
Subject: Classroom Safety

Source: Performance Standards 1304.22

Policy

In order to ensure the safety of all children, Center Directors will ensure safety procedures are clearly explained and implemented consistently by all those employed by North Texas Parent & Child Development Early Head Start.

Procedure

- All direct service staff working with children will have a current First Aid and pediatric CPR card.
- Classrooms will have a site designated for First Aid Kits, which is readily accessible to staff, but out of reach of children. First Aid Kits will be checked by the Safety Manager on a monthly basis and documented on the First Aid Inventory Form (**see attached form**). Supplies will be restocked as needed.
- Each classroom will have a sign posted indicating the location of the First Aid Kits.
- The First Aid Kits will accompany the teachers on all field trips or any trip away from the classroom site.
- Home Visitors will also be provided with an appropriately stocked First Aid Kit to carry in their vehicle.
- Home Visitors will discuss with families the importance of First Aid Kits in the home and determine what supplies the family has available and may need in the home. Home visitors will help identify community resources to secure needed items.
- Center Directors will inventory individual first aid kits monthly and will restock items as needed. Requests for additional first aid supplies will be brought to the attention of the Health Manager.
- A diagrammed evacuation plan will be posted at the exits of each classroom, kitchen, gym and office. Primary and alternate routes will be clearly marked and a designated meeting place will be listed.
- Staff and volunteers will receive training on the emergency evacuation plan and specific individuals will be assigned responsibilities in the case of an emergency.
- A monthly safety check, to inspect the centers fire extinguishers, smoke alarms/detectors, carbon monoxide detectors and flashlights will be completed by the Center Director.
- Unannounced monthly Fire Drills will be routinely practiced by staff and children. Fire Drills will be documented on Monthly Safety Check Form (**see attached form**). Tornado drills will be conducted quarterly.
- Home Visitors will assist families in implementing an emergency plan, and conducting random fire and tornado drills.
- There must be two all-purpose fire extinguishers at the center at all times, one in the center hallway and one in the kitchen. All fire extinguishers will be inspected annually.
- All electrical outlets accessible to children will have protective caps in place when outlets are not in use.
- All isles, hallways and corridors must have 3 feet of free walk through access at all times. Storage of supplies or equipment is not permitted in these areas.

- Items of potential danger to children or any other cleaning agent (i.e. flammable liquids, toxic materials, aerosols, detergents, etc.) must:
 - o Be kept in containers with label intact, indicating contents
 - o Be stored in an area not used by children
 - o Be stored separately from food and food service equipment
 - o Be accompanied by a Material Safety Data Sheet that tells about potential hazards of the product and be located in the M.S.D.S. Binder in the Safety Manager Office

 - Children will not be allowed in the kitchen area unless in small groups and are well supervised by staff. At no time will children be allowed in or around the stove, oven or drawers that may contain sharp objects.
 - Children will not be allowed to leave the classroom unattended, including but not limited to going to the restroom, office and/or playground. A staff member must escort children.
 - Center Directors will closely monitor activities in the classroom to ensure that children are being supervised by sight and sound at all times.
 - Center Directors will be responsible for ensuring that two or more staff members are at the facility when children are in care.
 - Wall heating units in Early Head Start classrooms are prohibited.
 - An emergency light source (flashlight and fresh batteries) will be located in each classroom, kitchen and office and will be available at all times.
 - An emergency radio will be located at each site to keep staff and informed of bad weather advisories and to act accordingly.
 - Staff will make regular checks of the safety and cleanliness of indoor and outdoor play areas. Home visitors will conduct in home safety checks with the parents. Information and guidance will be provided to the parents.
 - Areas and equipment that are broken or that staff feel are unsafe must be reported to the Center Director and kept “off bounds” until repaired or corrected to a safe standard.
 - The Center Directors within 45 days will conduct a Health/Safety Checklist periodic inspection.
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