Safety Shields Matrix	RAS Safety Expectations Shields Safety is priority number one, non-negotiables	RAS Active Supervision Shields See Something, Say Something, classroom management, safe under our watch
Attendance & Missing Child Procedures	Must get parent/guardian or front office confirmation of student absence. Parent/Guardian IDs must be checked & confirmed authorized at pick-up.	Immediately start supervised activities as soon as kids enter the program. Always face the door(s) and keep secure. Greet everyone who enters the program space.
Transitions & Name-To-Face	Fill in according to that day's UPDATED attendance roster. At least 2 students must travel with an adult. Remaining group must be in ratio.	At the door - wait for more! Kids wait for staff & next instructions at doors. Never leave children unattended. Kids remain in designated program spaces.
Bathroom Supervision	Always go as a group. Always check bathroom before (no adults) & after (no students left behind).	Always plan for Waiting Games to keep waiting students engaged. Staff outside bathroom supervising by ear, checking feet under stalls, etc.
Incidents/Injuries	Use gloves when applying first aid (band-aids, cleaning scrapes, etc.) Any head injuries – must call parent/guardian & must report to licensing.	See Something, Say Something – We are Mandated Reporters & must report if we observe any incidents/injuries or suspected abuse/neglect. Stay in observable visual & auditory range of other staff when helping injuries.
Personal Boundaries	Appropriate interactions: fist bump, thumbs up, high five, positive guidance. Never: being alone, holding hands, sitting on lap, hugging, kissing, massaging, touching privates, tickling, piggyback rides, preferential treatment, etc.	See Something, Say Something (must call out or report any observed violations). Always assist by being in observable range when staff need 1:1 time with child.
Mandated Reporting	If you observe suspected child abuse/neglect, you must report it. Mandatory reporting of child abuse/neglect is the law.	Do not "investigate" further. Leave it up to child welfare officials. If you observe an employee violating policy, you must report it.
Outdoors/Indoors & Game Play	Kids always wait at door for Educator before going outside/gym. Always remind of outdoor/indoor expectations (stay in sight of RAS staff) "If you can see me, you're in the right place."	No one's "out" (10 jumping jacks to reenter, etc.) to ensure kids stay engaged. Slow games down when too active & end games on a high before kids get bored which can lead to unsafe behavior.
Medication, Documents & Personal Identifiable Information (PII)	First Aid Kit should always be compliant, stocked & accessible. Medications should be stored out of reach of children & emergency medications (epi-pen, inhaler) are readily accessible to staff responsible. PII (student data, family info, etc.) is always protected & secure.	Medication must be administered in presence of at least 2 staff members and sign Medication Administration Log. All staff must hold each other accountable that we have medication waivers, labeled medications in original containers & we're not relying on school nurse.
Program Space & Ourselves	We make sure our RAS polos are visible so kids know who to go to for help. Always at least 2 staff at end of day.	NO PERSONAL CELL PHONE USE - We MUST always be fully aware. Stagger staff throughout the space, know who & where you're supervising.