

**A. STAFF HEALTH AND SAFETY DOMAIN**

<b>MAJOR STANDARD</b>			
<b>A-1. All staff are professionally qualified to work with youth.</b>			
<b>INDICATORS</b>	<b>YES</b>	<b>NO</b>	<b>OBSERVATIONAL NARRATIVE</b>
1) All staff meet minimum age requirements and position qualifications. <u>Description</u> <ul style="list-style-type: none"> <li>• All staff who are responsible for the direct supervision of youth are 18 years of age or older and meet position qualifications of the hiring organization.</li> <li>• All staff under the age of 18 work under the direct physical supervision of staff 18 years of age or older.</li> <li>• Staff working with high school age youth are at least 3 years older than the youth they serve.</li> </ul>			
2) Criminal background checks are conducted on all staff and volunteers who work alone with youth. <u>Description</u> <ul style="list-style-type: none"> <li>• The program conducts background checks on staff and volunteers who work alone with youth at a minimum of every five years.</li> <li>• Direct physical supervision is provided for all staff and volunteers until background checks are cleared.</li> </ul>			
3) All staff are required to read and sign an organization "Code of Conduct" and adhere to confidentiality requirements. <u>Description</u> <ul style="list-style-type: none"> <li>• "Code of Conduct" outlines staff expectations and confidentiality requirements (may be included in staff handbook).</li> <li>• Procedures are in place to enforce the organizations "Code of Conduct."</li> <li>• Signed documents are maintained on file.</li> </ul>			
4) All staff will read and document their understanding of program policies and procedures. <u>Description</u> <ul style="list-style-type: none"> <li>• All staff read and sign their understanding of program policies and procedures.</li> <li>• Signed documents are maintained on file.</li> </ul>			
5) A minimum of 20 hours of in-service training is made available to all staff annually. <u>Description</u> <ul style="list-style-type: none"> <li>• Training documentation, including training organization, date, training topic and total training hours, is maintained on file.</li> </ul>			

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6) At least one staff member certified in CPR/First Aid is with youth at all times. <u>Description</u> <ul style="list-style-type: none"> <li>• CPR/First Aid training is provided and documentation of certification is maintained.</li> <li>• At a minimum two staff are certified in CPR and First Aid, ensuring one staff member to always be available.</li> </ul>			
7) Staff has knowledge of child abuse and neglect reporting requirements and procedures. <u>Description</u> <ul style="list-style-type: none"> <li>• The program provides training on child abuse/neglect reporting requirements and procedures annually, and staff are aware of their legal responsibilities.</li> <li>• Staff are able to demonstrate their knowledge of child abuse/neglect reporting requirements and procedures.</li> </ul>			
8) Food handler permits are required for staff responsible for preparing and serving food that is not pre-packaged. <u>Description</u> <ul style="list-style-type: none"> <li>• Documentation of training and permits are maintained.</li> <li>• Staff facilitating cooking classes, prepping food for family night or overseeing youth preparing food should have Food Handlers permits.</li> </ul>			

**B. YOUTH HEALTH AND SAFETY DOMAIN**

<b>MAJOR STANDARD</b> <b>B-1. Policies and procedures are implemented to ensure the health and safety of all youth.</b>			
INDICATORS	YES	NO	OBSERVATIONAL NARRATIVE
1) Program implements a regular schedule that is communicated to all staff, parents and participants. <u>Description</u> <ul style="list-style-type: none"> <li>• A detailed activity/daily schedule is posted, visible and accessible to all.</li> <li>• Program follows daily schedule, as appropriate.</li> </ul>			
2) Participant registration information is accessible and includes emergency contact/release numbers, allergies, medications and other needs. <u>Description</u> <ul style="list-style-type: none"> <li>• Participant information is accessible to staff on and off site as needed (fieldtrips, emergencies, etc.)</li> <li>• A hard copy of participants' emergency contact information and special needs is always available.</li> </ul>			
3) Special health needs of participants are documented and staff is informed, as appropriate. <u>Description</u> <ul style="list-style-type: none"> <li>• Documentation (confidential list) is maintained on special health needs of participants.</li> <li>• Staff is informed of special health needs of participants, as appropriate.</li> <li>• The list is updated regularly and accessible.</li> </ul>			
4) Emergency medical treatment release consent is on file for each participant. <u>Description</u> <ul style="list-style-type: none"> <li>• Program requires emergency medical treatment consent, which includes signed statement from parents/guardians for emergency medical treatment and transportation.</li> <li>• Documentation is maintained.</li> </ul>			
5) Procedures/policies are in place to address the administration of medication to youth. <u>Description</u> <ul style="list-style-type: none"> <li>• The parent handbook states medication administration policy; a non-distribution of medication policy must be noted in writing.</li> <li>• Medication administration policies and procedures are outlined in the staff handbook.</li> <li>• Staff are identified and trained, as appropriate, to administer all medication including emergency medication (i.e. Epi-Pen, asthma inhaler, insulin).</li> </ul>			

