



YMCA SAFETY PLAN FOR AFTERSCHOOL PROGRAM SITES

YMCA OF METROPOLITAN CHATTANOOGA
ymcachattanooga.org

**SAFE PRACTICES
For
CHILDCARE**

Children are to be supervised at all times by an employed staff person of the YMCA of Metropolitan Chattanooga. There is never to be a time when children are in an unsupervised setting.

Socializing among staff is to occur before or after working hours. No personal phone calls (or personal cellular phones) will be allowed during the care and supervision of children. Exceptions may be made for emergencies. Emergency phone calls may only be made or received in the office.

KEY POINTS TO REMEMBER

- Children are never to be left alone under any circumstances.
- Though volunteers are encouraged, volunteers cannot be counted as a part of the established adult/child ratio
- Position yourself in the working area so that you can see all children and any entrance or egress areas.

- Do not socialize with other staff while on duty.
- No personal phone calls or cell phones.
- Stay within correct adult/child ratios

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RESTROOM/ LOCKER ROOM VISITS

Bathroom calls will be part of the regular schedule --frequency depends upon the age of the children. During restroom calls an employed staff person (not a volunteer) will accompany and supervise all children. Remember that a child cannot be denied the right to use the restroom.

KEY POINTS TO REMEMBER

- Employed staff, not volunteers, must accompany children to restrooms.
- A child cannot be denied the right to use the restroom.
- The staff member should check the bathroom and send children in one at a time, or go as a group and supervise from the doorway.
- On field trips, bathrooms must be inspected for suspicious persons before allowing a child to go in.
- Children will be allowed to change clothes in groups. One counselor should never be alone with one single child.

- Inappropriate sexual exploration will be stopped and staff will immediately consult with director on the correct way to handle the particular situation.

GROUP TIME

The counselors should be highly aware of the children in their groups or areas.

KEY POINTS TO REMEMBER

- Know the kids in your group and make sure they know you
- Have all children in your group signed in on your roster. Children must be signed out by authorized adult to leave.

- Always escort or observe as children are leaving your area.

SIGN IN/OUT PROCEDURE

Children will only be able to participate in YMCA Childcare Programs if a parent or legal guardian registers them. Parents must sign their child in for the day. A CHILD CANNOT BE DROPPED OFF IF WE DO NOT HAVE A REGISTRATION FORM ON FILE!

KEY POINTS TO REMEMBER

- As children are dropped off, confirm that they are registered.
- If there is no registration form found the parent must return to the front desk to fill one out.
- DO NOT ALLOW A CHILD TO STAY WITHOUT EMERGENCY INFORMATION!
- Children must be signed-in by their parent or legal guardian. All children MUST be accounted for as they arrive.
- If you do recognize the person picking up a child as a parent, they must be asked to show identification.
- If a person does not have identification contact the site director.
- A person must be listed as a parent or authorized person in order to pick up a child.
- If a person is not on the pick up list, call the parent at a number listed on the registration form.
- Children may not be released if they have not been signed out.
- Persons picking up a child must sign their full name and time of release.
- Children should not be released to a parent/guardian who appears intoxicated.

MEDICATION

Medication is to be given out only if absolutely necessary. There will be one primary person dispensing medications.

Medications will be kept in a locked cabinet or box. When medication is being given the following procedures are followed:

- A. Parent completes and signs the Parent Release for Administering medicine.
- B. Parent brings medicine to the site director. (Children may not bring medicine with them.)
- C. Prescription is labeled with name of drug, name of child, name of doctor, the dosage, and how it is to be administered.
- D. Each time medicine is given to a child the staff person administering the medication will record it on a log, which will stay with the child's registration forms.

The parent is to take the medicine home when the child no longer needs it.

KEY POINTS TO REMEMBER

- Parents must first fill out a medication release form.
- Parents must bring medicine to the site director, do not administer medicine that a child brings you.
- A label with pertinent information is attached to bottle.
- Staff administering medication will sign a log of when medicine is given to the child and this is kept with registration information.
- All containers must reflect current date and clearly marked from the pharmacy by a registered pharmacist.
- At the written request of the parent sunscreen will be applied (three times per day) and kept as medication.

ILLNESS

When a child becomes ill at the site the counselor responsible for the child will bring him/ her to the directors office so the child can be isolated from the rest of the children. The parent will be notified to pick up the child as soon as possible. If the parent cannot be reached, the emergency contact numbers on the Registration form will be called until someone is reached to pick up the child.

