Child Safety Training
• Click on link to video

https://www.youtube.com/watch?v=cZ5EwaiUZok
Minimum Standards: General Safety Precautions

• Electrical outlets must be covered with child proof covers or safety outlet for under age 5 years
• All fans and heaters must be mounted on the wall out of all children’s reach.
• Environment must be free of health and safety hazards to reduce risks
• Additional examples of hazards to children include: sharp scissors, plastic bags, knives, cigarettes, matches, lighters, flammable liquids, drugs/medications, power tools, cleaning supplies, chemicals and other supplies labeled “Keep out of reach of children.”
• Poisonous or potentially harmful plant must be inaccessible to children.
• All storage chests, boxes or trunks with hinged lids must be equipped with a lid support designed to hold the lid open in any position and be equipped with ventilation holes and must not have a latch that might close and trap a child inside.
• All bodies of water such as pools, hot tubs, ponds, creeks, birdbaths, fountains, buckets and rain barrels must be inaccessible to all children
Safety: First Aid Kits

- All classrooms must have a first aid kit. The first aid kits must travel with class during fire drills, outside play, severe weather drills, lockdowns and field trips.
- All first aid kits must be clearly labeled, kept in clean and sanitary condition, easily accessible to all employees, stored in a designated location known by all employees, and keep out of reach of children.

All first aid kits must contain the following supplies:
- guide to first aid and emergency care,
- adhesive tape,
- antiseptic solution or wipes,
- cotton balls,
- multi size band aids,
- scissors,
- sterile gauze pads,
- thermometer (non glass),
- tweezers,
- water proof disposable gloves

Make sure all supplies have not expired
Safety: Administering/Storing Medication

- Must have written authorization on prescription box or bottle
- Parent written authorization
- Medication must be in original labeled container and dosage directions
- Medication must have child’s full name on container and date brought to operation
- Ask director how they store medication
- Documentation of medication administered
- Medication is only administered orally.
- Be administered only to the child whom it is intended and not be administered after the expiration date.
- When you administer medication to a child in your care you must recorded the following: Full name of child, name of medication, date, time, and amount of medication given, full name of the employee administering the medication.
- Medication must be stored as follows: Keep it out of the reach of children or in a locked storage, store in a manner that does not contaminate food, refrigerate it if refrigeration is required, must keep separate from food.
- Talk to center director to find out where children’s medications are stored.
Safety: Incident Reports

Incident Reports

• All accidents or incidents which require administration of First Aid or cause damage to property or equipment must be documented and reported to the Department Director by the end of the employee’s shift.

• Such incidents involving a minor child must also be reported in writing to the child’s parent by the end of the shift.

• Accidents which result in medical treatment or may result in such treatment must also be reported immediately.

Filling out incident Reports

• Ensure you fill out all incident reports completely and accurately.

• Stick to the incident details – don’t elaborate – keep it just to the facts

• Make sure to sign the incident report

• Make sure parent signs incident report

• Make sure supervisor signs incident report
Safety: Preventing Burns

Food/Drinks

• Let food cool down before serving it or bringing it into classrooms. Also, be sure to stir soups to release any trapped hot spots.
• Anytime food is brought into a classroom, keep it up high and out of reach of children until serving.
• Teachers drinking hot coffee or tea should always have a cover on their drink. Mugs without covers can be very dangerous. As with food, coffee or tea should always be kept out of reach of children. Even setting something down near a child for just a minute can result in a burn injury.
• If bottles are warmed using hot water and a mug, keep the mug either in a sink or out of reach of children. Keep in mind that children are likely to reach for their bottles if they can see them. This can be very dangerous if the water in which the bottle is sitting is too hot.

Playground

• Check temperatures of playground equipment. A playground in the summer may heat up enough to cause a burn,
• Playground materials that children come into contact with using their hands and feet have recorded temperatures of up to 189°F, which can burn a child’s skin in less than three seconds. The most common places on a playground for a child to be burned is on a slide or unitary surface.
https://www.youtube.com/watch?v=M55JRNCGwgw
Safety: Allergies

Food Allergy Plan

Each location must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a health-care professional.

- The child’s health care professional and parent must sign and date the plan.
- A copy of the plan will be in the child’s file.