**B. YOUTH HEALTH AND SAFETY DOMAIN**

<b>MAJOR STANDARD</b> <b>B-1. Policies and procedures are implemented to ensure the health and safety of all youth.</b>			
<b>INDICATORS</b>	<b>YES</b>	<b>NO</b>	<b>OBSERVATIONAL NARRATIVE</b>
6) Youth with communicable diseases are not permitted in the program and participant parents/guardians are notified in writing of any possibility of exposure. <u>Description</u> <ul style="list-style-type: none"> <li>Communicable diseases policies/procedures are outlined in the parent and staff handbooks.</li> <li>Policies/procedures include guidelines regarding separating youth who become ill during program hours from other participants.</li> <li>Utah State Childcare/School guidelines and example of notice letter available at: <a href="http://health.utah.gov/epi/school_childcare/daycarebook.pdf">http://health.utah.gov/epi/school_childcare/daycarebook.pdf</a></li> </ul>			
7) Program implements a written computer use and internet safety policy. <u>Description</u> <ul style="list-style-type: none"> <li>Staff are trained on the programs computer use and internet safety policy.</li> <li>All computers accessed by youth are equipped with appropriate internet filters.</li> <li>The computer use and internet safety policy is communicated to participating youth and parents/guardians (time limits, acceptable use policy, etc.)</li> </ul>			
8) Parents/guardians are notified regarding urgent issues that could impact the health and safety of participants. <u>Description</u> <ul style="list-style-type: none"> <li>A notification process has been established to alert parents/guardians as needs arise.</li> </ul>			
9) Healthy practices and hand washing procedures are implemented especially after using the toilet or before handling food. <u>Description</u> <ul style="list-style-type: none"> <li>Healthy practice policies/procedures are outlined in the staff handbook.</li> <li>Healthy practices and procedures include routine hand washing procedures, sanitizing eating area, providing tissues, providing organized space for personal items, etc.</li> </ul>			

<p>10) Snacks (if provided) are served in accordance with Federal Nutrition guidelines. (If answering “no” or question is not applicable, please explain in the narrative).</p> <p><u>Description</u></p> <ul style="list-style-type: none"> <li>• Healthy food choices are made available in two of the recommended food groups. See Federal Snack Guidelines in the following link:  <a href="http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks">http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks</a></li> </ul>			
<p>11) Drinking water is always accessible to program participants.</p> <p><u>Description:</u></p> <ul style="list-style-type: none"> <li>• Drinking water is available at all times including offsite activities.</li> </ul>			