KEY POINTS TO REMEMBER

- Ill children will be sent immediately to the sickroom or sickbay and remain under constant supervision until the parent arrives.
- Parents must respond within the hour to pick up an ill child.
- At the discretion of the program director or coordinator a doctor's note to return to the program maybe requested.

FIRST AID

Kits are to be available in:

1. In centrally located Day Camp or Child Care areas
2. On each bus
3. On each counselor in the field and/or away from the facility

INJURY

If a child is injured, an Incident Report will be completed the same day and given to the office.

Minor injuries can be defined as injuries that does not prohibit a child from returning to their scheduled activity without further physical endangerment. Major injuries can be defined as injuries that prohibits a child from returning to their scheduled activity due to further physical endangerment. This includes broken limbs, major cuts and scrapes, severe nosebleeds, puncture wounds, etc. The YMCA will use the following protocol when attending to injured children:

Major Injuries

- Set up an emergency distress code (name or #)
- Administer basic first aid (observe universal precaution per OSHA guidelines)
- Obtain a copy of the child's registration form.
- If accident happens while away from the building the head/lead counselor should have copied records before departure.
 1. Phone 911
 2. An EMS vehicle will provide transportation.
 3. Notify the immediate supervisor.
 4. Notify the parent(s)
 5. Communicate with the program participants regarding the occurrence.
 6. Commend the staff on a job well done.

Document all accident information including names, times and all conversations.

Major injuries can be defined as injuries that prohibits a child from returning to their scheduled activity due to further physical endangerment. The YMCA will use the following protocol when attending to injured children:

Minor Injuries

- Administer basic first aid (observe universal precaution per OSHA guidelines)
- Document all accident information including names and times.
- Notify the parent(s)

In either case, the parents will be notified by the child care director as quickly as possible.

KEY POINTS TO REMEMBER:

- Do not perform First Aid unless you are certified!
- Treat all minor injuries as needed.
- Document all minor injuries on an incident report form.
- In a major injury perform any immediate first aid as trained and get a director to the scene.
- Get registration forms with medical information to person treating the injury.
- Site director will evaluate the scene and call paramedics.
- Call parents as quickly as possible.
- Move all other children from accident site quickly but calmly.
- Allow children to answer questions.
- STAY CALM!

FIRE

In the case of fire, a predetermined code name will be announced. Children should be calmly evacuated through the nearest door by YMCA staff. Once outside, the children should sit or stand in a line as far away from the building as is safe. As soon as you have reached your safe place, counselors should go over their roll to ensure that all children are out of the building and safe. If a child cannot be accounted for the director and emergency personnel should be notified immediately.

KEY POINTS TO REMEMBER:

- Keep children calm.
- Evacuate through the nearest door.
- Children should be instructed to sit or stand in line as far away from the building as is safe.
- Children should be kept calm and quiet so they can hear further instructions.
- Check roll as quickly as possible.
- If a child cannot be accounted for the director and emergency personnel should be notified immediately.

TORNADOES

If a tornado watch or warning is issued for an area, a predetermined code name will be announced. In the case of a tornado watch for the area counselors will keep children inside and keep in close contact with front desk staff and directors for information and details. Outdoor camps should be evacuated during a tornado watch. If the watch is upgraded to a warning the children and counselors will be moved to a safe area inside of the building. Children may not come out of the safe place until the warning is over and the director has given the "all clear" order.

KEY POINTS TO REMEMBER:

- If a tornado watch is issued children should be brought inside and counselors should listen for further details.
- If a tornado warning is issued children should be moved quickly but calmly to a basement or interior room.
- Children should sit facing a wall with their heads low and hands over neck.
- Children should be kept quiet while staff listens for further details.
- Children are not to leave the safe place until the "all clear" order has been given by the director.

FIELD TRIP AND BUS PROCEDURES

While on the field trip each child will be assigned a specific counselor, noted on the roster. Children will enter the bus and be seated. The counselors on the bus will check each child to ensure that if seatbelts are available they are fastened. The counselor(s) will call roll from the roster to ensure no extra names have been added and no children are off the bus. Role is to be called each time children enter the bus. That counselor will be responsible for the children in their group. Know who the children in your group are, where they are at all times, and what they are doing. You are ultimately responsible for that child. COUNSELORS SHOULD KNOW ALL CHILDREN THEY ARE RESPONSIBLE FOR AND THE CHILDREN SHOULD BE TOLD WHICH COUNSELOR THEY HAVE BEEN ASSIGNED TO.