A food allergy emergency plan is an individualized plan prepared by the child’s health care professional that includes:

- a list of each food the child is allergic to;
- possible symptoms if exposed to a food on the list; and
- the steps to take if the child has an allergic reaction
Safety: Allergies

The Most Common Food Allergies
Eight different foods account for 90% of food allergies:

- Peanuts
- Tree nuts (walnuts, almonds, hazelnuts, cashews, pistachios, Brazil nuts)
- Milk
- Eggs
- Wheat
- Soy (widely used in processed food products)
- Fish (salmon, tuna, halibut)
- Shellfish (shrimp, crab, lobster, clams, mussels, oysters, scallops)

All of these foods are **required** by law to be included on the labels of packaged food products sold in the USA by the Food Allergen Labeling and Consumer Protection Act.
Safety: Allergies

Insect Stings
• While most people develop redness, swelling, and itching after an insect sting, others have a serious allergic reaction. Yellow jackets, honeybees, paper wasps, hornets, and fire ants are some of the insects that can cause an allergic reaction.

Animals
• Some people have allergic reactions to proteins found in animals’ skin cells, saliva, or urine. People are most likely to be allergic to cats, dogs, rodents, or horses.

Other Common Allergies
• Medications
• Latex
• Mold
• pollen
It’s extremely important to be able to recognize allergic reactions. Time is of the essence when someone is having a severe allergic reaction.

<table>
<thead>
<tr>
<th>Mild Reactions</th>
<th>Severe Reactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hives (reddish, swollen, itchy areas on the skin)</td>
<td>Obstructive swelling of the lips, tongue, and/or throat</td>
</tr>
<tr>
<td>Eczema (persistent, dry, itchy skin)</td>
<td>Trouble swallowing</td>
</tr>
<tr>
<td>Redness of the skin or around the eyes</td>
<td>Shortness of breath or wheezing</td>
</tr>
<tr>
<td>Itchy mouth or ears</td>
<td>Turning blue</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Drop in blood pressure (feeling faint, passing out)</td>
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<tr>
<td>Stomach pain</td>
<td>Loss of consciousness</td>
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<tr>
<td>Nasal congestion</td>
<td>Chest pain</td>
</tr>
<tr>
<td>Sneezing</td>
<td>A weak pulse</td>
</tr>
<tr>
<td>Slight, dry cough</td>
<td>Sense of impending doom</td>
</tr>
<tr>
<td>Odd taste in mouth</td>
<td></td>
</tr>
</tbody>
</table>
Woman takes home wrong child from Port Orange day care
'Two hours of pure hell,' 4-year-old girl’s mother says of incident

Who are you? Daycare mistakenly released child to unauthorized guardian

Most Popular
1. Manna House set to expand to Italy
Dec 11 at 3:31 PM
2. 1st annual Christmas Tour of Homes explores Wavaeche's historic dwellings
Dec 11 at 3:38 PM
3. Red Oak Fire-Rescue Chief Eric Thompson retires after 22 years of service
Dec 12 at 12:58 PM

Daycare under investigation after baby given to wrong person

By Logan O’Newsdesk | November 20, 2018 1:53 PM CST - Updated November 24 at 12:00 PM

JONESBORO, AR (KAIT) - A Jonesboro man has a lot of questions after he says a stranger picked up his infant son at day care.

The 31-year-old man called Jonesboro police Monday evening after learning that his one-year-old son had been given to the wrong person.

The man said he received a call that the boy was picked up by a man around 4 p.m. The man reportedly returned the child to the day care about 45 minutes later.

A person who picked up the child was the grandfather of another child at
Safety: Release of Children

Checking photo IDs may be inconvenient during the end of a busy day but is a priority. It’s critical for staff to understand how important this is to prevent dangerous incidents and keep children safe. You must release children only to a parent or a person designated by the parent.

- Must show picture ID at time of pick up
- If you suspect the person picking up a child is under the influence of drugs or alcohol you can call local police and request their assistance.
- You may NOT legally prevent the child from being picked up by a parent or person designated by the parent, however, you may address this issue at enrollment by asking parents what they would like for you to do if you do not feel comfortable releasing the child to one of the parents and signing an agreement to this effect.
- Always ask to see the ID of a person you do not know

Handling Dangerous Situations

- A parent or guardian arrives and they appear intoxicated.
- A parent or guardian arrives to pick up a child but does not have a car seat.
- A parent or guardian shows up, violating a protective order by the courts.
- The director and Program Manager should be available at all times to assist in these situations. A teacher should never be solely responsible for confronting and trying to prevent an adult from taking a child, as these situations can be uncomfortable and potentially dangerous. Also, parents may take the administrator more seriously.
- It’s important to err on the side of the child’s safety. Do your best to prevent the person from leaving with the child, but never put your own safety at risk. Try to stall or distract the person while someone else notifies the authorities and the child’s other guardian.
- If someone does leave with a child and his or her safety is in question, be sure the police are on their way. Document what the child was wearing, what the person who took the child looked like, their vehicle make, model, and license plate, and the direction they were headed. It is better to know the child is safe even if the situation turns out to be harmless.
Safety: Release of Children

Handling Disputes

• If a parent states that the other parent no longer has custody of the child request legal documents immediately. **A child should never be withheld from their parent without legal documentation.**

• Once official custodial papers are obtained (ensure you submit a copy to the Contracts and Compliance Officer immediately for proper handling) a plan must be developed to comply with the legal requirements.

