

# Risk Reduction Plan

## Licensed Child Care Centers

Child care centers must develop a risk reduction plan that identifies the general risks to children served by the child care center. The license holder must establish specific policies and procedures or refer to existing policies and procedures that minimize identified risks, train staff on the procedures, and each calendar year review the procedures. [[Minnesota Statutes, section 245A.66, subdivision 2](#)]

### Physical Plant

Identify specific risks to children based on an assessment of the physical plant where licensed services are provided.

1. The assessment must include an evaluation of the required factors listed below in column 1.
2. Write each identified risk in column 2.
3. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, **OR** in column 4, reference existing policies and procedures that minimize each risk.

| Physical plant factors required to be assessed | Identified risks   | Policies and procedures developed and implemented to minimize the risks   | Existing policies and procedures that minimize the risks   |
|--|--|---|--|
| Condition and design of the facility           | Located on a State of MN Public University Campus  | All children must be under an adult supervision at all times. No staff member may ever leave a group of children without supervision. Teacher/child ratios for each age group must be maintained at all times. Teachers are responsible for knowing how many children are in their care at all times. Teachers are to position themselves in the classroom in order to view all children at any time. The classrooms are arranged so that the children can be readily observed in all areas. Mirrors are used in the preschool room in areas that may be problematic. The classroom is checked daily for safety of materials and arrangement.   | * Daily Hazards Checklist/Operations Manual<br><br>* General supervision Policy/Operations Manual  |
| Condition and design of the outdoor space      | Located on a State of Minnesota Public University campus   | All children must be under an adult's supervision at all times. No staff member may ever leave a group of children without supervision. Teacher/child ratios for each age group must be maintained at all times. Teachers are responsible for knowing how many children are in their care at all times. Teachers are to position themselves in the classroom in order to view all children at any time. The classrooms are arranged so that the children can be readily observed in all areas. Mirrors are used in the preschool room in areas that may be problematic. The classroom is checked daily for safety of materials and arrangement. | * Daily Hazards Checklist/Operations Manual<br><br>* General Supervision Policy/Operations Manual  |
| Bathrooms                                      | Potential risks can happen in the bathroom because of the developmental level of the children at the center. Bathroom factors must be weighed in, such as sanitation issues, privacy issues, dealing with hard equipment (toilets, stall walls etc.) and potential fluid on the floor. | Children must be taken to the bathroom by a staff member when they need to use the bathroom. The safety of the children in the bathroom is the responsibility of the teacher at all times. Teachers are responsible for cleaning up fluid on floor and toilet immediately. Beside being picked up during the day, the bathrooms are also cleaned daily by janitorial service.   | *Diaper Changing Policies & Procedures/ Operations Manual<br><br>*Hand Washing Procedures/ Operations Manual<br><br>* General supervision policy/Operations Manual |

## Physical Plant

Identify specific risks to children based on an assessment of the physical plant where licensed services are provided.

1. The assessment must include an evaluation of the required factors listed below in column 1.

2. Write each identified risk in column 2.

3. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, **OR** in column 4, reference existing policies and procedures that minimize each risk.

| Physical plant factors required to be assessed     | Identified risks   | Policies and procedures developed and implemented to minimize the risks   | Existing policies and procedures that minimize the risks   |
|--|--|---|--|
| Storage areas                                      | <p>- Infant Storage: Toys and materials are stored on sturdy open shelving metal/fabric baskets. These shelves are located in the sleeping room near an area that at times is used for play.</p> <p>Toddler Storage: Toys and materials are stored in closed cabinets above the toddler eating area.</p> <p>Preschool Storage- Toys and materials are stored in closed cabinets.</p> | In addition to the general supervision of the children, areas will be locked that may pose a risk to children, cleaning products are purchased that are non-toxic (except for toilet bowl cleaner and bleach) and general policies are in place to protect the safety of the children. Staff is trained in the proper ways to dispense medication (for life threatening conditions only); parents are informed as to our medication procedures and the public health nurse reviews our policies regularly.                  | * Materials & Storage Safety Plan/ Operations Manual   |
| Accessibility of medications and cleaning products | <p>Medications: The Lindgren Early Learning Center does not administer medication to children unless it is a life threatening situation. For allergy situations epi-pens are at times located within the center.</p> <p>Cleaning Products Cleaning Products are kept at all times in locked cabinets out of the reach of children.</p>   | <p>-Staff are trained in the proper ways to dispense medication (for life threatening conditions only); parents are informed as to our medication procedures and the public health nurse reviews our policies regularly.</p> <p>-In addition to the general supervision of the children, areas will be locked that may pose a risk to children, cleaning products are purchased that are non-toxic (except for toilet bowl cleaner and bleach) and general policies are in place to protect the safety of the children.</p> | <p>*Medications Plan/Operations Manual</p> <p>*Allergy/Epi-Pen Policy/Operations Manual</p> <p>*Food Allergy Action Plan/Operations Manual</p> <p>*Medication Authorization/ Operations Manual</p> |
| Areas that are difficult to supervise              | Due to the ages of the children, their natural curiosity and impulsive behavior, the staff must be aware of their whereabouts at all times; which includes in the classroom, while interacting with other children or parents, in taking a child to the bathroom, on the playground and walks throughout campus.   | Lindgren's classrooms are set up as teams, there at a minimum of two staff members with the children at all times, so one should always be aware of all of the children when the other is involved with different children or projects. Rooms are also set up to avoid areas that are difficult to supervise. In areas that might pose vision obstruction mirrors are used to aid the staff person's supervision capabilities.  | *General Supervision Policy/Operations Manual  |

