



# **FY 2010 Office of Head Start Monitoring Protocol**

*September 10, 2009*

## **Safe Environments Protocol**



## Safe Environments

This section of the Protocol contains a list of **Compliance Questions** that identify Head Start (HS) program requirements against which each question is designed to monitor compliance. Reviewers assigned to this section must answer all of the Compliance Questions, but only after collecting and analyzing sufficient information to make well-informed decisions. Responses to each Compliance Questions must be substantiated with details from extensive interviews, document reviews, and/or observations.

**Targeted Questions** following the Compliance Questions will help lead reviewers to the right people, documents, and observations from which to gather information. These questions reflect the minimum evidence gathering requirements to address the Compliance Questions. Responses to Compliance Questions are not limited to the interviews, document reviews, and observations outlined in the Protocol's Targeted Questions, so long as additional sources are necessary to answer the Compliance Question. The onsite review should cover all program options provided by the grantee and delegate as well as childcare partnerships and family child care homes.

For each Compliance Question, reviewers must document and describe detailed evidence collected through the Guides and Checklists. Guides are organized by type of interviewee, type of document to be reviewed, or type of observation to be conducted. For example, when interviewing a parent, all Targeted Questions for parents, regardless of where they reside in the protocol, will be listed on the Parent Interview Guide, organized by key topic area (e.g., Communication with Families). The Guides are the area where reviewers will document all of their Notes, which form the foundation for understanding grantee compliance, and, when appropriate, become the basis for preliminary areas of noncompliance. For all evidence collected, reviewers should provide sufficient context to support the conclusions drawn, including the number of documents reviewed, people interviewed, and observations made. In the Monitoring Software, all Notes collected through the Guides are attached to the standards listed with each Targeted or Compliance Question.

The Safe Environments section of the Protocol is divided into five subsections:

- Facilities, Materials, and Equipment
- Hygiene
- Food Safety and Sanitation
- Class Size and Staffing
- Management Systems Analysis



**Safe Environments Question 1A**

Do facilities used for center-based combination options, home-based group socialization activities, or family child care comply with State and local licensing requirements?

1306.30(c), 1306.35(d)

**Targeted Question for Safe Environments Question 1A**

Document Review: Facility License

- Does the family child care program have a license, if required by State, local, or Tribal regulations?  
(Note to reviewer: The license need not be posted for family child care programs.)  
1306.35(d)  
*Applies to: Family child care programs*
  
- Is the facility license current? Where licensing standards are less stringent than Head Start Program Performance Standards, or where no State or local licensing standards exist, determine whether the grantee or delegate complies with all standards under 1304.53(a).  
(Note to reviewer: For home-based programs this question relates to the facilities where socializations are held.)  
1306.30(c)  
*Applies to: Center-based or home-based programs*



**Safe Environments Question 1B**

Does the program ensure that each facility or family child care home's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and developmental needs of children?

*Note: Alert the Review Team Leader (RTL) of safety concerns and determine the severity of the issue and if the issue can be corrected onsite. When possible the RTL should work with the grantee to correct safety concerns while onsite. Extremely severe issues can be corrected onsite but the RTL should also contact OHS to determine if an immediate deficiency exists. The RTL should contact the OHS Help Line (1-866-471-2325) for any severe safety issue.*

- 1304.22(a)(3),
- 1304.53(a)(10),
- 1304.53(a)(10)(i),
- 1304.53(a)(10)(iv),
- 1304.53(a)(10)(v),
- 1304.53(a)(10)(vi),
- 1304.53(a)(10)(vii),
- 1304.53(a)(10)(viii),
- 1304.53(a)(10)(x),
- 1304.53(a)(10)(xi),
- 1304.53(a)(10)(xii),
- 1304.53(a)(10)(xiv),
- 1304.53(a)(10)(xvi),
- 1306.35(b)(2),
- 1304.53(b)(1), 1304.22(c)(1)

**Targeted Question for Safe Environments Question 1B**

Document Review: Policies and Procedures

- Record the date of the last smoke detector check.  
1304.53(a)(10)(vi)

Interview: Facilities Coordinator (Environmental Safety)