• All administrators, front office staff, and the child’s teachers should be informed of the custody change. Steps should immediately be taken to revoke the non-authorized parent’s method of access to the center. Administrators and the parent with custody can create a procedure to follow if the prohibited parent tries to pick up the child. Perhaps, if the person is not considered dangerous, only the legal guardian is notified. In other situations. the police may need to be called immediately.
Safety: Peer Abuse

How it Happens
Sexual abuse between children is often defined as when there is a significant age difference (usually 3 or more years) between the children, or if the children are very different developmentally or size-wise. Sexual abuse does not have to involve penetration, force, pain, or even touching. If an adult engages in any sexual behavior (looking, showing, or touching) with a child to meet the adult’s interest or sexual needs, it is sexual abuse.

Why Kids Abuse Other Kids
A difficult part of peer sexual abuse is that the perpetrators could be victims themselves and possibly are being abused by their parents or caregivers. Children who are victims of abuse have three times as many sexual behavior problems as other children.

Preventing Peer Abuse
Peer abuse can be prevented. Adults who work with children must be aware of the potential for abuse between children.

What if You Suspect Abuse
Peer abuse must be taken extremely seriously for these reasons. It could be an indicator of even worse abuse going on in the child’s home.
If you suspect a child is abusing another child or if a child reports sexual abuse to you, action must be taken immediately. This can be an emotionally taxing experience, but children cannot protect themselves.
Childcare employees in Texas are mandated reporters. This means there can be legal consequences for not reporting abuse.
PPE: Personal Protection Equipment

Caregivers MUST wear gloves when handling blood or bodily fluids, i.e. changing diapers, cleaning blood, vomit, and other body fluids

Caregivers must follow universal precautions outlined by the Centers for Disease

- Using disposable, nonporous gloves;
- Placing gloves contaminated with blood in a tied, sealed, or otherwise closed plastic bag and discarding them immediately;
- Discarding all other gloves immediately after one use;
- Washing hands after using and disposing of the gloves.
PPE: How to put on gloves

1. Take out a glove from its original box

2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)

3. Don the first glove

4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

5. Turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use
PPE: How to take off gloves

1. Pinch and hold the outside of the glove near the wrist area.

2. Peel downwards, away from the wrist, turning the glove inside-out.

3. Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.

4. With your un-gloved hand, slide your finger/s under the wrist of the remaining glove. Do not touch the outer surface of the glove.

5. Peel downwards, away from the wrist, turning the glove inside out.

6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
Safety: How to avoid spread of germs

**DON’TS:**
- Avoid sharing supplies.
- Avoid touching your face.

**DO’S:**
- Use coughing and sneezing etiquette.
- Hand wash often.
- Throw used tissues/gloves etc. in a trash can.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
Safety: How to avoid spread of germs

Cleaning Surfaces

**DO’S:**

- Practice routine cleaning of frequently touched surfaces.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Clean tables prior and after serving meals

High touch surfaces include:
Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
Safety: Cleaning

Cleaning and Sanitizing Toys

• Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.

• Before sanitizing a toy it is important to thoroughly clean the toy. Toys should be scrubbed and rinsed to remove any dirt or debris from the surface. This can be accomplished with warm water and mild detergent. By removing all debris from the surface of the toy the next step, sanitizing, will work more effectively and ensure the toy is actually sanitized.
Safety: Restrooms

Hand Washing Posters Posted

Staff and Children wash hand after using restroom

Restrooms must be clean and in working order

All body fluids cleaned up immediately.
Safety: No Cell Phones

- Do not use your personal cell phones while in-ratio
- Do not take pictures in the classroom
- If there is a safety concern, let your supervisor know so that we can look at the cameras.
  - Annotate the time and date of the safety concern
Safety: Playground

Constant Supervision
Maintaining supervision is the only way to keep children safe on a playground. Anytime you’re supervising children distractions will arise. If, for whatever reason, your attention is required somewhere other than the group of children, you need to identify an alternative.

