

North Seattle College Parent Education Program
RISK MANAGEMENT - SAFETY TRAINING
Please review and sign that you have read before working in the classroom

North Seattle College Affiliated Co-ops use the Risk Management Manual (RMM) and King County Public Health Guidelines for early learning programs as our health and safety protocols. The policies in the RMM are in effect for all co-operative preschools in Washington that are affiliated with a community or technical college as a parent-child study laboratory. Compliance with these policies allows the co-operative preschools in Washington to participate in an affordable group accident and liability insurance plan set up through the Risk Management Office in Olympia.

Our goal is to comply with policy, keep our children safe and not expose the co-operative organization to risk or unnecessary liability. Please feel free to refer to your Coop's copy of the Risk Management Manual for detailed information or find it at the link provided below. The attached **GENERAL SAFETY PROCEDURES AND PRACTICES CHECKLIST** highlights those policies that need to be understood by members prior to working with children. After you have reviewed the Checklist, please sign the confirmation form provided by the Health & Safety officer who will file it at the site for your class.

All the time:

1. **Sign in the child you are caring for and sign out when leaving.** Remember, only designated caregivers may pick up children. ID will be required when a new caregiver is picking up.
2. Locate the: posted emergency evacuation plan, first aid equipment (including protective gloves), fire extinguishers, emergency contact information, and allergy information if relevant.
3. If a child is injured in any way, please report immediately to the teacher or instructor so the appropriate first aid can be provided, parents may be notified, and paperwork can be filled out.
4. Please stay at the children's level during play time, or when communicating with children.
5. **Children are NEVER to be left without adult supervision, with 2 adults present with children at ALL times** (nor unattended in cars).
6. Playing with children, along with observation, is encouraged and it is the adult's responsibility for learning respectful skills for supervising and interacting with children.
7. Coffee or other hot beverages can be kept in areas inaccessible to children.
8. Look around, if your area is slow and another adult needs help, check in with the children's teacher about moving briefly to assist, and then return to your area when appropriate.
9. Please ask for help if you feel overwhelmed in your area.
10. If you need to leave your area, ask another adult to cover for you.
11. Children need to walk at all times while inside the classroom (they can run outside).
12. Tell children what they *can* do!

In the Blocks Area:

1. The blocks can only be built as tall as the shoulder of the shortest child in that area.

At Circle Time:

1. Please join children at all circle times (unless your job is to be elsewhere) to support their positive engagement in the activities.

Snack Protocol:

1. Wash hands prior to eating.

2. If you are in charge of cleaning the tables, please speak to the teacher about protocol.
3. Children must be seated at tables when eating.

During Outside Play:

1. Watch the outside equipment carefully and stay close to the children. Not all of the equipment at every play area is meant for every age.
2. Children need to be reminded to keep sand and water toys low at all times.
3. Shoes must stay on.

Bathroom Etiquette:

1. We wash hands before entering the school, before snack, and after bathroom time. Have children wash hands while singing "Twinkle Little Star" or other handwashing songs to encourage thorough washing.
2. **Children must be supervised by 2 adults at ALL times, including when in toileting areas or diaper changing areas.**
3. Protective gloves must be used for diaper changing and contact with all blood borne pathogens/bodily fluids. Use appropriate bleach/disinfecting solutions to sanitize areas.

Safety Protocol:

1. Only adults in the storage and kitchen areas.
2. All medications and poisons will be stored in a locked cupboard/out of children's reach. Medication can only be given to children by an adult who isn't their parent/guardian when the permission form has been signed by a parent and a medical professional.
3. Large equipment will be anchored. Heavy items must be secured for earthquake safety.
4. **At least 2 adults must remain at the co-op until all children have left.**
5. If hazardous situations are noted, the teacher, instructor or Health and Safety Manager must be notified immediately, and incident/accident reports completed when children are injured.
6. If children show signs of illness, notify the teacher promptly so that their parent/caregiver can be contacted for pick up. Children should be isolated from the other children in a safe, supervised (2 adults can visually observe) area until they are picked up.
7. Proper choking prevention protocol must be followed, including sitting while eating.
8. Children not enrolled in the co-op cannot attend the Co-op on a regular basis (exceptions: young infants with classes with "Babes in arms" policy - enrollment paperwork and sign in & out required, open houses and family nights with a Special Event form filled out and for occasional visitors). Accident insurance only covers the children enrolled in a class during that class time.
9. **No weapons or firearms (concealed or not) of any kind are allowed on the preschool grounds.**

*Additional information regarding risk management is available to members in the current **RISK MANAGEMENT MANUAL**, available at <https://northseattlecoops.org/wp-content/uploads/2020/01/Risk-Management-Manual-revised-July-2019.pdf>. Contact the teacher, or college instructor for available copies.*

PLEASE KEEP THIS INFORMATION FOR REFERENCE