Each child will be given a "buddy" preferably the person sitting in the seat with them. When the field trip is over the children MUST ride back to the YMCA on the buses that they originally came on. Each counselor should confirm that all children in their group are accounted for. When the children are settled they should be asked to show their "buddy".

At the conclusion of the field trip the bus must be walked by a staff person checking under all seats to insure it is clear.

If a child is not on the bus....

1. You will check on the other buses to make sure they did not get on the wrong one.
2. You will check the last known location of the child.
3. You will have the child paged (if possible).
4. You will then check the entire field trip location.
5. If the child still cannot be found call the director of the YMCA, notify the owner or manager of the field trip location, contact the police, and contact the child's parents.

KEY POINTS TO REMEMBER:

- CHECKLIST FOR FIELD TRIPS
- Help children get on the bus
- When children are getting on or off bus, it is in park with keys out of the ignition
- Visually check bus to make sure all children are seated and strapped up
- Take a roster of every child on the bus
- Assign all children on bus to one specific counselor. (Counselors know the children in their groups and children know their counselor)
- Call names from that roster again to double check accuracy
- Assign children "buddies" to stay with the whole field trip
- When field trip is over, gather all children in your group
- Children will get on bus that they rode on to the field trip
- Check to make sure all children are seated and strapped up
- Ask that all children have their "buddy"
- Call roll from the original roster
- Call roll again to double check
- Upon arrival at YMCA help children off of bus
- IF A CHILD IS NOT ON THE BUS
- (The following steps should be performed in progression... i.e. once the child is found, do not continue to next step.)
- Check on the other buses to make sure they did not get on the wrong one
- Check the last known location of the child
- Have the child paged (if possible)
- Search the entire field trip location
- Call the director of the YMCA
- Notify the owner or manager of the field trip location
- Have director contact police and child's parents and await further instructions

SUSPECTED CHILD ABUSE

If child abuse of a child is suspected, the individual will notify the Program Director, who will then review the incident with the YMCA Executive Director, or his/her designate. If the Program Director is not immediately available, the individual should report to the Executive Director or senior staff member. This review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporter.

The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child on day of the first report. Date concerning the child will be obtained within the branch or program through discussion with the initial reporter and the other staff.

The person with first-hand knowledge of the reported or suspected abuse must report the incident to Department of Children's Services and also file a report with the YMCA.

MISSING CHILD PROCEDURES

If you realize that you cannot find a child you must act immediately. Check rolls and make sure the child was attended the YMCA program that day. Search the last known location of the child and all other groups for the child. If those searches are unsuccessful, all children should be brought together in one area such as a conference room or gym so all extra staff persons may perform a building search. Remember that you are still responsible for the safety of each child at the site. Secure safety for children on site before checking on the missing child. Contact parents, police, and YMCA executive if building and grounds searches are unsuccessful. The YMCA will use the following protocol in regards to missing children:

Use the predetermined code name to announce the emergency via paging system, radio or cell phone

If in a branch, staff should immediately cover exits to prevent children or assailants from leaving the facility.

Call 911 and request immediate officer response and give description of child; age, race, eye and hair color, etc.

Remaining staff not covering exits begin searching for child.

Call parent and inform them of situation and keep them apprised as it develops.

Report incident to Executive Director/CEO.

If child located before police arrival, notify 911 to back down to "non-emergency" traffic.

If child not located before police arrive allow them to take control of the scene and direct search/rescue operations.

All staff on-scene complete eye-witness reports.

RESPONSE TO MEDIA

Counselors may not comment on anything that happens at the YMCA to anyone, not even parents. If an accident or event occurs at the YMCA the child care director will make comments to parents of all involved children. If someone asks you a question concerning any event, policy, employee, child, etc... at the YMCA, the response should be "I am unable to give out any information at this time."

KEY POINTS TO REMEMBER

- Do not give information to anyone except your director.
- Direct any questions to the CEO at the Metro YMCA.

PHYSICAL RESTRAINT

When is restraining a child appropriate?

1. If the child is physically in danger of hurting himself or others.
2. If the child runs or leaves the facility without permission.

Guidelines on how to properly restrain a child will be provided from the Dept. of Human Resources.