## Environment

Identify specific risks to children based on an assessment of the environment for each facility.

1. The assessment must include an evaluation of the required factors listed below in column 1.

2. Write each identified risk in column 2.

3. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, **OR** in column 4, reference existing policies and procedures that minimize each risk.

| Environmental factors required to be assessed                     | Identified risks   | Policies and procedures developed and implemented to minimize the risks   | Existing policies and procedures that minimize the risks   |
|---|--|---|--|
| Type of grounds and terrain surrounding the building              | <p>The Lindgren Child Care Center has two open sides to the University Community both sides have sidewalks with one next to a parking lot and the other, a grassy area. The West parking lot presents inherent risks. The children are periodically taken on walks throughout campus. Extra care is taken to ensure child safety including low staff/child ratios.</p> <p>Injury to children's feet if not wearing appropriate footwear.</p> | <p>The staff is responsible to know the whereabouts of the children at all times. When the children go out to the playground they go out as a group led by their teacher. Parents are reminded through policy, email, and talking with the staff that they need to be with their children. The playground is checked daily for hazards.</p> <p>*Children will wear footwear both indoors and outdoors to reduce general safety risks:<br/> o wounds such as slivers, abrasions,<br/> o injury by slipping or falling;<br/> o general sanitation and cleanliness<br/> *Upon enrollment, parents are encouraged to send and keep one pair of comfortable firm soled slippers or a separate pair of shoes for wearing as inside shoes<br/> *Seasonally, parents are encouraged to provide footwear that is weather appropriate for outdoor play: porous sandals/Crocs that can be used for water play; snow boots for winter</p> | <p>*Outings &amp; Outside/ Operations Manual</p> <p>Outings &amp; Outside/ Operations Manual</p>   |
| Proximity to hazards, busy roads and publicly accessed businesses | <p>The center is located in an academic building which is located on a university campus. The parking lot to the West of the building offers the largest risk. The center is open to the university community during the day and offers itself to the academic community by being a practicum site for numerous academic departments.</p>  | <p>Staff is trained to speak to all visitors that enter the center and assist them in finding the appropriate information. There are very specific procedures to be followed on outings that staff are trained in. First aid kits go on all outings; they are also located in each classroom and on the playground. Staff follow a clear system of identification of the children (face to name) when doing regular head checks on outings. Low child to staff ratios than are followed in the center are followed on outings.</p>  | <p>*General Supervision Policy/ Operations Manual</p> <p>*First Aid Kits/Operations Manual</p> <p>*Missing Child Procedure/Operations Manual</p> |

## Additional Risk of Harm Factors to Children

In addition to any program-specific risks identified under the physical plant and environment assessments, the risk reduction plan must address the risks identified below in **column 1**.

In **column 2**, write specific policies and procedures you have developed and implemented to minimize each risk, **OR** in column 3, reference existing policies and procedures that minimize each risk.

