Department: Safe Environments	Effective Date: 7/1/2014	Procedure Number: 9030
Regulation Number: 1302.47(b)	Regulation Topic: Safe Environments	Policy Title: Safe Environments Checklist
		Forms: 9030a, 9030b

Procedure:

The MARC "Facilities and Safe Environments Checklist" (Form 9030) is intended to help direct service providers identify and make necessary improvements to ensure the safety of Early Head Start and Head Start children. Information resulting from the prescribed completion and utilization of the checklist should trigger needed corrective actions to ensure a continually safe environment. The procedures outlined below are to support constant monitoring of safe environments and provide clear direction for timely resolution to safety concerns.

All direct service providers must identify an individual who is ultimately responsible for safe environments. This individual is responsible for the training of staff on safe environments and facilitation of the monitoring system. This individual shall ensure the proper monitoring, corrective actions and follow up to ensure correction regarding the continual status of health and safety measures including a defined reporting system and hierarchy.

Tier 1 and Tier 2 direct service providers:

- MARC Head Start staff will conduct monitoring within 30 days of the start of the program year using MARC Form 9030a and 9030b.
- Results of monitoring conducted by the MARC Head Start staff will be entered in the ChildPlus Internal Monitoring Suite.
- Tier 1 and Tier 2 employee with the overall responsibility for safe environments must:
    - Enter the Corrective Action Plan steps in the ChildPlus Internal Monitoring Suite
    - Ensure any necessary corrective actions are implemented until completion
    - Ensure their monitoring and tracking system retains all documentation
- MARC Head Start staff will conduct monitoring in the second half of the program year for a percentage of direct service providers determined by previous monitoring data.
- MARC Head Start staff will review documentation submitted by direct service

providers to provide evidence that corrections were made. On-site monitoring to ensure all necessary corrections have been made will be conducted when needed.

Tier 3 direct service providers must:

- Complete and utilize the “MARC Facilities and Safe Environment Checklist"(Form 9030) per MARC Policy9030.

- Identify additional staff (independent reviewer) that are not routinely a part of the classroom staff to complete form 9030 within 30 days of the start of the program year in all classrooms and any other areas visited by Early Head Start and Head Start children.
- Conduct monitoring in the second half of the program year for a percentage of classrooms or facilities determined by previous monitoring data.
- The Independent Reviewer shall utilize forms 9030a and 9030b to support their review. These forms may be obtained electronically from the MARC website, by phone or email request to the MARC Head Start Quality Assurance Coordinator or designated MARC Head Start staff.

- Results from forms 9030a and 9030b shall be reviewed by the identified Tier 3 employee with the overall responsibility for safe environments. This individual must:
    - Enter results of monitoring in the ChildPlus Internal Monitoring Suite.
    - Ensure any necessary corrective actions are recorded and immediately implemented
    - Provide training to ensure staff understand the rationale and importance of implemented safety measures
    - Ensure all corrective actions are fully implemented until completion
    - Ensure their monitoring and tracking system retains all completed forms

An electric (pdf) file of the “MARC Facilities and Safe Environment Checklist” (Form 9030) may be obtained from the MARC website or by email request to the MARC Head Start staff.