

## Department of Early Learning

<b>Policy Title:</b>	10.3.2 Safety Plan				
<b>Procedure:</b>	Attached				
<b>References:</b>	WAC 170-151; 170-295; 170-296A. RCW 43.215				
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Licensing Oversight Division		
<b>Effective Date:</b>	8/15/12	<b>Review Date:</b>	8/15/14	<b>Created On:</b>	11/1/08
<b>Reviewed:</b>	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD				
<b>Director Approval:</b>					

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with RCW and WAC regulations. Child care facility or child care licensee is used to indicate both licensed family child care homes, child care centers and school age programs.

### Purpose

Clarify and standardize the process of issuing Safety Plans. The policy provides direction for developing Safety Plans for licensing staff, supervisors, Regional Administrators (RA) and Child Care State Licensing Administrator (CCSLA). Expectations of DEL personnel are clarified in this policy and its accompanying Safety Plan Procedure.

### Policy

DEL personnel will adhere to all components of the attached Safety Plan Procedure. In addition, DEL personnel are expected to:

- I. Accurately and in a timely manner thoroughly assess risk of serious and immediate harm to children in care as a result of a licensing complaint.
- II. Cooperate with Division of Licensed Resources/Child Protective Services (DLR/CPS) investigators to determine level of risk to children.
- III. Take necessary adverse licensing action to keep children safe at any point during a DLR/CPS investigation or DEL complaint inspection.
- IV. Complete a time limited Safety Plan, as appropriate, that addresses issues specific to a complaint.
- V. Respectfully communicate with the child care facility personnel, providing accurate information about the Safety Plan, as requested.
- VI. Respectfully communicate with parents or legal guardians that a Safety Plan has been developed, as requested.

### Attachments

Safety Plan Procedure  
Safety Plan Template