



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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IN REPLY REFER TO:
NAVMC 1710.12
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NAVMC 1710.12

From: Commandant of the Marine Corps
To: Marine Corps Community Services (MCCS)

Subj: Child and Youth Programs (CYP) Safety and Risk Management Protocol

Ref: (a) MCO 1710.30
(b) Caring for Our Children: National Health and Safety Performance Standards
(c) Occupational Safety and Health Administration
(d) National Capital Poison Center (www.poison.org)
(e) National Fire Protection Association 101, "Life Safety Code"
(f) American Academy of Pediatrics (www.aap.org)
(g) MCO 6220.2a
(h) Center for Disease Control and Prevention, Helmet Safety, Bike Helmet Fact Sheet
(i) National Highway Traffic Safety Administration, Bicycle Safety
(j) The American Cancer Society, Skin Cancer Prevention and Early Detection
(k) The American Academy of Dermatology, How do I Prevent Skin Cancer?
(l) Caring for Our Children: Environmental Health in Early Care and Education
(m) National Association for the Education of Young Children (NAEYC) Early Childhood Program Standards and Accreditation Criteria
(n) The National Weather Service: <http://www.weather.gov/>
(o) State of Iowa Department of Health and Human Services, Healthy Child Care Iowa, Child Care Weather Watch Poster
(p) NAVMC 1710.4
(q) NAVMC 1710.6
(r) MCO 3440.06
(s) DoD Instruction 6060.04, "Youth Services (YS) Policy," December 4, 2019
(t) DoD Instruction 6060.02 w/CH 2, "Child Development Programs (CDPs)," September 1, 2020
(u) The United States Consumer Product Safety Commission's (CPSC) Public Playground Safety Handbook, 2010 edition.
(v) ASTM F1487 –Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
(w) ASTM F1292, Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment

Encl: (1) Child and Youth Programs (CYP) Safety and Risk Management Protocol

1. Purpose. To provide practices, procedures, and guidance, to ensure compliance with safety and risk management.

2. Background. Procedures are in place to ensure participants are not exposed to safety hazards.

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3. Procedures. The following procedures are in place to provide safety and risk management practices and procedures.

4. Information. Headquarters, Marine Corps, Marine and Family Program Division, Family Care Branch, Child and Youth Programs maintains and updates information as required.

5. Certification. This NAVMC is effective the date signed.

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DISTRIBUTION: PCN 10048001400

Child and Youth Programs (CYP) Safety and Risk Management Protocol

1. Safe Environments

a. Indoor Environments. Child and Youth Programs (CYP) ensures the indoor activity areas are free of fire and safety hazards. CYP maintains the following safety measures to include, but not limited to:

- (1) Combustible materials are not accessible.
- (2) Doors leading to a corridor are not propped open.
- (3) Fire egresses are clear.
- (4) Fire pull stations are not obstructed.
- (5) Gates/doors swing in the direction of egress.
- (6) Storage is not within 18 inches of sprinkler heads.
- (7) Bottle warming devices are out of children's reach.
- (8) Chemicals (to include bleach solutions) are not accessible to children.
- (9) Cords are secured, not dangling and out of children's reach.
- (10) Electrical outlets are covered or have childproof outlets.
- (11) Fans (and fan blades) are inaccessible to children.
- (12) Items over 36" are anchored/secured to a fixed surface for stability, to avoid tipping.
- (13) Large buckets or standing water are not present.
- (14) Pinch hazards are minimized with protective barriers and equipment (e.g., finger guards).
- (15) Storage areas, drawers and cabinets containing hazardous materials (e.g., stapler, staples, push pins, scissors) are locked or not accessible to children.
- (16) The water temperature is maintained at a comfortable level.
- (17) Drinking water is readily available at all times for participants and professionals.
- (18) Professionals do not consume hot beverages around participants or in classrooms.
- (19) Poisonous or potentially harmful plants, shrubbery, and trees are prohibited in CYP. All plants not known to be nontoxic should be identified and checked by name with the local poison center (1-800-222-1222) to determine safe use in accordance with (IAW) reference (d).
- (20) Toys/materials/furniture do not present hazards (e.g., long cord

strings, small pieces, sharp edges, and protrusion hazards etc.).

