**SNHS, Inc.**

**Health & Safety Checklist for Self-Assessment**



Health and Safety Screener: Policies and Procedures for Head Start Programs Introduction Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place. This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.

Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Health/Safety Factors - Facilities** | **YES**  | **NO** |
| All areas are safe, clean, and free from pests. |  |  |
| Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site. |  |  |
| Lighting is sufficient and adequate for all classroom activities; Emergency lighting is available |  |  |
| Fire extinguishers are available, accessible, tested, and serviced regularly. |  |  |
| Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly. |  |  |
| All playground areas are visible to supervising adults. |  |  |
| Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage. |  |  |
| Toilets and hand washing facilities are clean, in good repair, and easily accessible for children’s use. Supplies including toilet paper, hand soap, and towels are available and accessible. |  |  |
| Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area. |  |  |
| Garbage is stored in a safe and sanitary manner to prevent contamination. |  |  |
| Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs. |  |  |
| Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use. |  |  |
| Age-appropriate rest and nap opportunities are available for preschool age children if the program operates five hours or longer. |  |  |
| **Comments/Areas of Concern:** |  |  |
| **Equipment and Materials** | **YES**  | **NO** |
| Equipment, toys, materials, and supplies, are safe, age, and developmentally appropriate. |  |  |
| Medication is properly stored and labeled and is not accessible to children. |  |  |
| Cleaning supplies and other potentially dangerous materials/toxins are not accessible. |  |  |
| Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff. |  |  |
| **Comments/Areas of Concern:** |  |  |
| **Policies and Procedures** | **YES**  | **NO** |
| A sign-in/sign-out system is used to track those who enter and exit the facility. |  |  |
| Policies and procedures ensure children are released only to authorized adults. |  |  |
| Procedures are in place to contact parents when children are unexpectedly absent. |  |  |
| Agency policies and procedures protect children with allergies from known allergens. |  |  |
| Agency has emergency management/disaster preparedness and response plans. |  |  |
| Agency maintains current parent or guardian and emergency contact list. Staff have list during evacuations. |  |  |
| Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary. |  |  |
| Staff notifies parents when children are sick or injured. |  |  |
| Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children. |  |  |
| A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children. |  |  |
| **Comments/Areas of Concern:** |  |  |
| **Active Supervision** | **YES**  | **NO** |
| Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers. |  |  |
| Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, and sleeping areas. |  |  |
| Required staff to child ratios and group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent |  |  |
| **Comments:** |  |  |
| **Human Resources** | **YES**  | **NO** |
| Standards of conduct are in place to support children’s well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children’s health or safety. |  |  |
| All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams; background checks are conducted for all staff at least once every five years; health exams are completed as recommended |  |  |
| All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements |  |  |
| Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies. |  |  |
| All staff is trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids. |  |  |
| **Comments:** |  |  |