

Be Safe:

Staff Health and Safety Standards

All program growth and development has to begin with program safety. The ability to build trusting relationships and facilitate a successful program must begin with helping the youth you serve feel safe and comfortable.



Standard 1. All staff are professionally qualified to work with youth.

Indicators of Quality	How It Looks In Practice	Is this in place?		How are you implementing or working to implement this practice?
		YES	NO	
1) All staff meet minimum age requirements and position qualifications.	<ul style="list-style-type: none"> 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. All staff under the age of 18 work under the direct physical supervision of staff 18 years of age or older. Staff working with high school age youth are at least 3 years older than the youth they serve. 			
2) Criminal background checks are conducted on all staff and volunteers who work alone with youth.	<ul style="list-style-type: none"> The program conducts background checks on staff and volunteers who work alone with youth at a minimum of every five years. Direct physical supervision is provided for all staff and volunteers until background checks are cleared. 			
3) All staff are required to read and sign an organization's "Code of Conduct" and adhere to confidentiality requirements.	<ul style="list-style-type: none"> "Code of Conduct" outlines staff expectations and confidentiality requirements (may be included in staff handbook). Procedures are in place to enforce the organization's "Code of Conduct." Signed documents are maintained on file. 			
4) All staff are required to read and document their understanding of program policies and procedures.	<ul style="list-style-type: none"> Signed documents are maintained on file. 			
5) A minimum of 20 hours of in-service training is made available to all staff annually.	<ul style="list-style-type: none"> Training documentation, including training organization, date, training topic and total training hours, is maintained on file. 			
6) At least one staff member certified in CPR/First Aid is with youth at all times.	<ul style="list-style-type: none"> CPR/First Aid training is provided and documentation of certification is maintained. At least two staff are certified in CPR and First Aid, ensuring one staff member is always available. 			

<p>7) Staff has knowledge of child abuse and neglect reporting requirements and procedures.</p>	<ul style="list-style-type: none"> • The program provides training on child abuse/neglect reporting requirements and procedures annually, and staff are aware of their legal responsibilities. • Staff are able to demonstrate their knowledge of child abuse/neglect reporting requirements and procedures. • Staff, volunteers, youth, and families are provided with information for the Utah Department of Human Services, Child Protective Services Resources: <ul style="list-style-type: none"> ◦ https://dcfs.utah.gov/services/child-protective-services/ 			
<p>8) Staff has knowledge of the Safe UT app and website.</p>	<ul style="list-style-type: none"> • https://healthcare.utah.edu/uni/safe-ut/ • Safe UT is a suicide prevention resource which can be downloaded and used free of charge with information, resources, and support for those with concerns for themselves or others who may be at risk. • Staff are encouraged to download and become familiar with the app and resources. • Staff are prepared to share information about Safe UT with students and families. 			
<p>9) Staff are familiar with and have access to the National Suicide Prevention Lifeline.</p>	<ul style="list-style-type: none"> • www.suicidepreventionlifeline.org • 988 Suicide and Crisis Lifeline • The National Suicide Prevention Lifeline is a free and confidential service that is available 24/7 for people in distress, with prevention and crisis resources. • Staff are prepared to share information about the National Suicide Prevention Lifeline with students and families. 			
<p>10) Staff are familiar with Youth Suicide Warning Signs.</p>	<ul style="list-style-type: none"> • www.youthsuicidewarningsigns.org • Staff receive training to recognize warning signs and how to appropriately respond when there is concern for the wellbeing of youth served. • Staff are aware of appropriate channels to communicate concerns about youth and suicide. • Staff are prepared to share information about Youth Suicide Warning Signs with students and families. 			

<p>11) Food handler permits are required for staff responsible for preparing and serving food that is not pre-packaged.</p>	<ul style="list-style-type: none"> • Documentation of training and permits are maintained. • Staff facilitating cooking classes, prepping food for family night or overseeing youth preparing food have Food Handlers permits. 			
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Youth Health and Safety Standards