(21) Tripping/slipping hazards are not present (e.g., worn carpets, broken tile, spilled liquids).

b. Outdoor Environments. CYP ensures the outdoor activity areas are free of fire and safety hazards IAW references (u), (v), and (w). CYP maintains the following safety measures to include, but not limited to:

- (1) Egress paths are unobstructed and in good condition.
- (2) Gates are operational with panic hardware; single motion; and swing with egress.
- (3) Flammable/combustible materials are not accessible.
- (4) Children do not have access to hot surfaces (e.g., surfacing, doors, windowsills, equipment)
- (5) Chipping and peeling paint, rust, corrosion, and deteriorating caulking is not present in the outdoor play areas.
- (6) Closed or Off-Limit areas and equipment are clearly marked and children do not have access.
- (7) Equipment, under and around, has adequate protective surfacing.
- (8) Equipment and materials are age-appropriate and are not prohibited by the United States Consumer Product Safety Commission (CPSC)
- (9) Equipment is securely anchored.
- (10) Equipment, fencing, and surrounding play areas are free from sharp points, corners or edges, and protrusion hazards (e.g., bolt threads exposed more than two threads beyond the nut).
- (11) Equipment, fencing, and materials are in good repair, are not missing parts/pieces, and do not have loose fastening devices or worn connections.
- (12) Equipment, fencing, and surrounding play areas are free from entanglement (e.g., gaps at the top of slides), entrapment, and strangulation hazards.
- (13) Exposed moving parts are free from pinching, crushing or shearing points.
- (14) Loose fill material is sufficient (appropriate depth) and not compacted or deteriorated.
- (15) Movable equipment, toys, and loose materials are not located within the use zone (e.g., 6' in all directions around the stationary equipment) (slides and swings have a larger use zone).
- (16) Outdoor storage sheds are locked when not in use.
- (17) Poured in surfaces are in good condition and free from cracks,

holes, flakes, buckling or other damage.

(18) Walkways and passageways are kept clean and in good repair with no obstructions IAW reference (e). Surfaces, including walkways, are free from tripping and slipping hazards.

(19) The lawn is maintained (not overgrown or barren), free of weeds, rocks, roots, holes, and other trip hazards.

(20) Trash cans are available and covered when not in use.

(21) Outdoor play areas are free from debris, trash, and excess or broken equipment.

(22) Outdoor play areas are free of standing water and allows for drainage.

(23) Play surfaces and equipment are free from animal and bird feces, mold, and dirt build-up.

(24) Rodents, insects, birds, and snakes are not present in the outdoor play areas.

(25) Sandbox is maintained, free from debris and covered when not in use.

(26) Shade structures and canopies are well maintained and in good condition.

2. Appropriate and Safe Attire in Child and Youth Programs (CYP)

a. Participants wear comfortable, protective, weather appropriate clothing, closed toe, closed/strapped heel, and soft soled shoes suitable for indoor and outdoor play that promote physical activity.

b. Flip flops, wedges, shoes with pointed heels, backless, or platform shoes are not worn by participants.

c. Infants do not wear loose/dangling jewelry or any breakable jewelry that poses a choking hazard (i.e., Necklaces, breakable bracelets, and teething necklaces/beads) IAW reference (f). In the event an infant is brought to the program wearing these items, professionals remove and return the item(s) to the parent.

d. Professionals/volunteers wear shoes that are appropriate for the job duty being performed. Direct care, custodial, and kitchen professionals wear closed toe shoes with low/no heel.

e. All participants 1 year of age and over wear properly fitted and approved helmets while riding toys with wheels (tricycles, bicycles, etc.) or using any wheeled equipment (rollerblades, skateboards, etc.).

(1) Helmets are removed as soon as participants stop riding or using the wheeled equipment.

(2) Participants do not wear safety helmets while playing on outdoor climbing structures or equipment.

(3) If it is not possible for each participant to have his/her own helmet (as is best practice), helmets will be cleaned between uses by wiping the lining with a damp cloth (no cleaners or harsh chemicals).

(4) Helmets are fitted IAW references (h) and (i).

f. Professionals perform indoor and outdoor daily safety checks prior to participants' arrival and at the end of each day. Safety prevention checks continue by all professionals as participants play in and use the environment and materials.

3. Playing Outdoors in accordance with (IAW) reference (l)

a. Participants play outdoors daily when weather conditions do not pose any health and safety concerns such as a significant risk of frostbite or heat-related illness. Professionals protect participants from harm caused by adverse weather, ensuring participants wear appropriate apparel and or appropriate shelter is provided for the weather conditions.

b. CYP management monitors weather-related conditions through several local media outlets, including local e-mail and text messaging weather alerts.

c. Caregivers protect children from harm caused by adverse weather IAW references (n) and (o).

d. "The Headquarters Marine Corps CYP Flag Conditions Chart" is implemented to reduce the risk of weather-related health risks.

(1) CYP Administrator may adjust the flag condition guidance IAW installation command guidance on operating code procedures.

(2) Outdoor water play times may be adjusted for individual age groups during extreme heat with CYP Administrator approval.

