

**HEAD START PROCEDURES FOR:
SAFETY TRAINING
COMPONENT: CENTER FOR YOUNG LEARNERS**

1. **Scope: This describes the safety training as required according to the Head Start Standard 1302.47(b)(4)**
2. **Responsibility:**
 - 2.1 Consultants
3. **Resources:**
 - 3.1 Caring for Our Children Basics
 - 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 ESC Operational Plan
4. **Procedures:**
 - 4.1 **Safety Training for staff with regular child contact.**
 - 4.1.1 All staff with regular child contact will have initial orientation training within 30 days of hire and ongoing training to include all state, local, and program-developed health, safety, and child care requirements, as appropriate based on staff roles and ages of children they work with, training in:
 - 4.1.1.1 Prevention and control of infectious disease;
 - 4.1.1.2 Prevention of sudden infant death syndrome and use of safe sleeping practices;
 - 4.1.1.3 Medication procedures;
 - 4.1.1.4 Prevention and response to emergencies due to food and allergic reactions;
 - 4.1.1.5 Building and physical premises safety, including identification of and protection from hazards, bodies of water and vehicular traffic;
 - 4.1.1.6 Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - 4.1.1.7 Emergency preparedness and response planning for emergencies;
 - 4.1.1.8 Handling and storage of hazardous materials and appropriate disposal of bio contaminants;
 - 4.1.1.9 Appropriate precautions in transporting children;
 - 4.1.1.10 First aid and CPR;
 - 4.1.1.11 Recognition and reporting of child abuse and neglect;
 - 4.1.1.12 Sun safety.
 - 4.2 **Staff without regular child contact.**
 - 4.2.1 All staff with no regular responsibility for or contact with children

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will have initial orientation training within three months of hire; ongoing training in all state, local federal and program-developed health and safety requirements applicable to their work; and training in the program's emergency and disaster preparedness procedures.

- 4.3 Staff Background checks (See HR 1302.90(b))
- 4.4 ESC and ISD Staff will post the following Health and Safety Items in clear view in the Classroom:
 - 4.4.1 Medical and dental emergency procedures
 - 4.4.2 Emergency plans of action and escape routes
 - 4.4.3 Child Abuse Procedures and Hotline Numbers
 - 4.4.4 Health Reminders for Employees on Hand washing, etc.
 - 4.4.5 Rebus Charts on Hand Washing
 - 4.4.6 Rebus Charts on Diaper Changing
 - 4.4.7 Child Emergency Cards containing current emergency phone numbers, pick up information and medical concerns such as medications or allergies will be stored in the classroom backpack.
 - 4.4.8 Child Emergency cards will be taken to the playground, common areas or on field trips with the children in the classroom backpack.
 - 4.4.9 School Emergency Procedures
 - 4.4.10 CPR and Choking posters
- 4.5 ESC Staff will provide a First Aid Kit and Health & Safety backpack/fanny pack for each teacher.
- 4.6 Fire/tornado drills will be practiced regularly and documented.
- 4.7 Emergency Lighting (flashlight will be kept in room)
- 4.8 Exits will be labeled in each room and map for emergency route of exit posted.
- 4.9 Emergency numbers will be kept by nearest accessible phone or posted in room.
- 4.10 ISD Staff will follow individual school policy regarding contacting parents in case of an emergency and for parents contacting the schools.
- 4.11 Staff will be trained in child CPR and first aid procedures.
- 4.12 Age appropriate Emergency Evacuation Kit will be readily available for each classroom.
- 4.13 EHS staff will be trained in Shaken Baby Syndrome prevention and SIDS prevention.
- 4.14 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. Associated Documents:

- 5.1 HR Staff file
- 5.2 Orientation Agenda and Sign In Sheet

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6. 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/ password protected
ESC Files	Print/ Electronic	Locked Filing cabinet at ISD	7 years	Shred/ Delete	N/A /password protected

7. Monitoring:
7.1 Monthly review

8. Revision History:

Date:	Revision#	Description of Revision
5-2017		
5-2018	Title 4.1 4.4.1 4.5 6	Safety Training Change “three months “ to “30 days” Delete “Flip Chart” Added “/fanny pack” Changed: “Print to Print/Electronic, “Shred to Shred/Delete”
6-2019		Reviewed
7-2019	3.6	Added “ESC”
7-2019	4.1	Re-numbered each bullet to correct formatting. Changed “4.1.0” to “4.1.1” Changed “4.1.0.0.0.0” to “4.1.1.0”, etc.
7-2019	4.4.8	Added “in the classroom backpack.”
7-2019	6.	Added “password protected” For ESC Files: Added “Locked”
7-2020	4.1.1.12	Added “4.1.1.12 Sun safety.”

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12-2020	4.14	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 “Safety Training” on Doc title.
4/29/2022		reviewed
12/2022		reviewed