- Describe the system in place to monitor daily cleaning of the indoor and outdoor premises.  
1304.53(a)(10)(viii)

Interview: Parent (Support Services for Families)

- Does the program provide diapers, wipes and formula for your child?  
1304.53(b)(1)  
*Applies to: Programs serving infants and toddlers*  
*Asked by: ISR I*

Observation: Safe Environments Family Child Care Checklist

- Are children enrolled in the family child care program protected from potential hazards posed by appliances? Are premises free from pests? Are chemicals for controlling pests used only while children are not on the premises? If the answer is "no," describe exactly what was unclean and not kept free of undesirable and hazardous materials and conditions, including what might pose a potential hazard.  
1306.35(b)(2)(i)
- Are radon detectors installed in family child care homes with a basement, where recommended by local health officials?  
1306.35(b)(2)(iii)



Safe Environments

Facilities, Materials, and Equipment

- Are smoke and carbon monoxide detectors installed and located properly?  
1306.35(b)(2)(ii)
- Do providers ensure that alcohol and drugs are not consumed while children are present? Do providers ensure that alcohol and drugs are inaccessible to children at all times?  
1306.35(b)(2)(viii)
- Do providers ensure that no firearms or other weapons are kept in areas occupied by children? Do providers ensure that firearms or other weapons are inaccessible to children at all times?  
1306.35(b)(2)(vii)
- Do providers ensure the safety of children when a body of water, a road, or other potential hazard is present or when children are being transported?  
1306.35(b)(2)(v)
- Is there a fence to prevent children's unsupervised access to all water hazards, such as pools or other bodies of water? (Note to reviewer: Small child-size pools need not be fenced but must be supervised at all times.)  
1306.35(b)(2)(vi)
- Do providers have a system of supervision in place that assures safety of children not within view for any period (e.g., the provider needs to use the bathroom or an infant is napping in one room while toddlers play in another)?  
1306.35(b)(2)(iv)
- Do providers secure health certificates for pets to document up to date immunizations and freedom from conditions that pose a threat to children's health? Do providers ensure that pets are managed appropriately to ensure children's safety at all times?  
1306.35(b)(2)(ix)
- Are all child medications labeled and stored, under lock and key, and refrigerated, if necessary? Is emergency medication (e.g., EpiPen) stored out of children's reach yet accessible quickly?  
HEA3D, 1304.22(c)(1)

Observation: Safe Environments Center-based Checklist

- Are approved fire extinguishers readily available to staff?  
1304.53(a)(10)(v)
- Are classrooms well lit? Is emergency lighting available in case of a power failure?  
1304.53(a)(10)(iv)
- Are electrical outlets accessible to children covered or maintained to prevent shock?  
1304.53(a)(10)(xi)
- Are areas used for diapering and toileting separate from areas used for cooking, eating, and children's activities?  
1304.53(a)(10)(xiv)
- Are emergency evacuation routes posted and safety procedures for emergencies (e.g., fire or weather-related) practiced regularly?  
1304.22(a)(3)
- Are exits clearly visible and evacuation routes clearly marked and posted so the path to safety outside is unmistakable? (Note to reviewer: Head Start Program Performance Standard 1304.53(a)(10)(vii) does not indicate exit signs must be posted and lit.)  
1304.53(a)(10)(vii)



**Safe Environments**

**Facilities, Materials, and Equipment**

- Are garbage and trash stored and disposed of in a safe, sanitary manner?  
1304.53(a)(10)(xvi)
- Are heating and cooling systems insulated to protect children and staff from injury such as burns?  
1304.53(a)(10)(i)  
*Applies to: Programs in climates that require heating or cooling systems or both*
- Are smoke detectors installed and tested regularly?  
1304.53(a)(10)(vi)
- Are windows and glass doors constructed, adapted, or adjusted to prevent injury to children? Look for a seal on the safety glass.  
1304.53(a)(10)(xii)
- Are all child medications labeled and stored, under lock and key, and refrigerated, if necessary? Is emergency medication (e.g., EpiPen) stored out of children's reach yet accessible quickly?  
HEA3D, 1304.22(c)(1)
- Does the program ensure that indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions?  
If the answer is "no," describe exactly what was unclean and not kept free of undesirable and hazardous materials and conditions, including in how many classrooms and sites this incident occurred out of the total number of classrooms and sites observed.  
1304.53(a)(10)(viii)
- Are playground equipment and surfaces maintained to minimize injury to children?  
1304.53(a)(10)(x)