Supervision Positions
An important component in ensuring safe playgrounds is proper positioning. If certain areas are out of view, reposition so as much of the playground is visible as possible. Obstructions like trees or parts of the playground will hinder the ability to observe the entire area at once, which is why it’s so important to position staff appropriately.

Do not Spend Time Conversing
Texting, talking, and browsing on a cell phone while supervising children should is prohibited.

Injury on the Playground
If a child is injured on the playground you’ll need to take your eyes off of the other children to address the situation. If this occurs, make sure another employee is there to continue supervising the children or get the other children off of the playground equipment as quickly as possible.

Always Observe Adult-to-Child Ratios
Maintaining adult-to-child ratios is very important in ensuring playground safety. Depending on the number of children playing on the playground, the amount of staff will need to increase accordingly. Even if the entire playground is in view of staff, providing appropriate supervision is impossible if there are too many children to watch at once.
Safety: Playground

Check playground for the following safety hazards:

- Trash/debris
- Animals/insects
- Equipment
- Surfaces
- Fences/Gates Closed and secured
Safety: Medical Emergencies

In the event of a medical emergency the following steps will be taken to ensure the child’s well-being:

• Child shall be given first aid, as necessary
• Depending on the severity of the injury, staff may observe the child, request pick up from the parent, or call Emergency Medical Services.
• Child's parents shall be called immediately. If the parent cannot be reached, the next person listed as an emergency contact will be notified.
• Child will be supervised until leaving the Program.
• In the case of a critical illness or injury, the child will be taken to the nearest emergency room by an emergency vehicle. The child will not be transported by YWCA staff. If the parent or contact is not available, a YWCA employee will accompany the child in the ambulance.
• The Director will document injury for the parent by completing the Participant/Volunteer Incident Report form.
• The Director will document the accident for the YWCA by completing the Participant Accident Report form, which is immediately forwarded to the Health & Safety Officer. One copy will be retained in child's folder.
• The Director will contact the Texas Department of Family and Protective Services Child Care Licensing Specialist in charge and report the incident.
Safety: Missing Child

The YWCA will not be responsible for children that are not signed in at the After School Program or children enrolled on a drop in basis. It is the parent’s responsibility to notify the After School Director if a child will not be attending the After School Program.

It is the child’s responsibility to show up to the designated after school location on a daily basis. In the event that a child **does not report** to the program **within 10 minutes** of dismissal and attendance was verified with the school’s administration office, then the **following steps** will be taken:

- Person in charge will contact Director or Assistant, and request relief if ratio is compromised.
- Person in charge or a designated staff must immediately contact the parent or an authorized emergency contact.
- Person in charge must designate a staff to begin looking for the child in the building and designate another staff member to ensure that all other children are accounted for and supervised.
- Upon notification, the Director is responsible for assisting in contacting the parent, and alerting both the Safety Officer and Administrator.
- If child is not found within 30 minutes from the time the release bell rings, then staff must contact local law enforcement for assistance.
- Director alerts both Safety Officer and Administrator once the child is found.
- Administrators and After School Directors will coordinate efforts and share the information contained in the emergency response plan with local, state and federal authorities who provide oversight for after school programs.
Safety: Emergency Preparedness

Each location has an emergency preparedness plan designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation, relocation, and sheltering/lock-down.

The plan addresses the types of responses to emergencies most likely to occur in your area, including:

- An evacuation of the children and caregivers to a designated safe area in an emergency such as a fire or gas leak;
- A relocation of the children and caregivers to a designated, alternate shelter in an emergency such as a flood, a hurricane, medical emergency, or communicable disease outbreak; and
- The sheltering and lock-down of children and caregivers within the center to temporarily protect them from situations such as a tornado, volatile person on the premises, or an endangering person in the area.
Safety: Emergency Preparedness

The following components of your center’s emergency preparedness plan must be practiced as specified below:

**Fire Drill:**
Must be done every month. The children must be able to safely exit the building within three minutes.

**Sheltering Drill:**
For severe weather. Must be done at least four times in a calendar year;

**Lock Down Drill:** For a volatile or endangering person on the premises or in the area. Must be done at least four times in a calendar year.

