

*Checklist*

## Risk Management

**W**hen working in a partnership, well thought out procedures can help after-school programs run more smoothly. Often CBOs and schools have different rules and it will be important for partners to establish mutually agreed upon operating policies and to outline responsibilities and roles. This will greatly reduce potential mishaps and ensure that everyone is on the same page. Use this checklist to help you think through areas that may require clearly defined procedures and make sure you are in compliance.

- \_\_\_\_\_ Do you have copies of all medical records, including hospital authorizations?
- \_\_\_\_\_ Are all medications properly labeled for administering dosages?
- \_\_\_\_\_ Have all your personnel gone through an adequate screening process, including criminal background checks?
- \_\_\_\_\_ What are the standards for staff dress and identification?
- \_\_\_\_\_ Have all staff attended child abuse prevention training?
- \_\_\_\_\_ What are the standards for child pick up and identification?
- \_\_\_\_\_ Do you maintain separate age groups? Are you in compliance with the teacher to student ratio?
- \_\_\_\_\_ How often do you conduct fire drills?
- \_\_\_\_\_ What's the procedure for a bomb threat?
- \_\_\_\_\_ What's the procedure for code red procedures?
- \_\_\_\_\_ Do you maintain a list of emergency numbers?
- \_\_\_\_\_ Do you have an emergency plan in the event of snow, ice storms, tornado, hurricane, nuclear power centers outages?
- \_\_\_\_\_ Do you have emergency contacts for families?
- \_\_\_\_\_ Do you have a backup plan in the event children cannot go home?
- \_\_\_\_\_ Do you have an emergency kit on site?
- \_\_\_\_\_ Do you have an adequate supply of clean drinking water?
- \_\_\_\_\_ Have you agreed upon nationally recognized standards?