



Office of Head Start

Environmental Health and Safety: *Interview and Document Review Guide*

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Interview – Nutrition Coordinator

Environmental Health and Safety Key Indicator #2 – Healthy Learning Environments

Safe and Healthy Nutrition (EnvHS 2.5)

Applies only to programs serving infants and toddlers

► Describe how the program:

- Meets the individual nutritional needs and feeding requirements of all children
- Complies with USDA nutrition requirements
- Addresses special dietary needs of children
- Accommodates the feeding and nutritional needs of children with disabilities
- Ensures that foods posing a high risk of choking for infants and toddlers (e.g., hot dogs, whole grapes, hard raw vegetables, popcorn, whole nuts) are not given to them



Interview – Head Start Director

Environmental Health and Safety Key Indicator #3 – Safe Learning Environments and Supervision

Appropriate Release (EnvHS 3.5)

- ▶ With the Head Start Director, review the program’s documented policies and procedures regarding the release of children and the emergency contact list of authorized parents and guardians to whom children can be released.
 - How do teaching staff know which adults are authorized to pick up children?
 - How do bus staff know which adults are authorized to pick up children when they get off the bus and where each child is supposed to be dropped off?
 - What process is in place to release children from the center or FCC setting?
 - How is information to support the process kept up to date? Is the information easily accessible?
- ▶ In the past 12 months, has a child been released to an unauthorized adult or dropped off at the wrong location?
- ▶ When did the incident occur?
- ▶ Was the incident reported to the Regional Office?
- ▶ What was the result of the report to the Regional Office?

Supervision and Positive Guidance (EnvHS 3.6)

- ▶ In the past 12 months, has a child been left unsupervised?
- ▶ When did the incident occur?
- ▶ Was the incident reported to the Regional Office?
- ▶ What was the result of the report to the Regional Office?
- ▶ In the past 12 months, has a staff member used corporal punishment, emotional or physical abuse, humiliation, unnecessary restraint, isolation, or denial of food, water, or bathroom privileges?
- ▶ When did the incident occur?
- ▶ Was the incident reported to the Regional Office?
- ▶ What was the result of the report to the Regional Office?



Interview – Transportation Coordinator

Environmental Health and Safety Key Indicator #3- Safe Learning Environments and Supervision

Appropriate Release (EnvHS 3.5)

- ▶ With the Transportation Coordinator, discuss how the program ensures children are released to authorized adults at the correct locations.
 - How do bus staff know which adults are authorized to pick up children when they get off the bus and where each child is supposed to be dropped off?
 - What process is in place to appropriately release children as they get off the bus?

Environmental Health and Safety Key Indicator #4- Safe Transportation

Applies only to programs providing Transportation services

Bus Monitors (EnvHS 4.2)

- ▶ Ask the Transportation Coordinator to describe the process for assigning bus monitors.
 - How many bus monitors are assigned to each route? What information is considered when making assignments?
 - How do bus monitors support the safe transportation of children with special needs? Are there times when more than one bus monitor is required? If yes, describe under what circumstances this might occur.

Bus Monitor Training (EnvHS 4.3)

- ▶ Review the program's documentation of training for bus monitors—including topics and date(s) training was received—with the Transportation Coordinator. Training topics should include:
 - Child boarding-and-exiting procedures
 - Use of child restraint systems (Note: lap belts are not appropriate.)
 - Required paperwork
 - Emergency and evacuation procedures
 - Use of special equipment
 - Child pick-up and release procedures



Bus Monitor Training (EnvHS 4.3) continued

- ▶ Confirm that bus monitors are not scheduled for duty until required training is completed. If this is not the case, ask the Transportation Coordinator to describe why this occurred and document the training date(s) and date(s) bus monitors were scheduled.

Bus Driver Training (EnvHS 4.4)

- ▶ Ask the Transportation Coordinator to describe the training plan for staff employed to drive vehicles. Does the training include a combination of classroom and behind-the-wheel instruction sufficient to enable each driver to do all of the following?
 - Operate the vehicle in a safe and efficient manner
 - Safely run a fixed route, including loading and unloading children, stopping at railroad crossings, and performing other specialized driving maneuvers
 - Administer basic first aid in case of injury
 - Handle emergency situations, including vehicle-evacuation procedures
 - Operate any special equipment, such as wheelchair lifts, assistive devices, and special occupant restraints
 - Conduct routine maintenance and safety checks of the vehicle
 - Maintain accurate records as necessary
- ▶ Ask the Transportation Coordinator when staff are scheduled to transport children relative to their training date(s).



Document Review – Criminal Record Check Tracking System

Environmental Health and Safety Key Indicator #3- Safe Learning Environments and Supervision

Criminal Record Checks (EnvHS 3.1)

Review the Criminal Record Check (CRC) tracking document to ensure all staff have CRCs, and the CRCs were completed prior to the staff person being hired.

- ▶ Are there any staff who do not have a CRC?
- ▶ Are there any staff hired within the last 12 months who did not complete a CRC prior to being hired?

Please select up to 10 staff from the CRC tracking document who were hired within the last 12 months. Enter the staff's name, date of hire, and date of CRC completion from the tracking document for each of the 10 selected staff members. Share the list of staff with the grantee so the CRC documentation can be available for the Reviewer for on-site validation.