Best Practices for Child Sitting Operations on Campus

Before operating a Parents Night Out event or any event that includes child care, please read over our campus policy below. Any organization wishing to perform this service should meet with the Office of Student Activities and the Director of Campus Safety and Risk Management to make sure that all policies and procedures will be completely followed. Also, release forms for the event will need to be obtained through the Office of Student Activities and filled out by the parents/guardians as they leave their children.

- Conduct an orientation/indoctrination session with volunteer supervisors and child sitters to review Best Practices and operational rules and regulations before the facilities open for operation.
- A background check must be completed and passed on all sitters. This needs to be completed two weeks before the event.
- Given the chance there could be some type of emergency, at least one adult (a non-student) who has completed first aid and CPR training should be on duty during the entire hours of operation.
- There should be at least two supervisors that are trained in Child First Aid and CPR. All
 supervisors (seniors/adult students) need to be made aware of the person who will be
 responsible for handling injuries involving bleeding and blood borne pathogens. Check with an
 athletic trainer for information and what to do relating to this topic.
- Keep a 1:7 overall ratio of sitters to children.
- Inform the Southwestern police department of the child sitting operation and location. If an
 emergency does occur, the fire/police should be prepared to respond to an emergency involving
 a large number of children.
- The nearest telephone should be located or a cell phone available. Have telephone scripts available for the supervisors/sitters for relating emergency information over the phone.
- Plans should be made in the event of bad weather.
 - ✓ If storms or winds are forecast for the time of the event, designate someone to constantly monitor the weather reports.
 - ✓ Establish safety procedures for a tornado.
- Have an adequate number of flashlights readily available. Check to determine if there are backup generators that would respond. Do not use candles.
- No children under 2 years old or in diapers.
- Use classrooms that are located on the first floor level of a facility versus higher level floors.
- At least one hour before the facilities open for operation, someone needs to perform a
 <u>documented</u> inspection of the entire facility. That person should check the following:
 - All doors that should be locked are indeed locked including:
 - ✓ Janitor closets
 - ✓ Mechanical rooms
 - ✓ Equipment rooms
 - ✓ Offices
 - ✓ Unused classrooms
 - ✓ Electrical panels
 - Each room that will be used for babysitting should be reviewed for potential safety problems such as:
 - ✓ Sharp protruding objects from classroom furniture (also check the undersides of furniture) and wall fixtures
 - ✓ Pinch points
 - ✓ Exposed equipment

- ✓ Electrical outlets not plugged
- ✓ Floor objects that may pose a potential hazard (trips/falls/slips, cuts to hands, knees, legs if child crawls, etc.)
- ✓ Windows locked/secured to prevent from opening and falling out
- Make sure each sitter/supervisor s familiar with our emergency response plan and knows the location of nearby fire alarm pull stations, safe shelter areas and all exit routes.
- Make sure restroom doors do not have interior locks that can be engaged by children.
- A parent sign-in sheet should be maintained for each room/event to register when each child in checked in and out of the room by their parent. Verbally inform the parent that his or her child will not be allowed to leave with anyone, but the authorized parent.
- When the parent signs the child in, they need to write in a phone number where they can be
 reached in case of an emergency. A completed Child Sitting Release/Consent form should
 be submitted at sign-in or is on file. Verify that the form is completely filled out and signed.
 Note whether there are any medical conditions, allergies, or medications associated with the child
 and any special needs.
- During sign-in, verbally remind the parent at what time the operations will close down for the day.
- When the child is released to the parent, the parent is required to show a photo ID and provide a signature on the sign-in/out form. A supervisor should monitor the sign-in/out procedures.
- There should be an hourly head count of the participants throughout the day/evening hours of operation.
- Establish procedures for handling restroom breaks. No child should leave a room unattended.
 Note: To help prevent accusations/allegations of possible child molestation, require having (2)
 seniors/adult students present with the children at all times and prohibit volunteer staff from
 having private contact with children. Sitters should not enter the bathroom, but stay at the
 entrance.
- Specify if there will be any type of food/beverage provisions.
- Establish activity rules and regulations.
- Do not allow vehicle drop-off points.