

**HEAD START PROCEDURES FOR:  
ABUSE, NEGLECT AND SLEEP  
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** This describes the safety practices required according to the Head Start Standard 1302.47(b)(5)(i)(ii)

2.0 **Responsibility:**

- 2.1 Head Start Consultants
- 2.2 All ISD Staff

3.0 **Resources:**

- 3.1 Caring for Our Children Basics (CFOC)
- 3.2 Texas Child Care Licensing Minimum Standards
- 3.3 Consumer Product Safety Commission (CPSC)
- 3.4 American Society for Testing and Materials International (ASTM)
- 3.5 Public Playground Safety Handbook
- 3.6 Region 14/15 Education Service Center Standards of Conduct

4.0 **Procedures:**

- 4.1 Safety Practices. All staff and consultants will follow appropriate practices, at a minimum:
  - 4.1.0 Reporting of suspected or known child abuse and neglect is required by state law to report any suspected abuse within 48 hours. **ESC Head Start requires reports to be made within a 24 hour period.** The person reporting suspected abuse will not be required to ask permission or report to any person in advance of reporting suspected abuse. If school policy requires that all personnel inform their administration of any report of abuse, employees of Head Start will follow school policy. Child Abuse Procedures and Hotline Numbers will be posted in each classroom.
  - 4.1.1 Any suspected abuse/neglect must be reported within 24 hours.
  - 4.1.2 Call the Child Abuse Hotline (800-252-5400), 911, or local law enforcement agency.
  - 4.1.3 When making a call or report, the following information will be requested:
    - 4.1.4 Child's name, address, and parent's name
    - 4.1.5 Child's age, gender, and race
    - 4.1.6 Family composition
    - 4.1.7 Nature and extent of injury, abuse, or neglect
    - 4.1.8 Name of person allegedly responsible for injury, abuse or neglect
    - 4.1.9 Source of the report
    - 4.1.10 Name, address, and telephone number of person making

**HEAD START PROCEDURES FOR:  
ABUSE, NEGLECT AND SLEEP  
COMPONENT: CENTER FOR YOUNG LEARNERS**

the report

- 4.1.11 Any actions taken to prevent further abuse or neglect
- 4.1.12 Other useful information
- 4.1.13 A confirmation code will be given to verify and follow up with the caseworker if desired.
- 4.1.14 Any documentation of reported suspected child abuse or neglect will be kept in a separate “Red Folder” log and locked in filing cabinet. Documentation of reporting will be documented in **the web-based data system**, in private case notes.
- 4.1.15 Follow ISD procedure and notify Region 14 ESC Head Start for support and assistance.

4.2 Reporting to Child Care Licensing

- 4.2.1 Reporting and ensuring your employees and volunteers report suspected abuse, neglect, or exploitation directly to the Texas Department of Family and Protective Services without delegating this responsibility, as required by Texas Family Code §261.101
- 4.2.2 You must notify us as soon as possible, but no later than two days after:
  - 4.2.2.1 Any occurrence that renders all or part of your center unsafe or unsanitary for a child;
  - 4.2.2.2 Injury to a child in your care that requires medical treatment by a health-care professional or hospitalization;
  - 4.2.2.3 A child in your care shows signs or symptoms of an illness that requires hospitalization;
  - 4.2.2.4 You become aware that an employee or child in your care contracts an illness deemed notifiable by the Texas Department of State Health Services (DSHS) as specified in 25 TAC 97, Subchapter A (relating to Control of Communicable Diseases);
  - 4.2.2.5 A person for whom you are required to request a background check under Chapter 745, Subchapter F of this title (relating to Background Checks) is arrested or charged with a crime;
  - 4.2.2.6 The occurrence of any other situation that places a child at risk, such as forgetting a child in a center vehicle or on the

**HEAD START PROCEDURES FOR:  
ABUSE, NEGLECT AND SLEEP  
COMPONENT: CENTER FOR YOUNG LEARNERS**

playground or not preventing a child from wandering away from the child-care center unsupervised; and

4.2.2.7 A new individual becomes a controlling person at your operation, or an individual that was previously a controlling person ceases to be a controlling person at your operation.