**B. YOUTH HEALTH AND SAFETY DOMAIN**

<b>MAJOR STANDARD</b>			
<b>B-2. Youth are carefully supervised to maintain safety.</b>			
<b>INDICATORS</b>	<b>YES</b>	<b>NO</b>	<b>OBSERVATIONAL NARRATIVE</b>
1) Staff supervise youth according to youths' ages and abilities, activity. <u>Description</u> <ul style="list-style-type: none"> <li>The program provides one adult for every ten to fifteen participants, ages 6-12.</li> <li>The program provides one adult for every 20 participants, ages 13 and older.</li> </ul>			
2) Staff increase supervision according to level of need and or risk involved in an activity. <u>Description</u> <ul style="list-style-type: none"> <li>A process is in place to increase supervision according to the special needs of youth and/or risk involved in activities such as field trips, woodworking, swimming, etc.</li> </ul>			
3) Staff record when youth arrive, when they leave, and if picked up, with whom they leave. <u>Description</u> <ul style="list-style-type: none"> <li>A check in and checkout procedure is in place to document youth arrival and the time they leave.</li> <li>In elementary age programs, if youth are picked up, the staff record with whom they leave.</li> </ul>			
4) A written policy/procedure is in place to prevent unauthorized people from taking youth from the program. <u>Description</u> <ul style="list-style-type: none"> <li>The registration form lists individuals authorized to pick up youth from the program (elementary).</li> <li>Identification checks are required as appropriate.</li> </ul>			
5) Program ensures safe arrival of all youth to the program site.(Elementary only) <u>Description</u> <ul style="list-style-type: none"> <li>A process is in place to ensure safe transition for youth from school to the program.</li> </ul>			
6) A participant release policy/process is in place to ensure safe departure for all youth. <u>Description</u> <ul style="list-style-type: none"> <li>The registration form indicates departure options, e.g., ride bus, walk home, parent pick up, sibling pick up, etc.</li> <li>A process is in place to ensure youth departure options are followed.</li> </ul>			

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<b>INDICATORS</b>	<b>YES</b>	<b>NO</b>	<b>OBSERVATIONAL NARRATIVE</b>
7) A minimum of two staff are onsite at all times. <u>Description</u> <ul style="list-style-type: none"> <li>A minimum of two staff are onsite and with youth until all youth have left the program.</li> </ul>			
8) A written policy/process is in place to address injuries, accidents, and incidents. <u>Description</u> <ul style="list-style-type: none"> <li>The policy/process includes appropriate forms and parent/guardian notification.</li> <li>Documentation is maintained on file.</li> </ul>			

**B. YOUTH HEALTH AND SAFETY DOMAIN**

<b>MAJOR STANDARD</b> <b>B-3. A transportation policy is in place and communicated to staff and families of participants.</b>				
INDICATORS	YES	NO	NOT APPLICABLE	OBSERVATIONAL NARRATIVE
1) The program complies with all legal requirements for vehicles and drivers. <u>Description</u> <ul style="list-style-type: none"> <li>• All vehicles meet legal safety requirements.</li> <li>• All drivers have obtained and maintain the necessary license(s) required to operate program vehicles.</li> </ul>				
2) The program provides written policies and procedures to transport youth safely to and from off-site activities. <u>Description</u> <ul style="list-style-type: none"> <li>• Parental/guardian consent and transportation/release forms are required for all participating youth and maintained on file.</li> </ul>				



**B. YOUTH HEALTH AND SAFETY DOMAIN**

<b>MAJOR STANDARD</b> <b>B-4. Program implements a consistent and responsive behavior management plan.</b>	Select how well your program addresses each of the indicators					
INDICATORS	NOT AT ALL	SLIGHTLY WELL	MODERATELY WELL	VERY WELL	EXTREMELY WELL	OBSERVATIONAL NARRATIVE
1) Behavioral expectations are communicated to youth, staff, and parents/guardians. <u>Description</u> <ul style="list-style-type: none"> <li>Youth are aware of behavioral expectations and consequences (posted in environment, daily review, etc.)</li> <li>The programs behavior management plan is outlined in the staff handbook and training is provided to staff.</li> <li>Behavioral expectations and consequences are made available to parents/guardians in writing.</li> </ul>						
2) Staff use positive and consistent techniques to guide behavior of youth. <u>Description</u> <ul style="list-style-type: none"> <li>Staff are trained on the program's behavior management plan.</li> <li>Staff implement consistent benefits and consequences for all participants.</li> <li>All staff interact with youth in a respectful, encouraging, and supportive manner.</li> </ul>						
3) Staff are aware of the individual behavioral needs of youth and respond appropriately. <u>Description</u> <ul style="list-style-type: none"> <li>Staff are made aware of how to respond to the specific behavioral needs of youth (i.e. personal circumstance/crisis, ADD/ADHD, autism, behavior disorders, etc.)</li> <li>Staff are responsive to behavioral changes in individual youth and report concerns to the appropriate individual, as needed.</li> </ul>						