**Document Review: Facility Cleaning Log**

- Describe how the program logs its daily cleaning of the indoor and outdoor premises.  
1304.53(a)(10)(viii)



**Safe Environments Question 1C**

APPLIES ONLY TO: Programs serving infants and toddlers

Are mattresses used for infants firm, and is soft bedding, such as comforters, pillows, fluffy blankets, or stuffed toys avoided?

1304.53(b)(3)

**Targeted Question for Safe Environments Question 1C**

Observation: Safe Environments Family Child Care Checklist and Safe Environments Center-based Checklist (Health and Safety of Infants and Toddlers)

- Are mattresses used for infants firm?
- Is the sleeping area free of soft bedding such as comforters, pillows, fluffy blankets, or stuffed toys?



<b>Safe Environments Question 1D</b>	
APPLIES ONLY TO: Programs serving infants and toddlers	
Are all infant and toddler toys made of nontoxic materials and sanitized regularly?	
	1304.53(b)(2)

**Targeted Question for Safe Environments Question 1D**

Interview: Teacher, Family Child Care Provider and Facilities Coordinator (Safety)

- How and when do you sanitize toys? What products do you use to sanitize toys? Can you show me the product?  
(Note to reviewer: Check the product label to confirm that it is nontoxic.)  
*Asked by: ECD, and ISR II*

Observation: Safe Environments Family Child Care Checklist and Safe Environments Center-based Checklist (Health and Safety of Infants and Toddlers)

- When and how often are toys sanitized? Review toy sanitizing schedule, if available.



<b>Safe Environments Question 1E</b>	
APPLIES ONLY TO: Center-based or family child care programs	
Does the program have adequate usable indoor and outdoor space?	
	1304.53(a)(5), 1306.35(a)(3)

**Targeted Question for Safe Environments Question 1E**

Observation: Safe Environments Center-based Checklist (Usable Indoor and Outdoor Space)

- Are there at least 35 square feet of usable indoor space--excluding bathrooms, halls, kitchen, staff rooms, and storage space--and 75 square feet of usable outdoor space per child?  
1304.53(a)(5)
- Calculate square footage per child using the number of children enrolled in that classroom. Indicate the number of children currently enrolled in the classroom and the measurement of the current classroom space.

Observation: Safe Environments Family Child Care Checklist (Usable Indoor and Outdoor Space)

- Does each family child care home have sufficient indoor and outdoor space usable and available to children?  
(Note to reviewer: This space must be adequate to allow children to be supervised and to participate safely in developmentally appropriate activities and routines that foster their cognitive, socio-emotional, and physical development, including both gross and fine motor.)  
1306.35(a)(3)



**Safe Environments Question 1F**

APPLIES ONLY TO: Center-based or family child care programs

Are outdoor play areas at center-based and family child care programs arranged to prevent children from getting into both unsafe and unsupervised areas? Does the program ensure that children en route to play areas are not exposed to vehicular traffic without supervision?

*Note: Fences are not required. However, where fences, walls, or other barriers are present, they, themselves, must not pose a safety hazard. If they do pose a safety hazard, refer to Compliance Question SAF1H.*

*If you identify an issue related to vehicular traffic, indicate how children are at risk, specifically, how they are exposed to vehicular traffic when unsupervised.*

1304.53(a)(9)

**Targeted Question for Safe Environments Question 1F**

Interview: Teacher and Family Child Care Provider (Safety)

- How do you ensure that children are supervised at all times?  
(Note to reviewer: Listen for how the program provides supervision in play areas).  
*Asked by: ECD*
- How do you prevent children from getting into unsafe areas?  
*Asked by: ECD*
- Are children exposed to vehicular traffic when en route to play? If so, how do you keep children safe?  
*Asked by: ECD*

Observation: Health and Safety Center-based Observations and Health and Safety Family Child Care Observations (Outdoor Play Area)

- Observe outdoor play areas when children are present. Are children supervised on the playground at all times? How do staff work around any "blind spot" to ensure they can see all of the children?