You must document these drills, including the date of the drill, time of the drill, and length of time for the evacuation, sheltering, or lock-down to take place.
Safety: Active Shooter

Responding to an Active Shooter

• Since active shooter situations develop so quickly and provide little or no warning, it is difficult to prepare for them, but developing a plan for your organization and practicing it can make a difference in saving lives until law enforcement arrives.
Safety: Active Shooter

The Best Option – Evacuate

The best option in an active shooter scenario is to flee the premises and remove yourself from the shooter’s path. Unfortunately, this is not always a viable option as escaping could put you in greater danger if it brings you closer to the shooter. There are a few precautions you should take if, after assessing the situation, you determine you can safely evacuate. You should:

- Call 911 if you can do so safely.
- Warn any individuals you encounter to not enter the area.
- Leave your personal belongings behind.
- Have your escape route planned in your mind.
- Resist the urge to move or evacuate wounded people.
- If possible, assist other able-bodied people in fleeing.
- Comply with all law enforcement requests.
- Keep your hands visible and your fingers spread.
Safety: Active Shooter

Next Best Option – Hide

If you are unable to safely evacuate the path of an active shooter your next best option is to hide, avoid detection, and wait for law enforcement to arrive. While hiding is not as effective as evacuation, it can usually keep you safe long enough for law enforcement to arrive. Hiding can be dangerous though as it can leave you trapped if the shooter were to discover your location. To ensure your hiding spot is as safe as possible please consider the following recommendations:

• Remain silent and still.
• Silence your cell phone and other electronic devices.
• If possible, lock the door to whatever room or closet you are hiding in. Do not unlock the door for anyone at any time. Tell the police that you will wait for them to retrieve a key to the room.
• Blockade the door with heavy furniture.
• Make sure you remain out of the shooter’s view.
• Stay away from any windows.
• If the windows are equipped with curtains, close them.
• Remain low and attempt to find cover under furniture or other objects.
• Do not leave your hiding place until you are absolutely certain law enforcement has arrived.
Safety: Active Shooter

Last Resort – Fight Back

Occasionally, in active shooter situations, evacuation and hiding are not available options and you may find yourself face-to-face with the shooter. If you find yourself in this situation, your only remaining option is to take physical action against the shooter in hopes of incapacitating them or disarming them. This should be considered an extreme last resort, but if you decide attacking the shooter is your only option consider the following strategies:

- Act quickly; hesitation could get you killed.
- Throw items to distract, disorient, or disarm the shooter.
- Yell and wave your arms to startle the shooter.
Minimum Standards: Ratios

- **One Teacher Ratio**
  - 0 to 11 m 4:1
  - 12 m to 17m 5:1
  - 18m to 23m 9:1
  - 2yrs 11:1
  - 3yrs 15:1
  - 4yrs 18:1
  - 5yrs 22:1
  - 6yrs to 12yrs 26:1

- **Two Teacher Ratio**
  - 0 to 11m 10:2
  - 12m to 17m 13:2
  - 18m to 23m 18:2
  - 2yrs 22:2
  - 3yrs 30:2
  - 4yrs 35:2
  - 5yrs 35:2
  - 6yrs to 12yrs 35:2
Effective Supervision

• Reduces the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive, international learning environments for children and childcare providers.

• Effective Supervision also requires childcare programs and staff to assess their supervisor practices on a regular basis to insure that they continue to promote safety and to meet the needs of children enrolled in the program.

Identify Blind Spots

• Stand in various spots and look for areas where children could hide or that you cannot see clearly. Consider items such as tents or play structures where children can be alone together. Recognize these areas and supervise them closely.

• Pay attention to children sneaking off to be alone together or trying to find secluded spaces.

Constant Supervision

• In any program, supervision and attentiveness is required at all times. This means in the classroom, hallways, playground, bathrooms, and any other place where children are together.

• Field trips also require extra caution, since you cannot control much of the environment. Take steps to increase supervision during these times and change room or schedule arrangements. It is everyone’s responsibility to keep kids safe, even from each other.
Effective Supervision

Sign in and out Sheets
• Ensure every child is signed in and out of the program
• In your program, if you are in charge of these sheets you must have them with you at all times.

Ratio Sheets
• You must have ratio sheets with you at all times to account for children in your care
• Ratio sheets must be checked every 30 minutes by using name to face method
• Ratio sheets must be filled out correctly and it is your responsibility to add the names of the children in your care
• Ratio sheets must be taken with you outside, during all drills and if you move to another classroom (for example during naptime)
Effective Supervision

Why is it important

• Knowing each child’s abilities
• Establishing clear and simple safety rules
• Being aware of potential safety hazards
• Stand in a place where you can easily observe and circulate around every part of the area
• Focus on the positive rather than the negative to teach what is safe for the children
• Teach children the appropriate and safe use of equipment
• Count children by matching name to face/ratio sheet