Standard 1. Policies and procedures are implemented to ensure the health and safety of all youth.				
Indicators of Quality	How It Looks In Practice	Is this in place?		How are you implementing or working to implement this practice?
		YES	NO	
<p>1) Program implements a regular schedule that is communicated to all staff, parents and participants.</p>	<ul style="list-style-type: none"> • A detailed activity/daily schedule is posted, visible and accessible to all. • Program follows a daily schedule, as appropriate. 			
<p>2) Participant registration information is accessible and includes emergency contact/release numbers, allergies, medications and other needs.</p>	<ul style="list-style-type: none"> • Participant information is accessible to staff on and off site as needed (field trips, emergencies, etc.) • A hard copy of participants' emergency contact information and special needs is always available. 			
<p>3) Special health needs of participants are documented and staff is informed, as appropriate.</p>	<ul style="list-style-type: none"> • Documentation (confidential list) is maintained on special health needs of participants. • Staff is informed of special health needs of participants, as appropriate. • The list is updated regularly and accessible. 			
<p>4) Procedures/policies are in place to address the administration of medication to youth.</p>	<ul style="list-style-type: none"> • The parent handbook states medication administration policy; a non-distribution of medication policy must be noted in writing. • Medication administration policies and procedures are outlined in the staff handbook. • Staff are identified and trained, as appropriate, to administer all medication including emergency medication (i.e. Epi-Pen, asthma inhaler, insulin). 			
<p>5) Youth with communicable diseases (symptoms that include a high fever) are not permitted in the program and participant parents/guardians are notified in writing of any possibility of exposure.</p>	<ul style="list-style-type: none"> • Communicable diseases policies/procedures are outlined in the parent and staff handbooks. • Policies/procedures include guidelines regarding separating youth who become ill during program hours from other participants. • Personal Protective Equipment such as masks, gloves, and hand sanitizer are available if needed. • Utah State Office of Child Care Afterschool Guidelines 			

6) Healthy practices and hand washing procedures are implemented especially after using the toilet or before handling food.	<ul style="list-style-type: none"> • Healthy practice policies/procedures are outlined in the staff handbook. • Healthy practices and procedures include routine hand washing procedures, sanitizing eating areas, providing tissues, providing organized space for personal items, etc. • Hand sanitizer is readily available to supplement hand washing. 			
7) Snacks (if provided) are served in accordance with Federal Nutrition guidelines. (If answering “no” or question is not applicable, please explain in the narrative).	<ul style="list-style-type: none"> • Healthy food choices are made available in two of the recommended food groups. • Federal Snack Guidelines 			
8) Drinking water is always accessible to program participants.	<ul style="list-style-type: none"> • Drinking water is available at all times including offsite activities. 			
9) Program implements a written computer use and internet safety policy.	<ul style="list-style-type: none"> • Staff are trained on the program's computer use and internet safety policy. • All computers accessed by youth are equipped with appropriate internet filters. • The computer use and internet safety policy is communicated to participating youth and parents/guardians (time limits, acceptable use policy, etc.) 			
10) Parents/guardians are notified regarding urgent issues that could impact the health and safety of participants.	<ul style="list-style-type: none"> • A notification process has been established to alert parents/guardians as needs arise. 			

Standard 2. Youth are carefully supervised to maintain safety.

Indicators of Quality	How It Looks In Practice	Is this in place?		How are you implementing or working to implement this practice?
		YES	NO	
1) Staff supervise youth according to youths' ages and abilities.	<ul style="list-style-type: none"> • The program provides one adult for every ten to fifteen participants, ages 6-12. • The program provides one adult for every 20 participants, ages 13 and older. 			
2) Staff increase supervision according to the level of need and or risk involved in an activity.	<ul style="list-style-type: none"> • 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. 			

3) Staff record when youth arrive, when they leave, and if picked up, with whom they leave.	<ul style="list-style-type: none"> A check in and checkout procedure is in place to document youth arrival and the time they leave. In elementary age programs, if youth are picked up, the staff record with whom they leave. 			
4) A written policy/procedure is in place to prevent unauthorized people from taking youth from the program.	<ul style="list-style-type: none"> The registration form lists individuals authorized to pick up youth from the program (elementary). Identification checks are required as appropriate. 			
5) Program ensures safe arrival of all youth to the program site.(Elementary only)	<ul style="list-style-type: none"> A process is in place to ensure safe transition for youth from school to the program. 			
6) A participant release policy/process is in place to ensure safe departure for all youth.	<ul style="list-style-type: none"> The registration form indicates departure options, e.g., ride bus, walk home, parent pick up, sibling pick up, etc. A process is in place to ensure youth departure options are followed. 			
7) A minimum of two staff are onsite at all times.	<ul style="list-style-type: none"> A minimum of two staff are onsite and with youth until all youth have left the program. 			
8) A written policy/process is in place to address injuries, accidents, and incidents.	<ul style="list-style-type: none"> The policy/process includes appropriate forms and parent/guardian notification. Documentation is maintained on file. 			