4.2.3 You must notify us immediately if a child dies while in your care.

4.2.4 Notifications to Licensing may be made:

4.2.4.1 Online 24 hours a day at

[http://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp) ;

4.2.4.2 By phone 24 hours a day to the Texas Abuse and Neglect Hotline 1-800-252-5400; or

4.2.4.3 By speaking to a Licensing employee during business hours at the local office. Phone numbers for the local offices can be found at:

<https://hhs.texas.gov/services/safety/child-care/contact-child-care-licensing>

4.3 Safe Sleep Practices

4.3.1 All staff should follow safe sleep practices as recommended by the Caring For Our Children and Texas Child Care Licensing Minimum Standards.

4.3.2 Infants will not be allowed to sleep in any restrictive device (car seat, bouncy seat, bean bag, infant seat, swing, chair or any other type of furniture that is not a safety-approved crib).

4.3.3 If a child arrives at the center asleep, the parent or guardian should immediately place the child in a supine (lying face up) position in the assigned crib.

4.3.4 Infants that are unable to turn over will be placed in a supine (lying face up) position to sleep.

4.3.5 Infants should not be swaddled, but one piece sleepers may be used.

4.3.6 No pillows, comforters, sleep position devices, blankets, flat sheets, cloth diapers, bibs, toys, etc should be allowed in the crib.

4.3.7 Temperature in the room during sleep should be comfortable for a lightly clothed adult.

**HEAD START PROCEDURES FOR:  
ABUSE, NEGLECT AND SLEEP  
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 4.3.8 Infants should be observed by sight and sound at all times.
- 4.3.9 Lighting in the room must allow teachers to see each infant's face to view the color of infant skin and to check on the infant's breathing and placement of pacifier(s) if used.
- 4.3.10 Provide "tummy time" on a firm surface several times each day.
- 4.4 Appropriate indoor and outdoor supervision of children at all times. See 1302.47 b5(iii) Active Supervision.
- 4.5 Releasing children to an authorized adult. See 1302.47 b5(iv) Releasing Children
- 4.6 All staff will abide by the Standards of Conduct see 1302.90(c).
- 4.7 During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.

**5.0 Associated Documents:**

- 5.1 Positive Practices for Behavior Management
- 5.2 Mental Health Observations
- 5.3 Red Folder
- 5.4 EHS "Daily Information Sheet"
- 5.6 Classroom Sign In and Out Sheet
- 5.7 Classroom Observation report
- 5.8 Employee Files

**6.0 Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Employee file	Print/ Electronic	Locked filing cabinet at ISD	7 years	Shred/ Delete	ISD locked unit
ESC Files	Print/ Electronic	Filing cabinet at ISD	7 years	Shred/ Delete	N/A

**7.0 Monitoring:**

- 7.1 Quarterly review

**8.0 Revision History:**

Date:	Revision#	Description of Revision
5/2017		

**HEAD START PROCEDURES FOR:  
ABUSE, NEGLECT AND SLEEP  
COMPONENT: CENTER FOR YOUNG LEARNERS**

5/18	6.0	Changed: "Print to Print/Electronic, "Shredded to Shred/Delete"
6/19	4.1.14	Changed "PROMIS" to myHeadStart" Documentation of reporting will be documented in myHeadStart in private case notes.
6-2019	4.2.3, 4.2.4	Added "(lying face up)"
6-2019	1.0	Added "(i)(ii)"
7-2019	4.2.1	Changed "CFOC" to "Caring For Our Children"
7-2020	4.4	Remove "Sign In and Out - add column for daily check."
12-2020	4.6	Added "During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans."
12-2020	Titles	Changed titles to match. Changed document title from "Health Emergency" to "Abuse, Neglect and Sleep" to match Doc title.
4/29/2022		reviewed
5/16/2022	4.2	Added all of section 4.2 When and how to report to Licensing
12/2022	4.0, 4.1.14	remove "myHeadStart" replace with "the web-based data system"

**HEAD START PROCEDURES FOR:  
ABUSE, NEGLECT AND SLEEP  
COMPONENT: CENTER FOR YOUNG LEARNERS**