


# Safety Shields Matrix

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<b>Safety Shields Matrix</b> 	<b>RAS Safety Expectations Shields</b> Safety is priority number one, non-negotiables	<b>RAS Active Supervision Shields</b> See Something, Say Something, classroom management, safe under our watch
Attendance & Missing Child Procedures	<ul style="list-style-type: none"> <li>Must get parent/guardian or front office confirmation of student absence.</li> <li>Parent/Guardian IDs must be checked &amp; confirmed authorized at pick-up.</li> </ul>	<ul style="list-style-type: none"> <li>Immediately start supervised activities as soon as kids enter the program.</li> <li>Always face the door(s) and keep secure. Greet everyone who enters the program space.</li> </ul>
Transitions & Name-To-Face	<ul style="list-style-type: none"> <li>Fill in according to that day's UPDATED attendance roster.</li> <li>At least 2 students must travel with an adult. Remaining group must be in ratio.</li> </ul>	<ul style="list-style-type: none"> <li>At the door - wait for more! Kids wait for staff &amp; next instructions at doors.</li> <li>Never leave children unattended. Kids remain in designated program spaces.</li> </ul>
Bathroom Supervision	<ul style="list-style-type: none"> <li>Always go as a group.</li> <li>Always check bathroom before (no adults) &amp; after (no students left behind).</li> </ul>	<ul style="list-style-type: none"> <li>Always plan for Waiting Games to keep waiting students engaged.</li> <li>Staff outside bathroom supervising by ear, checking feet under stalls, etc.</li> </ul>
Incidents/Injuries	<ul style="list-style-type: none"> <li>Use gloves when applying first aid (band-aids, cleaning scrapes, etc.)</li> <li>Any head injuries – must call parent/guardian &amp; must report to licensing.</li> </ul>	<ul style="list-style-type: none"> <li>See Something, Say Something – We are Mandated Reporters &amp; must report if we observe any incidents/injuries or suspected abuse/neglect.</li> <li>Stay in observable visual &amp; auditory range of other staff when helping injuries.</li> </ul>
Personal Boundaries	<ul style="list-style-type: none"> <li>Appropriate interactions: fist bump, thumbs up, high five, positive guidance.</li> <li>Never: being alone, holding hands, sitting on lap, hugging, kissing, massaging, touching privates, tickling, piggyback rides, preferential treatment, etc.</li> </ul>	<ul style="list-style-type: none"> <li>See Something, Say Something (must call out or report any observed violations).</li> <li>Always assist by being in observable range when staff need 1:1 time with child.</li> </ul>
Mandated Reporting	<ul style="list-style-type: none"> <li>If you observe suspected child abuse/neglect, you must report it.</li> <li>Mandatory reporting of child abuse/neglect is the law.</li> </ul>	<ul style="list-style-type: none"> <li>Do not “investigate” further. Leave it up to child welfare officials.</li> <li>If you observe an employee violating policy, you must report it.</li> </ul>
Outdoors/Indoors & Game Play	<ul style="list-style-type: none"> <li>Kids always wait at door for Educator before going outside/gym.</li> <li>Always remind of outdoor/indoor expectations (stay in sight of RAS staff) “If you can see me, you’re in the right place.”</li> </ul>	<ul style="list-style-type: none"> <li>No one’s “out” (10 jumping jacks to reenter, etc.) to ensure kids stay engaged.</li> <li>Slow games down when too active &amp; end games on a high before kids get bored which can lead to unsafe behavior.</li> </ul>
Medication, Documents & Personal Identifiable Information (PII)	<ul style="list-style-type: none"> <li>First Aid Kit should always be compliant, stocked &amp; accessible. Medications should be stored out of reach of children &amp; emergency medications (epi-pen, inhaler) are readily accessible to staff responsible.</li> <li>PII (student data, family info, etc.) is always protected &amp; secure.</li> </ul>	<ul style="list-style-type: none"> <li>Medication must be administered in presence of at least 2 staff members and sign Medication Administration Log.</li> <li>All staff must hold each other accountable that we have medication waivers, labeled medications in original containers &amp; we’re not relying on school nurse.</li> </ul>
Program Space & Ourselves	<ul style="list-style-type: none"> <li>We make sure our RAS polos are visible so kids know who to go to for help.</li> <li>Always at least 2 staff at end of day.</li> </ul>	<ul style="list-style-type: none"> <li>NO PERSONAL CELL PHONE USE - We MUST always be fully aware.</li> <li>Stagger staff throughout the space, know who &amp; where you’re supervising.</li> </ul>

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