


Safety Shields Matrix

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Safety Shields Matrix 	RAS <u>Safety Expectations</u> Shields Safety is priority number one, non-negotiables	RAS <u>Active Supervision</u> Shields See Something, Say Something, classroom management, safe under our watch
Attendance & Missing Child Procedures	<ul style="list-style-type: none"> Must get parent/guardian or front office confirmation of student absence. Parent/Guardian IDs must be checked & confirmed authorized at pick-up. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Always go as a group. Always check bathroom before (no adults) & after (no students left behind). 	<ul style="list-style-type: none"> Always plan for Waiting Games to keep waiting students engaged. Staff outside bathroom supervising by ear, checking feet under stalls, etc.
Incidents/Injuries	<ul style="list-style-type: none"> Use gloves when applying first aid (band-aids, cleaning scrapes, etc.) Any head injuries – must call parent/guardian & must report to licensing. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> If you observe suspected child abuse/neglect, you must report it. Mandatory reporting of child abuse/neglect is the law. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.” 	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> NO PERSONAL CELL PHONE USE - We MUST always be fully aware. Stagger staff throughout the space, know who & where you’re supervising.

Revision #3

Created 16 August 2024 14:33:51 by Ashley Manningham

Updated 9 September 2024 20:55:44 by Mike Perrin