**Safe Environments Question 1G**

APPLIES ONLY TO: Programs serving infants and toddlers

Does the program ensure that the indoor and outdoor space in Early Head Start (EHS) or Head Start (HS) centers in use by mobile infants and toddlers is separated from general walkways and from areas in use by preschoolers?

1304.53(a)(4)

**Targeted Question for Safe Environments Question 1G**

Observation: Safe Environments Family Child Care Checklist

- Are indoor and outdoor spaces at family child care programs in use by mobile infants and toddlers separated from general walkways and from areas in use by preschoolers? If not, describe the space observed.

ECD5A

Observation: Safe Environments Center-based Checklist

- Are indoor and outdoor spaces at center-based programs in use by mobile infants and toddlers separated from general walkways and from areas in use by preschoolers? If not, describe the space observed.

ECD5A



<b>Safe Environments Question 1H</b>	
Does the program provide for maintenance, repair, safety, and security of all Head Start facilities and equipment?	
	1304.53(a)(7)

**Targeted Question for Safe Environments Question 1H**

Interview: Facilities Coordinator (Facilities and Equipment Safety)

- What is the budget allocation for ensuring that Head Start facilities and equipment are maintained, repaired, safe and secure?
- An unsafe condition was observed at one or more centers. Describe the unsafe condition observed to the Facilities Coordinator and ask: What is the system for addressing facilities and equipment that are unsafe or need repair? Did your process fail, or can you describe what happened in this circumstance?

Interview: Facilities Coordinator, Teacher, and Family Child Care Provider (Safety)

- Whom do you tell when facilities and equipment are unsafe or need repair?  
*Asked by: ISR II, and ECD*

Observation: Health and Safety Family Child Care Observations and Health and Safety Center-based Observations (Facilities and Materials Safety)

- Observe the facilities and equipment, and describe anything that is unsafe or needs repair, if applicable.



**Safe Environments Question 11**

APPLIES ONLY TO: Center-based or family child care programs

Do the program's facilities provide adequately for children with disabilities to ensure their safety, comfort, and participation?

1304.53(a)(10)(xvii),  
1304.53(b)(1)(iii)

**Targeted Question for Safe Environments Question 11**

Document Review: Grant Application Budget Instrument (GABI)

- Does the budget allocate funds for purchase and upkeep of equipment, toys, materials, and furniture that are age appropriate, safe, and supportive of children with disabilities?

*Reviewed by: Fiscal*

Interview: ECD Coordinator and Disabilities Coordinator (Adaptation for Children with Disabilities)

- What steps are taken to ensure that all equipment, toys, materials, and furniture are age appropriate, safe, and supportive of children with disabilities?

1304.53(b)(1)(iii)

*Asked by: ECD and ISR I*

Observation: Health and Safety Center-based Observations and Health and Safety Family Child Care Observations (Facilities and Materials Safety)

- Observe indoor and outdoor spaces, and describe how provisions are made for children with disabilities to ensure their safety, comfort, and participation.

1304.53(a)(10)(xvii)



**Safe Environments Question 1J**

APPLIES ONLY TO: Center-based or family child care programs

Does the program ensure that the environment is free of toxins, air pollutants, and water contaminants?

1304.53(a)(8),  
1306.35(b)(2)(i)

**Targeted Question for Safe Environments Question 1J**

Interview: Facilities Coordinator (Environmental Safety)

- When was the last time the program's environment was sprayed with herbicides or pesticides? When did children return to the area after spraying?
- Has the center been tested for lead (e.g., paint, soil)? If so, were lead levels considered safe? If lead levels are high, what steps have been taken to eliminate children's exposure to lead while in the center?

Observation: Safe Environments Family Child Care Checklist

- Does the family child care program maintain a smoke-free environment?

Observation: Safe Environments Center-based Checklist

- Does the program maintain a smoke-free environment on center grounds?

