

PROCEDURE

Cancels: 10.3.2.T Managing Safety Plans

See also: POL 10.3.2; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.3.2 MANAGING CHILD CARE SAFETY PLANS

Action by:

Action:

Licensors

1. **Determines** licensing concern with early learning or school-age staff, volunteer, family home household member or early learning or school-age program which may include but is not limited to:

- Allegation or history of child abuse or neglect.
- Pattern of incidents, injuries or dangerous acts.
- Poor judgment that put children’s health, safety or well-being at risk.
- Identified environmental risks.
- Increased need for supervision of children or staff.

Licensors and Supervisors

2. **Consults** use of Safety Plan with Supervisor.

3. **Fills** out *DCYF 15-906 Child Care Licensing Safety Plan* with early learning or school-age provider in person, by phone or via digital communication.

3a. If extension or modification, **updates** plan and **documents** in WA Compass.

4. **Creates** safety plan in WA Compass.

Supervisor

5. **Approves** or **disapproves** use of safety plan and **documents** in WA Compass.

5a. If not approved, **consults** with Licensors about next steps.

Licensors

6. **Provides** completed safety plan to early learning or school-age provider.

7. **Consults** with Supervisor to determine if and when site visits must occur to verify provider’s compliance with safety plan.

8. **Reviews and staffs** safety plan with Supervisor before expiration date.

Supervisor

8a. If extension or modification needed, **discusses** with Supervisor and provider for approval.

9. **Approves** or **disapproves** extension or modification and **documents** in WA Compass.

9a. If approved, **staffs** with Licensor and **returns** to **step 3**.

9b. If not approved, **consults** with Licensor about next steps.

Licensor

10. **Documents** safety plan visits and staffing throughout safety plan process in WA Compass within 10 business days.