

Center Safety Procedure

Policy: The safety of the children and staff members at a Child Care Facility is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of a Child Care Facility and EHS-CCP to insure the safety of its children and staff members in the event of an emergency. In the event of an emergency the Child Care Facility director (or his/her designee) will be notified as soon as possible regarding the situation and the response on it. In the event of an emergency the Child Care Facility Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

Coordinators will ensure the Direct Service and Support Staff maintain safety in all aspects of their job-working with families, children and staff. Safety procedures will be clearly understood and implemented consistently by all those employed by Parent Child Development Corporation and EHHS-CCP.

Performance Standard Reference: 1304.53, 1304.22 (a)(1-3), 1304.22 (f)(1-2)

Procedure:

- All direct service staff working with children will have a current First Aid and CPR care. CPR is updated annually or biannually (depending on when it expires) and First Aid is updated every 3 years.
 - Non-certified teachers/adults or special education staff will not work alone with children. If all CPR/First Aid certified persons are absent and no other qualified and certified person is available, the classroom must be closed for the day.
 - The Human Resources manager will ensure that certifications are documented tracked, and that direct service staff update their certification requirements.
- **Classroom Safety Check** will be completed daily and sent to the ECE with the End of Month Reports. Any concerns will be reported to the ECE. The ECE or Health Manager will ensure follow up is complete within a week.
- All First Aid kits, a copy of the Medical and Dental Emergency procedure, and the spill kit will be kept in a designated place in each classroom and be readily accessible to staff, but kept out of the reach of children.
 - There must be a sign in the classroom identifying the location of the First Aid kit.
 - The First Aid kit as well as a copy of each child's **DSS Child Registration Form** (signed by the parent) must be taken on all field trips or any trip away from the classroom site.
- The Health Specialist will complete a **Health & Safety Screening** once a quarter. Problems or concerns noted on the screening will be remedied immediately when possible and when not possible, the Health Manager will be notified of any barriers. The Health Manager will give the Facilities/Grounds Coordinator, Executive Director and ECE the findings of all Health and Safety Screens for the month on the EOM Reports. All forms will be kept in the Health EOM Report Book and copies of violations will be placed in the staff's personnel file.
- A diagrammed Evacuation plan will be posted near the exits in each classroom and office.

- Each classroom will have a monthly Fire Drill (see Fire Drill Procedure). If this cannot be done in conjunction with the school, then the Lead Teacher is responsible for conducting the drill. Fire drills will be documented on the teacher's End of Month Report and **Fire Drill Report**.

Referenced Procedures:

*Medical and Dental Emergency Procedures
Fire Drill Procedures*

Referenced Forms:

*DSS Child Registration Form
First Aid Kit Inventory
Health and Safety Check
Fire Drill Report
Quarterly Health & Safety Screenings
Classroom Safety Check*