Document Review: Licensing or Inspection Report

- If available, review recent licensing reports or environmental inspection reports. What, if any, concerns were noted in the reports? Are issues in the process of being corrected?  
*Applies to: Center-based programs*



**Safe Environments Question 2A**

Do staff, volunteers, and children wash their hands with soap and running water?

*Note: Refer to Safe Environments Compliance Question 3A with reference to local requirements for hand-washing after food preparation or handling. If nothing is documented in the service plan, but staff do wash hands as required, then the program is in compliance.*

1304.22(e)(1)(i),  
1304.22(e)(1)(ii),  
1304.22(e)(1)(iii),  
1304.22(e)(1)(iv),  
1304.22(e)(2)(i),  
1304.22(e)(2)(ii),  
1304.22(e)(2)(iii)

**Targeted Question for Safe Environments Question 2A**

Observation: Safe Environments Center-based Checklist and Safe Environments Family Child Care Checklist (Hand Washing)

- Do staff, volunteers, and children wash their hands with soap and running water:
  - After diapering or toilet use,
  - Before food preparation, handling, consumption, or any other food-related activity,
  - Whenever hands are contaminated with blood or other bodily fluids, and
  - After handling pets or other animals?
- Do staff and volunteers wash their hands with soap and running water:
  - Before and after giving medications,
  - Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids), and
  - After assisting a child with toilet use?



**Safe Environments Question 2B**

Are spilled bodily fluids cleaned up and disinfected immediately according to professionally established guidelines? Are tools and equipment used to clean spills disinfected promptly? Are blood-contaminated materials disposed of in a plastic bag with a secure tie?

1304.22(e)(4), 1304.22(e)(3)

**Targeted Question for Safe Environments Question 2B**

Document Review: Policies and Procedures

- Review the program's policies for spilled bodily fluids. Do policies comply with Occupational Safety and Health Administration guidelines?  
1304.22(e)(4)

Interview: Family Child Care Provider and Teacher Interview (Safety)

- What would you do if a spill of bodily fluids occurred?  
1304.22(e)(4)  
*Asked by: ECD*
- Do staff and volunteers wear nonporous gloves when in contact with blood or other visibly bloody bodily fluids?  
1304.22(e)(3)  
*Asked by: ECD*

Observation: Health and Safety Family Child Care Observations and Health and Safety Center-based Observations (Cleanup of Bodily Fluids)

- If you observe the cleanup of bodily fluids, describe how it was handled.  
1304.22(e)(4)
- If you observe a situation requiring use of nonporous gloves (e.g., cleanup of blood), describe whether nonporous gloves are available to staff, where the gloves are kept, and when staff determine they would use them.



**Safe Environments Question 2C**

Does the program adopt sanitation and hygiene practices for diapering that protect children and staff's health and safety adequately?

	1304.22(e)(5)
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**Targeted Question for Safe Environments Question 2C**

Interview: Teacher and Family Child Care Provider (Diapering)

- What is the practice for changing children's diapers?  
1304.22(e)(5)  
*Asked by: ECD*

Observation: Health and Safety Family Child Care Observations and Health and Safety Center-based Observations (Diapering)

- Describe diapering practices in detail, where the practices occurred, how many occasions you observed them, and who was involved.  
1304.22(e)(5)



<b>Safe Environments Question 2D</b>	
APPLIES ONLY TO: Center-based or family child care programs	
Are potties emptied into the toilet and cleaned and disinfected after each use in a utility sink for that purpose?	
	1304.22(e)(6)

**Targeted Question for Safe Environments Question 2D**

Observation: Health and Safety Center-based Observations and Health and Safety Family Child Care Observations (Toileting Practices)

- Describe practices related to potty use, including where and on how many occasions you observed them and who was involved. Also note the presence of a utility sink and whether the utility sink was used.

1304.22(e)(6)



**Safe Environments Question 2E**

Does the program ensure that first aid kits are well supplied, age appropriate, and readily accessible to staff (but not children) at each facility and while offsite?

