Age Care (SAC) Program, AFD 40-3, Family Advocacy Program, AFI 34-249, Youth Programs, and AFI 40-301, Family Advocacy. All personnel on DAFB are subject to the laws of the State of Delaware that govern the issue of child welfare. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This interim change revises DOVERAFBI 40-303 by (1) clarifying the definition of Appropriate Supervision, (2) updating the Child and Youth Supervision Guideline Table.

**1. General**

1.1. This instruction pertains to individual family responsibilities for the care and supervision of their children. This instruction establishes age specific guidance to assist families in identifying what is considered appropriate supervision and lack of supervision, outlined in the Child and Youth Supervision Guidelines, Attachment 2. The ages indicated in this regulation are minimum ages. When using the guidelines contained within this regulation parents must assess their child's maturity to determine when their child may be left unattended or requires supervision. Children unable to consistently demonstrate age appropriate behavior should not be given the same degree of self-management responsibilities as those who do.

## **2. Terms Defined**

2.1. Appropriate Supervision: Guidance by an adult which meets basic needs and protects a child on a temporary or permanent basis. The child must be able to contact the adult and understand emergency procedures.

2.2. Lack of Supervision: A form of child neglect where egregious absence or inattention deprives a child of needed age-appropriate care.

2.3. Availability of Parent or Responsible Adult/Caretaker: When children are left without a caregiver in quarters, the parents (or responsible adult/caretakers) are responsible for informing children of their location, and the time when parent or adult/caretaker will return to the location of the child. Children should have emergency telephone numbers, knowledge of emergency procedures, and ability to access their parent or designated responsible adult.

2.4. Immediate Access: Parent or adult/caretaker in charge has visibility of the child or the child is within hearing distance.

## **3. Responsibilities**

3.1. All agencies, departments, or individuals affiliated with DAFB will immediately report all concerns, suspicions, or incidents of lack of child supervision to 436th Security Forces Squadron Law Enforcement Desk at (302) 677-6664.

3.2. 436th Security Forces Squadron is responsible for immediate response to the scene where a child is without appropriate supervision. Security Forces will ensure the child's safety. Security Forces will attempt to locate the child's sponsor or other responsible adult. In all incidents of alleged child abuse/neglect, Security Forces will notify the sponsor's unit and the Family Advocacy Officer at (302) 677-2711.

3.3. Family Advocacy Program. Upon receipt of an allegation of lack of supervision, Family Advocacy will assess individual cases for neglect and make referrals to appropriate agencies. Cases of alleged child neglect will be referred to the Department of Services for Children, Youth and their Families, Division of Family Services, and the Central Registry Board to determine if the incident meets the Air Force criteria for family maltreatment. Family Advocacy will coordinate all individual services, treatment, and educational resources when a case meets criteria for maltreatment.

RICHARD G. MOORE, JR., Colonel, USAF

Commander, 436th Airlift Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 6400.1, *Family Advocacy Program (FAP)*, 23 August 2004

DoDI 6060.3, *School-Age Care (SAC) Program*, 19 December 1996

AFPD 40-3, *Family Advocacy Program*, 6 December 2011

AFI 34-249, *Youth Programs*, 1 June 2000

AFI 40-301, *Family Advocacy*, 30 November 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

***Prescribed Forms***

No Forms prescribed by this publication.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*.

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**IAW**—In Accordance With

**IMT**—Information Management Tool

**OPR**—Office of Primary Responsibility

## Attachment 2

## CHILD AND YOUTH SUPERVISION GUIDELINES

Age of Child	Left Without a Caregiver in Quarters	Left Alone Overnight	Left Outside Unattended (Includes playing)	Left in Car Unattended	Caregiver for Siblings	Caregiver for Others
Newborn through Age 4	No	No	No	No	No	No
Age 5 through Age 6	No	No	1. Yes; at age 6 may walk to and from school. 2. When at playground or yard must be within immediate access** to appropriate supervision*	No	No	No
Age 7 through Age 9	No	No	1. Yes; may walk to and from school 2. With appropriate supervision*	No	No	No
Age 10 through Age 11	Yes; with appropriate supervision*	No	Yes; with appropriate supervision*	Yes	Yes; 11yr old or 6 <sup>th</sup> grade. No longer than 2 hours maximum	No
Age 12 through Age 14	Yes	No; freshmen in high school may be left alone overnight with appropriate supervision*	Yes; may not be left outside after dark without appropriate supervision*	Yes	Yes	Yes 12 yr old or 7 <sup>th</sup> grade minimum not to exceed 4 hrs
Age 15 through High School Graduation	Yes	Yes; minors age 16 and older may be left alone for short TDYs or leaves, not to exceed 5 consecutive days. Sponsor coordinates appropriate supervision*	Yes	Yes	Yes	Yes

\* *Appropriate Supervision: Guidance by an adult which meets basic needs and protects a child on a temporary or permanent basis. The child must be able to contact the adult and understand emergency procedures.*

\*\**Immediate Access: The parent or adult/caretaker in charge has visual sight of the child or the child is within hearing distance*

**NOTE:** The ages specified are the minimum ages, based on the child's ability to demonstrate age-appropriate behavior. Children unable of consistently demonstrating age-appropriate behavior should not be given the same degree of self-management responsibilities as those who do.