

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

Monthly Health & Safety Monitoring

POLICY:

All Head Start classrooms will have an on-site observation each month to identify and resolve and safety concerns.

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

PROCEDURE:

1. The delegate Head Start director will designate members of the staff or community to take part in a monthly visit to classroom locations. The purpose will be to complete a Health & Safety Checklist. These individuals will be referred to as the “MHS Team”.
2. The format of the Health & Safety Checklist is updated and distributed to all delegate directors by the grantee office. One checklist will be completed on each individual classroom. The results will be sent to the delegate director and combined into a Health & Safety Report that is then sent to the grantee director.
3. The Health & Safety Report will be sent to the grantee director by the 15th of the following month.
4. The MHS Team can be made up of administrators, family advocates, parents, or community members. Teaching staff are prohibited from being part of the team that completes the checklist as this may cause a conflict of interest.
5. The MHS team will evaluate the indoor and outdoor facilities that are used by children for any dangers or evident threats including but not limited to:
 - Prohibited materials, cleaning supplies, etc.
 - Essential emergency supplies and written procedures
 - Working fire extinguishers and alarms
 - Sharp edges or entrapment dangers
 - Cleanliness
 - Playground surfacing
 - Suitable playground enclosures (fencing/gates)

- Appropriate playground equipment free of cracks, breaks, or snags
 - Fall & Use Zones for all equipment
6. If a problem is identified on the checklist by the MHS Team, the delegate director will determine the most appropriate course of action. For minor issues that do not pose an immediate risk to either children or adults, the director will implement a timeline for addressing the problem and the person responsible for carrying out the activity. **However, almost all items that would appear as a noncompliance on the checklist are considered a threat to children and must be immediately addressed.** When the director receives the checklist from the MHS team, he/she must quickly identify the seriousness of any issue mentioned and contact the classroom staff to make sure the matter is taken care of without hesitation. The timeline for correcting any issue that deals with an immediate danger to children would be 0-24 hours, depending on severity, supplies, and accessibility to children.
 7. There may be issues identified by the MHS Team that cannot be fixed by classroom staff or administrators and require the assistance of maintenance personnel. For such repairs, the delegate director will submit a work order to the maintenance supervisor describing the action needed and the requested timeline. Once the request is received by the maintenance supervisor, a response will follow describing a plan of action.
 8. When maintenance personnel have been contacted, the delegate director will make the grantee director aware of the situation and the anticipated timeline. The grantee director will follow up with the delegate director according to the timeline given to assure that the issue has been corrected.
 9. When equipment or supplies must be purchased, the delegate and grantee staff will communicate to determine who will be responsible for purchasing. If the purchase will require a significant expenditure (i.e. playground climbing structure), the grantee budget will be the first consideration. The delegate director will also consult with the building principal and school superintendent to determine if school districts funds could be utilized for the purchase. For less significant expenditure needs (i.e. first aid supplies, outlet covers, etc.), the delegate Head Start budget will be the first consideration.
 10. Once the issue found on the checklist has been corrected, the delegate director will confirm the completion to the grantee director through email or direct communication.