

Appendix N: FRC Safety & Security Checklist for Children

This checklist ensures that all areas where children may be present are operated with both physical and emotional safety in mind.

Section 1: Community Education Partners

- ☐ Single controlled point of entry and exit, monitored by FRC staff or security
- ☐ Clearly designated zones for different age groups:
 - Infants
 - Pre-K/Kindergarten
 - Elementary School
 - Middle School
- ☐ Separate quiet area for nap time or sensory regulation (e.g., mats, low lighting)
- ☐ Sufficient space for supervised play, minimizing risk of injury from running or overcrowding
- ☐ Age-appropriate toys free of choking hazards and regularly sanitized
- ☐ Covered electrical outlets and secured cords
- ☐ Furniture free of sharp corners; corners padded where needed
- ☐ Hot water temperature regulated to prevent scalding
- ☐ Running hot and cold water available
- ☐ Diaper-changing area with privacy and sanitation supplies
- ☐ Clean, accessible bathrooms suitable for various age groups
- ☐ Trash storage with child-safe, lidded receptacles
- ☐ Overflow space identified and ready for surge operations

Section 2: Intake and Registration Area

- ☐ Controlled entry with security or greeter presence
- ☐ Age-appropriate seating and distractions available (e.g., books, toys)
- ☐ Visual privacy and quiet space for children with sensory needs
- ☐ Child-friendly signage and visual aids for non-verbal or developmentally delayed children
- ☐ Language access and interpreter services available
- ☐ Wristbands or ID tags linked to intake documentation
- ☐ Protocols in place to identify unaccompanied minors and trigger safeguarding process

Section 3: Waiting Areas (General or Family)

- ☐ Supervision zones clearly defined and monitored
- ☐ Soft seating or floor space for children to rest or play
- ☐ Safe distance from exits or hazardous areas (e.g., kitchens, storage)
- ☐ Behavioral health staff or child life specialists accessible for children in distress
- ☐ Access to basic supplies (blankets, snacks, water, comfort items)

Section 4: Pediatric Medical & Isolation Zones

- ☐ Child-sized equipment and seating
- ☐ Privacy screens and visual barriers where appropriate
- ☐ Appropriately trained pediatric staff and volunteers

- ☐ Basic pediatric first aid kit and PPE available
- ☐ Clean surfaces and protocols for toy/equipment disinfection
- ☐ Protocols for managing infectious symptoms while minimizing trauma

Section 5: Behavioral Health and Psychosocial Support Area

- ☐ Quiet, calm space away from high-traffic areas
- ☐ Staff trained in trauma-informed approaches with children
- ☐ Visual aids, fidget items, and calming activities available
- ☐ Privacy for one-on-one support or group coping sessions
- ☐ Clear, developmentally appropriate communication tools for children in crisis

Section 6: Feeding/Nutrition Area

- ☐ Designated spaces for feeding children of all ages.
- ☐ Access to refrigeration and handwashing stations that are child appropriate.
- ☐ Safe storage for all food including formula, baby food, and allergen-free options
- ☐ Seating appropriate for children and caregivers
- ☐ Adult supervision during all meal and snack times

Section 7: Restrooms and Hygiene Stations

- ☐ Located near areas with children and have visible signage
- ☐ Accessible to children of all ages, with child-sized features when possible
- ☐ Changing tables with sanitizing supplies and waste disposal
- ☐ PPE and hand hygiene stations adjacent to restroom entry/exit

Section 8: Transition and Release

- ☐ Secured child release area with custody verification protocols
- ☐ Visual and verbal ID matching between child and caregiver
- ☐ Trained staff or caseworkers to support reunification discussions
- ☐ Privacy and emotional support available for high-stress releases
- ☐ Documentation maintained for all child releases or transitions