

<b>Performance Standard:</b>	<b>Subpart D Health Program Services</b>	<p><b>INCA Community Services</b></p> <p><b>Head Start &amp; Early Head Start Policies and Procedures</b></p> 
<b>Sub Category:</b>	<b>Safety Practices 1302.47 b 1</b>	
<b>Reference:</b>	OKDHS Licensing: 340;110-20281.2, 9A	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	8/2018	
<b>Form:</b>	Safe Environment Checklist, Classroom Cleaning Checklist, DHS Physical Environment Checklist	
<b>Responsible:</b>	Facilities Manager, Classroom Staff	
<b>Safety Facilities</b>		
<b>Policy</b>		
<p>INCA's system of safety practices meet federal, state and local requirements for facilities.</p> <p>Compliant with licensing requirements;          In cases where these licensing standards are less comprehensive or less stringent than the Head Start regulations, or where no state or local licensing standards are applicable, INCA ensures that the facilities are in compliance with the Head Start Program Performance Standards related to health and safety.</p>		
<b>Safe Facilities</b>		
<p>All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum:</p> <ul style="list-style-type: none"> <li>● Clean and free from pests;</li> <li>● Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety;</li> <li>● Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards;</li> <li>● Well lit, including emergency lighting;</li> <li>● Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies;</li> <li>● Free from firearms or other weapons that are accessible to children;</li> <li>● Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities; and,</li> <li>● Kept safe through an ongoing system of preventative maintenance.</li> </ul>		
<b>Reporting/Ongoing Monitoring</b>		
<ul style="list-style-type: none"> <li>● Classroom staff completes Safe Environment Checklist and Classroom Cleaning Checklist monthly and turn in the Facilities Manager.</li> <li>● Facilities review and follow-up any concerns and issues.</li> </ul>		

- Facilities Manager reports to Head Start Management Team and ensure follow up on each concern and issue.
- Physical Environment Checklist (DHS form) is completed yearly and posted in classroom.

**Definitions/Acronyms**

PC - Policy Council  
GB - Governing Board  
INCA - Head Start and Early Head Start programs  
HS - Head Start program  
EHS - Early Head Start program  
FEC - Family Engagement Coordinator

**Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.