1304.22(f)(1), 1304.22(f)(2)

**Targeted Question for Safe Environments Question 2E**

Interview: Health Coordinator (First Aid Kits)

- When are first aid kits restocked? When is the inventory of first aid kits conducted?  
1304.22(f)(2)

Observation: Safe Environments Family Child Care Checklist and Safe Environments Center-based Checklist (First Aid Kits)

- Look at the first aid kits and indicate whether:  
1304.22(f)(1)
  - Kits are well supplied and appropriate for ages served and program size,
  - Items in kits are within the expiration date, if applicable,
  - All staff working with children know where the kits are located,
  - Kits are kept out of children's reach, and
  - Program has a portable first aid kit for use on trips to offsite locations or on the playground.

Observation: Bus Inspection (Vehicle Equipment)

- Does the vehicle providing transportation services have a well-stocked first aid kit?  
TRANS2A, 1310.10(d)(3)  
*Applies to: Programs that provide transportation services*



**Safe Environments Question 3A**

Does the program ensure that all applicable Federal, State, local, and Tribal food safety and sanitation laws are met and evidence of compliance, including appropriate licenses and certificates, is posted?

1304.23(e)(1),  
1304.53(a)(10)(xiii)

**Targeted Question for Safe Environments Question 3A**

Interview: Nutrition Coordinator (Food Safety)

- How do you ensure that food service vendors observe Federal, State, local, or Tribal safety and sanitation regulations related to food handling?  
1304.23(e)(1)

Interview: Facilities Coordinator (Environmental Safety)

- Is the water supply adequate and approved by the State or local health authority? Can you show me documentation of licensing inspection? Record the date of the most recent inspection.  
1304.53(a)(10)(xiii)

Document Review: Facility License

- Indicate whether the grantee and delegate have available all licenses and certificates that permit them to handle and serve food and whether such licenses and certifications are posted.  
1304.23(e)(1)



**Safe Environments Question 3B**

APPLIES ONLY TO: Programs serving infants and toddlers

Does the program ensure that facilities are available for proper refrigerated storage and handling of breast milk and formula?

1304.23(e)(2)

**Targeted Question for Safe Environments Question 3B**

Interview: Teacher and Family Child Care Provider (Safety)

- What precautions are taken to ensure each child receives his or her own mother's breast milk or the correct formula? How do staff and parents communicate to ensure containers of breast milk or formula are dated, labeled clearly with the child's name, and used only for the intended child?  
*Asked by: ECD*



<b>Safe Environments Question 4A</b> APPLIES ONLY TO: Family Child Care programs Does the program ensure appropriate group size?	
<i>Note: If State, local, or Tribal regulations specify staff-to-child ratios and group sizes more stringent than this requirement, the State, local, or Tribal regulations must apply.</i>	1306.20(g)(1), 1306.20(g)(2)

**Targeted Question for Safe Environments Question 4A**

Document Review: Class Roster

- Review class rosters or other supporting documents for Family Child Care programs to determine the number of children enrolled in the class. How many children are enrolled? What is the predominate age of the children?

Observation: Safe Environments Family Child Care Checklist (Classroom Size and Staffing)

- How many children are present in the family child care home? How many providers are hired for the group size? How many children are under age 2 years?  
1306.20(g)(1)
- How many infants and toddlers are present in the early child care family home? How many children in the group are under age 18 months? How many providers are assigned to the group?  
1306.20(g)(2)  
*Applies to: Programs serving infants and toddlers*



**Safe Environments Question 4B**

APPLIES ONLY TO: Center-based programs serving preschool-age children

Does the program ensure appropriate class size based on the age of the predominant number of children in the class?

	1306.32(a)(2), 1306.32(a)(3), 1306.32(a)(4), 1306.32(a)(5), 1306.32(a)(6)
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**Targeted Question for Safe Environments Question 4B**

Document Review: Class Roster

- Review class rosters or other supporting documents for preschool classrooms to determine the number of children enrolled in the class. How many children are enrolled? What is the predominate age of the children?

Observation: Safe Environments Center-based Checklist (Classroom Size and Staffing)

- How many children are present in the classroom? How many providers are hired for the group size?



**Safe Environments Question 4C**

APPLIES ONLY TO: Center-based programs serving infants and toddlers

Does the program ensure that no more than eight children are placed in an infant and toddler room and no more than four children are assigned to each teacher?

