

AREA I

BE SAFE

Utah Afterschool Program Quality Assessment and Improvement Tool

A quality program provides a safe, healthy and nurturing environment for all participants. Program policies and procedures ensure that staff are professionally qualified and trained, youth are supervised and the physical space is suitable for all activities being conducted.

A. STAFF HEALTH AND SAFETY (DOMAIN)

A-1 All staff are professionally qualified to work with youth. (MAJOR STANDARD)	Observations / Rationale	Performance Level			
		1	2	3	4
INDICATORS					
1) All staff meet minimum age requirements and position qualifications.					
2) Criminal background checks are conducted on all staff and volunteers who work alone with youth.					
3) All staff are required to read and sign “Code of Conduct” and adhere to confidentiality requirements.					
4) All staff will read and document their understanding of program policies and procedures.					
5) Program implements a regular schedule that is communicated to all staff, parents and participants.					
6) Staff participate in a minimum of 20 hours of in-service training annually.					
7) At least one staff member certified in CPR/First Aid is with youth at all times.					
8) Staff have knowledge of child abuse and neglect reporting requirements and procedures.					
9) Food handler permits are required for staff responsible for preparing and serving food that is not pre-packaged.					

Performance Level

1 = Must address and Improve/Standards Not Met 2 = Some Progress Made 3 = Meets Standards 4 = Exceeds Standards

AREA I

BE SAFE

Utah Afterschool Program Quality Assessment and Improvement Tool

B. YOUTH HEALTH AND SAFETY (DOMAIN)

B-1 Policies and procedures are implemented to ensure the health and safety of all youth. (MAJOR STANDARD)	Observations / Rationale	Performance Level			
INDICATORS		1	2	3	4
1) Participant registration information is accessible and includes emergency contact/release numbers, allergies, medications and other needs.					
2) Special health needs of participants are documented and staff is informed, as appropriate.					
3) Emergency medical treatment release forms are on file for each participant.					
4) Procedures/policies are in place to address the administration of medication to youth per the Department of Health guidelines.					
5) Youth with communicable diseases are not permitted in the program and participant parents/guardians are notified of any possibility of exposure.					
6) Program implements a computer use and internet safety policy.					
7) Program policies, information and updates are provided for parents/guardians.					
8) Healthy practices and hand washing procedures are implemented especially after using the toilet or before handling food.					
9) Nutritious snacks are provided, as appropriate, in accordance with USDA nutrition guidelines and drinking water is always available.					

Performance Level

1 = Must address and Improve/Standards Not Met 2 = Some Progress Made 3 = Meets Standards 4 = Exceeds Standards

AREA I

BE SAFE

Utah Afterschool Program Quality Assessment and Improvement Tool

B. YOUTH HEALTH AND SAFETY (DOMAIN)

B-2 Youth are carefully supervised to maintain safety. (MAJOR STANDARD)	Observations / Rationale	Performance Level			
INDICATORS		1	2	3	4
1) Staff supervise youth according to youths' ages and abilities (Ratios vary between 1:10-1:15 for ages 6-12 and 1:20 for ages 13 and over).					
2) Staff increase supervision according to level of need and or risk involved in an activity.					
3) Staff record when youth arrive, when they leave, and if picked up, with whom they leave.					
4) A policy/system is in place to prevent unauthorized people from taking youth from the program.					
5) A policy/process is in place to ensure safe arrival to the program for all youth.					
6) A participant release policy/process is in place to ensure safe departure for all youth.					
7) A minimum of two staff are on site at all times.					
8) A policy/process is in place to address participant injuries and /or accidents and documentation is on file.					
B-3 A transportation policy is in place and communicated to staff and families of participants. (MAJOR STANDARD)	Observations / Rationale	Performance Level			
INDICATORS		1	2	3	4
1) The program complies with all legal requirements for vehicles and drivers.					
2) The program provides written policies and procedures to transport youth safely to and from off-site activities.					

Performance Level

1 = Must address and Improve/Standards Not Met **2** = Some Progress Made **3** = Meets Standards **4** = Exceeds Standards

AREA I

BE SAFE

Utah Afterschool Program Quality Assessment and Improvement Tool

B. YOUTH HEALTH AND SAFETY (DOMAIN)

B-4 Program implements a consistent and responsive behavior management plan. (MAJOR STANDARD)	Observations / Rationale	Performance Level			
INDICATORS		1	2	3	4
1) Behavioral expectations are communicated to youth, staff, and parents/guardians.					
2) Staff use positive techniques to guide behavior of youth.					
3) Staff implement consistent benefits and consequences for participant behavior.					
4) Staff respond appropriately to individual behavioral needs of youth.					

Performance Level

1 = Must address and Improve/Standards Not Met 2 = Some Progress Made 3 = Meets Standards 4 = Exceeds Standards

AREA I

BE SAFE

Utah Afterschool Program Quality Assessment and Improvement Tool

C. ENVIRONMENTAL AND PHYSICAL SAFETY (DOMAIN)

C-1 <i>The program provides a safe, healthy, orderly and nurturing environment.</i> (MAJOR STANDARD)	Observations / Rationale	Performance Level			
INDICATORS		1	2	3	4
1) Policy/procedures are in place regarding facility use, maintenance, and repairs.					
2) Indoor/outdoor space meets state and local health, safety and cleanliness requirements.					
3) Program utilizes both indoor and outdoor spaces to implement developmentally appropriate programs and activities.					
4) Staff protect youth from potential health and safety hazards.					
5) Space provided is appropriate and suitable for activities being conducted.					
C-2 <i>Program policies/procedures are in place to protect the safety of youth.</i> (MAJOR STANDARD)	Observations / Rationale	Performance Level			
INDICATORS		1	2	3	4
1) An emergency and disaster preparedness plan is maintained on site and accessible and visible to all.					
2) Emergency training is provided, and staff and youth know what to do in case of a general emergency.					
3) Staff has access to first aid supplies and bodily fluid clean up kits.					
4) Emergency drills are conducted at a minimum, quarterly and a Fire Department Inspection is done in accordance with state law.					

Performance Level

1 = Must address and Improve/Standards Not Met **2** = Some Progress Made **3** = Meets Standards **4** = Exceeds Standards