Standard 3. A transportation policy is in place and communicated to staff and families of participants.

Indicators of Quality	How It Looks In Practice	Is this in place?		How are you implementing or working to implement this practice?
		YES	NO	
1) The program complies with all legal requirements for vehicles and drivers.	<ul style="list-style-type: none"> All vehicles meet legal safety requirements. All drivers have obtained and maintained the necessary license(s) required to operate program vehicles. 			
2) The program provides written policies and procedures to transport youth safely to and from off-site activities.	<ul style="list-style-type: none"> Parental/guardian consent and transportation/release forms are required for all participating youth and maintained on file. 			

Standard 4. Program implements a consistent and responsive behavior management plan.

Indicators of Quality	How It Looks In Practice	Is this in place?	How are you implementing or working to implement this practice?
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		YES	NO	
1) Staff use positive and consistent techniques to guide the behavior of youth.	<ul style="list-style-type: none"> • Staff are trained on the program's behavior management plan. • Staff implement consistent benefits and consequences for all participants. • All staff interact with youth in a respectful, encouraging, and supportive manner. 			
2) Staff are aware of the individual behavioral needs of youth and respond appropriately.	<ul style="list-style-type: none"> • 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.) • Staff are responsive to behavioral changes in individual youth and report concerns to the appropriate individual, as needed. • When appropriate, staff communicate with school day teachers on the behavioral plan of individual youth. 			

Environmental and Physical Safety Standards

Standard 1. <i>The program provides a safe, healthy, orderly and nurturing environment.</i>				
Indicators of Quality	How It Looks In Practice	Is this in place?		How are you implementing or working to implement this practice?
		YES	NO	
1) Policy/procedures are in place regarding facility use, liability, maintenance, and repairs.	<ul style="list-style-type: none"> • A facility use, maintenance, liability, and repair procedure is in place to ensure the facility is clean, maintained, and safe. • A written agreement is in place between the program and the host facility regarding facility use, maintenance, liability, and repair, as appropriate. 			
2) Indoor/outdoor space meets state and local health, safety and cleanliness requirements.	<ul style="list-style-type: none"> • There are no observable safety hazards in the program space and indoor/outdoor equipment is safely installed. • Evidence of appropriate inspections (buildings, grounds, health and fire department, etc.) are available, verify with the building administrator if needed. • A procedure is in place to report and document potential health and safety hazards. • Staff monitor all activities to ensure that youth are protected from health and safety hazards. 			
3) Space provided is appropriate and suitable for activities being conducted.	<ul style="list-style-type: none"> • The program space is arranged well for activities being conducted (physical, creative arts, academic support and socializing). • Indoor space is used to implement activities 			

	<p>appropriate for the available area.</p> <ul style="list-style-type: none"> Outdoor space is utilized when appropriate and as often as possible 			
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Standard 2. Program emergency policies/procedures are in place to protect the safety of youth.

Indicators of Quality	How It Looks In Practice	Is this in place?		How are you implementing or working to implement this practice?
		YES	NO	
1) An emergency and disaster preparedness plan is maintained on site and accessible.	<ul style="list-style-type: none"> A written emergency and disaster preparedness plan includes contingency plans for onsite and offsite, emergency exit routes, evacuation relocation sites, and emergency numbers. Staff training is provided on the program's emergency and disaster preparedness plan. Communication procedures are in place to notify parents/guardians of emergencies and are outlined in the parent handbook. 			
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.	<ul style="list-style-type: none"> Emergency drill documentation is maintained on site (drills may be informal). Staff and youth are trained on emergency and disaster procedures. 			
3) Staff have access to first aid supplies and bodily fluid clean up kits.	<ul style="list-style-type: none"> First aid and bodily fluid clean up kit supplies are easily accessible to all staff. All staff are trained on the use and know the location of the first aid and bodily fluid clean up kits. 			
4) A phone is available at all times for communication between staff and parents/guardians.	<ul style="list-style-type: none"> A phone is available for use both on and off site. A designated phone number for the program is communicated in writing and available to staff and parents/guardians. 			
5) A fire extinguisher is visible from activity space and charged.	<ul style="list-style-type: none"> Staff know where a fire extinguisher is at all times. Fire extinguisher is maintained and checked regularly Staff are knowledgeable in the use of fire extinguishers. 			
6) Emergency medical treatment release consent is on file for each participant	<ul style="list-style-type: none"> Program requires emergency medical treatment consent, which includes signed statements from parents/guardians for emergency medical treatment and transportation. Documentation is maintained. 			