- Each child will be handled on a case-by-case basis.
- Make it known that every attempt will be made to service the child.
- In the event we find that the YMCA cannot handle the child—notify the parent that every attempt has been made to service the child, but the YMCA can no longer offer childcare services.

DISCIPLINE PLAN

The YMCA's general form of discipline is time out. In the case of discipline, the YMCA will use a progressive means that involves but the child and parent.

1. Create an on going behavior log to be kept at the branch.
2. Counselors will document all occurrences.
3. The director or coordinator will distribute check sheets when and where necessary.

Three checks constitute a Parent/Director Conference regarding all past behaviors.

1. Explain the problems or issues.
2. Relay expectations (refer to parent handbook).
3. Advise the parent that we will make every effort to redirect negative behavior.
4. Follow up with a parent contact (via phone or in person) in 2-3 weeks.

Two or more counseling sessions regarding the same behavior or similar issues, due to no change in the child's behavior will result in suspension or expulsion from the program. Suspension and expulsions are at the discretion of the program Director/Coordinator and the Executive Director.

FIGHTS / BULLYING

The YMCA does not condone fighting and has a zero tolerance policy for all involved parties. All fighters will be removed from the program!

ACTIVE SHOOTER

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Recognize & Report

Prevention of violence in the workplace depends on your observation of situations or people that may be out of place or character.

Recognizing signs of potential workplace violence or an active shooter depends on you seeing something and saying something. An active shooter may be a current or former employee. If you believe an employee exhibits potentially violent behavior. Alert your immediate supervisor, the Branch Executive Director, Department of Human Resources, who will report to the appropriate member of the Crisis Management Team.

Indicators of potentially violent behavior may include one or more of the following:

- An active shooter may be someone who has an issue with the Y. This could be a current or former employee.
- Increased use of alcohol and/or illegal drugs.
- Unexplained increase in absenteeism and/or vague physical complaints
- Depression/withdraw.
- Increased severe mood swings and noticeably unstable or emotional responses □ Increase in talks of problems at home.
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

Prepare

- Awareness
 - Know where all exits and escape routes are from your work or current location.
 - Be aware of where you may hide or duck from your primary workstation.
 - Be prepared to warn others shouting; "Active Shooter. Run" or "Follow me" if you are running to an escape route.
 - Know where to move program participants if you are part of an organized program.
 - Learn how to call the "Active Shooter" code over the intercom if possible.

Respond (Run, Hide, Fight)

Immediately Respond with Run Hide Fight if;

- You receive notification from police, school system, staff, member, parent, other outside sources that there is an active shooter in the area.
- Observe (see or hear) person armed with weapon(s) drawn.

RUN

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

EVACUATE

- Have an escape route and plan in mind.
 - An evacuation procedure for each room or program that includes escape procedures and route assignments (i.e., floor plans, safe areas)
- Run Immediately, Leave your belongings behind
- If you pass a fire pull station, pull it. (this will help evacuate the building)
- Keep your hands visible
- Help others find the way by shouting (if safe) "Active Shooter, Follow Me", run whether they follow you or not.
- Do not stop and attempt to move injured people
- Once Free from the location or safe, know where your safe check in location or call in is. Proceed there only when first responders say it is safe.

HIDE

- Have an idea where you may hide from your primary workstation.
 - See Lockdown Procedures if you can lock down a part of the facility or program area if you have program responsibilities.
- Hide in an area out of the active shooter's view.
- Block entry and lock the door to your hiding area if possible
- Silence your cell phone and remain quiet.
- Do not leave or check outside of your hiding place until first responders tell you it is all clear.

FIGHT

- TAKE ACTION is the last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.

CALL 911 WHEN IT IS SAFE TO DO SO

RECOVER

Call 911 as soon as possible and provide information.

Stay on the line with the dispatcher and provide a description of what was observed.

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number and type of weapons held by the shooter/s
- Number of shooters, if more than one
- Number of potential victims at the location
- Physical description of shooter
- Vehicle tag number, color, make, model and direction of exit.

WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE:

- Remain calm, and follow officers' instructions
- Drop any items in your hands.
- Avoid pointing, screaming and/or yelling
- Immediately raise hands and spread fingers
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.

Recovery Management

- After the situation has been cleared, account for all children and staff and administer first aid as necessary.
 - Check safe rally locations.
 - Report missing staff or participants to authorities.
- Report the incident to your immediate supervisor and the Crisis Communication Management team.

Complete and submit an incident report accounting for all details of the emergency.