**C. ENVIRONMENTAL AND PHYSICAL SAFETY DOMAIN**

<b>MAJOR STANDARD</b> <b>C-1. The program provides a safe, healthy, orderly and nurturing environment.</b>			
INDICATORS	YES	NO	OBSERVATIONAL NARRATIVE
1) Policy/procedures are in place regarding facility use, liability, maintenance, and repairs. <u>Description</u> <ul style="list-style-type: none"> <li>• A facility use, maintenance, liability, and repair procedure is in place to ensure the facility is clean, maintained, and safe.</li> <li>• A written agreement is in place between the program and the host facility regarding facility use, maintenance, liability, and repair, as appropriate.</li> </ul>			
2) Indoor/outdoor space meets state and local health, safety and cleanliness requirements. <u>Description</u> <ul style="list-style-type: none"> <li>• There are no observable safety hazards in the program space and indoor/outdoor equipment is safely installed.</li> <li>• Evidence of appropriate inspections (buildings, grounds, health and fire department, etc.) are available, verify with building administrator if needed.</li> </ul>			
3) Program utilizes both indoor and outdoor spaces to implement developmentally appropriate programs and activities. <u>Description</u> <ul style="list-style-type: none"> <li>• Indoor space is used to implement activities appropriate for the available area.</li> <li>• Outdoor space is utilized when appropriate and as often as possible.</li> </ul>			
4) Space provided is appropriate and suitable for activities being conducted. <u>Description</u> <ul style="list-style-type: none"> <li>• The program space is arranged well for activities being conducted (physical, creative arts, academic support and socializing).</li> </ul>			
5) Staff protect youth from potential health and safety hazards. <u>Description</u> <ul style="list-style-type: none"> <li>• A procedure is in place to report and document potential health and safety hazards.</li> <li>• Staff monitor all activities to ensure that youth are protected from health and safety hazards.</li> </ul>			

**C. ENVIRONMENTAL AND PHYSICAL SAFETY DOMAIN**

<b>MAJOR STANDARD</b> <b>C-2. Program policies/procedures are in place to protect the safety of youth.</b>			
<b>INDICATORS</b>	<b>YES</b>	<b>NO</b>	<b>OBSERVATIONAL NARRATIVE</b>
<p>1) An emergency and disaster preparedness plan is maintained on site and accessible.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> <li>• A written emergency and disaster preparedness plan includes contingency plans for onsite and offsite, emergency exit routes, evacuation relocation sites, and emergency numbers.</li> <li>• Staff training is provided on the program's emergency and disaster preparedness plan.</li> <li>• Communication procedures are in place to notify parents/guardians of emergencies and are outlined in the parent handbook.</li> </ul>			
<p>2) Fire evacuation drills are conducted monthly during each month the program is open. Disaster drills other than fire (earthquake, lockdown, power outage, major winter storm, flood, etc.) shall be conducted at least once every 6 months that the program is open.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> <li>• Emergency drill documentation is maintained on site (drills may be informal).</li> <li>• Staff and youth are trained on emergency and disaster procedures.</li> </ul> <p>See Utah School Age Licensing Rules:  <a href="http://www.rules.utah.gov/publicat/code/r381/r381-070.htm#T10">http://www.rules.utah.gov/publicat/code/r381/r381-070.htm#T10</a> </p>			
<p>3) Staff have access to first aid supplies and bodily fluid clean up kits.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> <li>• First aid and bodily fluid clean up kit supplies are easily accessible to all staff.</li> <li>• All staff are trained on the use and know the location of the first aid and bodily fluid clean up kits.</li> </ul>			
<p>4) A phone is available at all times for communication between staff and parents/guardians.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> <li>• A phone is available for use both on and off site.</li> <li>• A designated phone number for the program is communicated in writing and available to staff and parents/guardians.</li> </ul>			

