

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

Policy ID 63000 (HPS-SP) Safety Practices

Related Regulations:	1302.47 a , 1302.47 b , 1302.47 b 5		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	9/26/2017
Responsibility:	All Staff		
Timeline:	Ongoing		
Evaluation:	Observation, Monitoring		
Forms:			

Performance Objective: The program establishes, trains staff on, implements, and enforces a system of health and safety practices that ensure children are kept safe at all times.

1.0 Safety Practices

1.1 The program consults [Caring for our Children Basics](#) for additional information to develop and implement adequate safety policies and practices meeting the requirements of 1302.47.

2.0 System of Safety Practices

2.1 The program develops and implements a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102 (see [Policy ID 10102 \(PMQI\) Achieving Program Goals](#)), that includes these policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety (see policies in HPS sections).

2.2 The program reports any safety incidents in accordance with §1302.102 d 1 ii (see [Policy ID 10102 \(PMQI\) Achieving Program Goals](#)).

3.0 Safety Practices and Responsibilities

3.1 All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:

a) Reporting of suspected or known child abuse and neglect, including that staff comply with applicable federal, state, local, and tribal laws (see [Policy ID 974 \(HR/PP\) Identification and Reporting of Child Abuse and Neglect](#));

b) Appropriate indoor and outdoor supervision of children at all times (see [Policy ID 300A \(HS\) Active Supervision of Children including Transitions](#) and [Policy ID 1422 \(TRP\) Children on Buses are Supervised](#) and [Policy ID 606 \(FC\) Outdoor Environments/Playgrounds and Active Supervision](#));

c) Only releasing children to an authorized adult, and (see [Policy ID 64006 \(HPS-AD\) Release of Children Only to Authorized Adults](#));

d) All standards of conduct described in §1302.90 c (see [Policy ID 90002 \(HR/PP\) Standards of Conduct](#)).