Steps to Realize a Culture of Safety

Use this worksheet to list strategies to support effective practices

Establish Policies and Procedures

- Consider regulatory and best practices when developing health and safety policies and procedures.
- Include a rationale that clearly connects to health and safety.
- Involve staff in developing policies and procedures, and share policy information with your governing body, staff, and families.
- Engage relevant management staff and members of the Health Services Advisory Committee in policy development.
- Schedule periodic reviews of policies and procedures.

Train All Staff, Consultants, Contractors, and Volunteers

- Address regulations and best practices to determine training topics and audience.
- Engage qualified instructors and utilize program resources such as the Health Services Advisory Committee.
- Ensure staff receive training on data collection tools.
- Ensure consultants, contractors, and volunteers receive training on relevant policies and procedures.
- Develop strategies to verify that staff and others understand key messages.

Provide Intentional Support for Implementation

- Ensure staff have the knowledge, resources, and time to complete procedures correctly.
- Ask staff for feedback about what is or is not working.
- Assign someone with authority to follow up if policies and procedures are not working.

Enforce Effective Implementation through Ongoing Monitoring

- Monitor through observation, using tools to assist in ensuring safety practices are in place at all times.
- Collect and analyze data to evaluate the effectiveness of policies and practices.
- Monitor program practices on an ongoing basis to ensure they meet federal, state, tribal, territorial or other health and safety requirements to keep children safe.
- Ensure data management systems allow staff and managers to collect and analyze the right data to evaluate effective implementation.
- Develop a process for responding to any concerns.

Worksheet

Establish Policies and Procedures

Train on Policies and Procedures

Provide Intentional Support for Implementation

Enforce Effective Implementation through Ongoing Monitoring

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Health, Behavioral Health, and Safety

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