

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 working with families, children and staff.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22

PROCEDURE:

1. All staff working with children will have a current First Aid and C.P.R. card.
2. First Aid kits, and emergency procedures will be maintained in one designed location at each site, and be readily accessible to staff, but kept out of the reach of the children.
3. There must be a sign in the classroom indicating the location of the First Aid kit and nearest telephone.
4. Emergency telephone numbers will be posted at or near the telephone.
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 near the exits in each classroom.
7. Fire drills/building evacuation 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 (toxic materials, flammable liquids, etc.) must be kept in the original container, be stored in an area not used by children, be stored separately from food and food service equipment.
10. An emergency light source will be available at all times.
11. Areas and equipment that staff feel are unsafe must be immediately reported to Head Start Director or designee.

Approved by the Policy Council October, 2007