| Identified risks  | Policies and procedures developed and implemented to minimize the risk   | Existing policies and procedures that minimize the risk   |
|---|--|---|
| Closing children's fingers in doors, including cabinet doors  | *Finger guards are attached to the majority of all hinged classroom/bathroom/general doors<br><br>*Children are under supervision of staff at all times                                    | *General Supervision Policy/Operations Manual   |
| Leaving children in the community without supervision   | *Children are tracked regularly on outings using a name to face count<br>*Specific children are assigned to staff on field trips<br>*Low staff: child ratios are followed on outings       | Outings & Outside/Operations Manual   |
| Children leaving the facility without supervision   | *Children are supervised by staff at all times<br>*Staff interact with children on the playground<br>*Parents must let staff know when they are picking up and dropping off their children | *General Supervision Policy/Operations Manual<br><br>*Arrival and Departures/Operations Manual  |
| Caregiver dislocation of children's elbows  | *Training for staff on the proper way to pick up children<br><br>*Training on what to do if a child "flops" on the floor   | *Lifting and Handling Children/Operations Manual  |
| Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages | *No hot liquids in the classroom<br><br>*Microwave is used in Preschool Room for food preparation.   | *General Supervision Policy/Operations Manual<br><br>*Microwave Oven Safety Guidelines/Operations Manual                              |
| Injuries from equipment, such as scissors and glue guns   | *Glue guns are never used by children<br>*Children's safety scissors in the classroom<br>*teachers scissors are kept up in the locked cabinets or out of the reach of all children         | *Dangerous Equipment Policy/Operations Manual   |
| Sunburn   | Because children can be burned when exposed to the intensity of the sun, sunscreen is used following the sunscreen application policy.   | *Outdoor Safety/Operations Manual   |
| Feeding children foods to which they are allergic   | *All children with allergies have the proper forms filled out<br>*All children with allergies have posted sign up in the classrooms and the kitchen  | *Allergies Policy/Operations Manual<br>*Food Allergy Action Plan/Operations Manual<br>*Food Preparation and Storage/Operations Manual |
| Children falling from changing tables   | Staff are trained to keep one hand on a child who is on the diaper changing area at all times.   | *Diapering Procedures/Operations Manual<br><br>*General Supervision Policy/Operations Manual  |
| Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products                            | All harmful cleaning products are kept in locked or inaccessible areas.  | *Cleaning and Disinfection Policy/Operations Manual   |

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## Accessibility of hazardous items

The accessibility of hazardous items to children is prohibited at all times when children are present.

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## Policies and procedures to ensure adequate supervision of children.

The risk reduction plan must include specific policies and procedures to ensure adequate supervision of children at all times as defined under [Minnesota Statutes, section 245A.02, subdivision 18](#). The policies and procedures must include particular emphasis on the areas identified below in column 1.

In column 2, write specific policies and procedures developed and implemented to ensure children will be adequately supervised at all times.

|  |  |
|--|--|
| Required areas to be addressed regarding supervision of children   | Policies and procedures developed and implemented to ensure adequate supervision of children   |
| Times when children are transitioned from one area within the facility to another.   | *Outings and Outside Policy/Operations Manual<br>*General Supervision Policy/Operations Manual |
| Nap-time supervision for infant crib rooms: When an infant is placed in a crib to sleep, supervision occurs when a staff person is within sight or hearing of the infant, as specified under <a href="#">Minnesota Statutes, section 245A.02, subdivision 18</a> . When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision component.  | Nap and Resting/Operations Manual  |
| Nap-time supervision for older age groups (toddler, preschool, school age as applicable): When children are asleep, supervision occurs when at least one staff person is within sight and hearing of the children. All other staff required to meet ratio and distribution requirements must be in the center and able to return to the area where children are sleeping when needed. When children begin to awaken, staff must return to the area as necessary to maintain ratio and distribution requirements based on the number of children who are awake. | Nap and Resting/Operations Manual  |
| Child drop-off and pick-up times.  | Arrival and Departures/Operations Manual   |
| Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks.  | *Outings and Outside Policy/Operations Manual<br>*General Supervision Policy/Operations Manual |
| Supervision of children in hallways.   | General Supervision Policy/Operations Manual   |
| Supervision of school age when using the rest room and visiting the child's personal storage space.  | General Supervision Policy/Operations Manual   |

11/2009

Date Risk Reduction Plan was initially completed: \_\_\_\_\_

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## Orientation to the risk reduction plan

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As part of orientation training under [Minnesota Statutes, section 245A.40, subdivision 1](#), the director, staff persons, substitutes, and unsupervised volunteers must successfully complete training on the center's risk reduction plan before starting assigned duties.

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## Yearly review of the risk reduction plan

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The license holder must review the risk reduction plan each calendar year and document the review. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including the following:

1. The assessment factors in the plan;
2. The internal reviews conducted under [Minnesota Statutes, section 245A.66, subdivision 1](#), if any;
3. Substantiated maltreatment findings, if any; and
4. Incidents that caused injury or harm to a child, if any, that occurred since the last review.

Following any change to the risk reduction plan, the license holder must inform staff persons of the changes in the risk reduction plan. The license holder must document that staff persons were informed of the changes.

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