

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Classroom Safety

POLICY:

Staff will maintain safety in all aspects of their job while working with families, children and staff.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)

PROCEDURE:

1. All staff working with children will have a first aid card and a C.P.R card.
2. All emergency procedures will be posted in one particular area of the classroom. The area must be labeled (i.e. EMERGENCY) so that it is clear to all adults where to look for any emergency information.
3. There must be a sign in the classroom that indicates the location of the first aid kit and nearest telephone.
4. Emergency telephone numbers will be posted on the classroom emergency plan.
5. The first aid kit and a copy of each child's emergency consent form will be taken on field trips or any trip away from the classroom site.
6. A diagrammed evacuation plan will be posted on the main exit or a designated exit in the classroom.
7. Fire drills/building evacuations will be practiced once per month.

8. All electrical outlets accessible to children will have protective caps in place when outlets are not in use.
9. Items of potential danger to children, such as toxic materials or flammable liquids, must be kept locked up and in their original container. They should be stored separately from and any food service equipment.
10. An emergency light source will be available at all times.
11. Children will be free from choking or strangulation hazards.
12. The center will be free of firearms and other weapons.
13. Children will not be left alone with volunteers. There will always be two staff members with the children except in the following two instances:
 - a. One staff member may leave the room for a brief absence (no more than 5 minutes)
 - b. During nap/rest time, one staff member may be replaced by another trained staff or volunteer who does not meet the teaching qualifications required for the age.
14. Areas and equipment that the staff feels may be unsafe should be immediately reported to the Head Start director or designee.

Approved by Policy Council: September 2018