*Note: If State, local, or Tribal regulations specify staff-to-child ratios and group sizes more stringent than this requirement, the State, local, or Tribal regulations must apply.*

1304.52(g)(4)

**Targeted Question for Safe Environments Question 4C**

Document Review: Class Roster

- Review class rosters or other supporting documents for infant and toddler classrooms to determine the number of children enrolled in the class. How many children are enrolled? What is the predominate age of the children?

Observation: Safe Environments Center-based Checklist (Classroom Size and Staffing)

- How many children are in infant and toddler rooms? How many children are assigned to each teacher?  
1304.52(g)(4)



**Safe Environments Question 4D**

APPLIES ONLY TO: Center-based or family child care programs serving preschool-age children

Does each class have at least two paid staff in the classroom and, when possible, a third person who is a volunteer?

1306.20(c), 1306.20(e)

**Targeted Question for Safe Environments Question 4D**

Observation: Safe Environments Center-based Checklist and Safe Environments Family Child Care Checklist (Classroom Size and Staffing)

➤ How many paid staff are in the classroom?

Observation: Safe Environments Family Child Care Checklist and Safe Environments Center-based Checklist (Classroom Size and Staffing)

➤ Are there volunteers in each classroom?

(Note to reviewer: The grantee is not considered out of compliance, if there are no volunteers.)



**Safe Environments Question 5A**

This section lists a series of targeted questions not linked to a performance standard at the service area level. These questions are designed to contribute to a comprehensive analysis of the program’s management systems. Accordingly, these questions appear in each protocol section and are completed for each service area to provide insight into how key management systems function with relationship to each service area.

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**Targeted Question for Safe Environments Question 5A**

*Interview: Facilities Coordinator (Ongoing Monitoring and Oversight)*

- How do you monitor the program's facilities, materials, and equipment and the program's compliance with all Federal regulations?
- Show me the documents, systems and reports used in the implementation of the ongoing monitoring of facilities, materials and equipment.
- What do you do if you detect problems or weaknesses with the program's facilities, materials, and equipment?

*Interview: Facilities Coordinator and Head Start/Early Head Start Director (Ongoing Monitoring and Oversight)*

- Does the program review maintenance requests or reports of accidents and injuries to identify trends and make needed improvements?  
*Asked by: ISR II and PDM*

*Interview: Facilities Coordinator (Program Planning)*

- Describe how information from the annual self assessment is incorporated into your program planning and implementation.
- Describe how information from the community assessment (and its updates) is incorporated into your program planning and implementation.

*Summary Analysis: Overall Service Summary*

- Summarize your general impressions of the program’s functioning in the area of safe environments. The summary should describe what the program does well, which areas need improvement, and your overall level of confidence in the program’s safe environments. Your summary should not directly reiterate the strengths and findings you identified through implementation of the protocol but, rather, should reflect your overall analysis and impressions of the program’s effectiveness in providing a safe environment.



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### Summary Analysis: Ongoing Monitoring

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- Summarize the program's process for ongoing monitoring of Facilities. A comprehensive explanation of this system should include a description of each of the following:
  - Monitoring measures, tools or instruments, materials and procedures
  - Staff responsibilities for ongoing monitoring of their respective service areas
  - How the program analyzes and documents progress toward achieving program goals and complying with performance requirements
  - How follow up occurs for findings or problems identified through data collection, and how these findings are corrected and documented.

This summary should help all team members understand the effectiveness or ineffectiveness of keeping the facilities safe. Your summary might reflect a potential program strength, a concern, or general compliance.

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### Summary Analysis: Service Specific Strengths

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- Summarize program strengths noted in safe environments. Describe any practices that were found to be new or innovative and had a positive impact that helped the grantee overcome challenges and provided greater/improved service quality or surpassed established performance indicators. Some examples of broad categories of program strengths include (but are not limited to):
  - Collaborations with local/community-based services
  - Exemplary fiscal practices to ensure the safeguarding of Federal dollars
  - Highly successful efforts to address and improve school readiness
  - Expansion of the program and increased accessibility
  - Extraordinary accommodations for children/families (e.g., children with disabilities)
  - Innovative program design and management

Do not include strengths that will contradict any PANCs identified on this review.