4. Sunny Weather in accordance with (IAW) references (j) and (k)

a. Participants are encouraged to wear sun-protective clothing such as hats and sunglasses; and sunscreen is applied (with parent permission).

b. CYP encourages parents to provide broadband sunscreen with UV-b- and UV-a-ray sun protection factor (SPF) at least 30 or higher and that sunscreen is applied before arriving at the CYP.

c. Sunscreen is applied every 2 hours and after swimming, sweating, or drying off with a towel.

d. Designated shade areas (man-made or natural elements) are available throughout the CYP outdoor environment.

5. Warm Weather

a. Participants have access to clean, sanitary water at all times and are encouraged to drink water during periods of prolonged physical activity.

b. CYP encourages participants to dress in clothing that is light colored, light weight clothing, and limited to one layer of absorbent

material that will maximize the evaporation of sweat.

6. Cold Weather

a. CYP encourages participants to wear appropriate clothing and outer garments for outdoor play, such as hats, coats (with no hood or neck strings), and gloves/mittens.

b. CYP professionals monitor participant's extremities for normal color and warmth at least every 15 minutes.

7. Water Safety. Procedures are in place and apply to all bodies of water (to include, but not limited to, pools, tubs, wading pools, water play tables, and water pad areas) and include contingency plans for water emergencies.

a. Constant and active supervision is maintained when any participant is in or around water, to include water play, swimming, and water sports.

b. Communal water tables are filled with fresh potable water with each use IAW reference (m). The area under and around is wiped up during and after use.

c. All containers used to hold water, including buckets, tubs, and water tables will be emptied immediately after use.

d. Supervising professionals read and review pool/water sport area rules prior to visiting the area.

e. Participants are provided a safety brief prior to entering the water or water play area to include:

(1) Expectation that they demonstrate age-appropriate behavior and safety skills, including, but not limited to, not pushing each other, holding each other under water, or running.

(2) Depth of water at different areas.

(3) Responding to emergencies and when/how to call for help.

8. Exposure to dangerous chemicals. Procedures are in place to ensure chemicals and other potentially dangerous products are inaccessible to participants IAW reference (c).

a. Proper labeling and storage of diluted bleach solution procedures are in place IAW references (b) and (p).

b. Diluted bleach solution is accessible to staff in an unlocked location, but inaccessible to participants.

c. Cleaning products with a warning, indicating non-use in areas occupied by participants, are not used.

d. Safety Data Sheets (SDS) are readily available on all cleaning products or supplies requiring safety references to include, but not limited to, craft products, hand/dish-washing soaps, and cleaning supplies, etc.

e. An SDS binder is maintained, in an easily accessible location to all staff in each facility. First aid components on each SDS sheet are highlighted.

f. The products requiring SDS are listed on the facility authorized user list for chemicals. SDS training is provided to all professionals.

9. Emergency and Disaster Preparedness. Emergency procedures and plans to prepare and respond for disasters, emergencies, and other threatening situations (including weather-related, natural disasters) are in place for the protection of professionals and participants to include contingency plans in the event participants cannot return or re-enter the facility IAW reference (r).

a. The CYP Administrator (CYPA) is responsible for creating and updating the installation standard operating procedure (SOP) for emergency management. The SOP outlines the local information needed to implement all emergency management procedures for natural disasters and force protection measures to include but not limited to shelter in place, evacuation procedures, medical emergencies, and active shooter.

b. Written procedures are in place to address natural disasters that are relevant to installation location (e.g., earthquake, tornado, tsunami, flash flood, storms, and volcano eruption). Procedures include language for the evacuation of persons with mobility challenges and other special needs.

c. Professionals and participants practice regularly scheduled drills. The drills are documented and readily available for inspection.

d. Mechanisms/systems for notifying and communicating with emergency management public and/or installation officials are in place.

e. Programs communicate relevant information from emergency/disaster plan with parents/guardians to include, but not limited to, notification plan and pick up procedures in various situations.

f. Professionals and volunteers are aware of and execute the procedures.

g. Emergency telephone numbers including police, fire, rescue, and poison control services are posted by telephones and program first aid kit and are available at all times.

h. Installation civilian personnel policy and guidance is followed in the event of a public health emergency.

10. Fire Standards. CYP facilities meet the structural and operational requirements and Family Child Care (FCC) homes meet minimum fire protection and life safety requirements as outlined in reference (e), and as interpreted by local fire authorities.

a. All CYP components (Child Development Center (CDC), School Age Care (SAC), Youth Centers, and FCC homes) practice unannounced evacuation drills conducted by Subject Matter Expert in fire (trained FCC providers may conduct the home drills) IAW reference (q).

(1) Evacuation (fire) drills are conducted monthly and at different times of the day or evening when participants are in care.

(2) Drills are documented and readily available for inspection.

b. The evacuation plan/route and written procedures are posted in high visibility areas to include the primary and secondary evacuation exits from the classrooms, activity areas and kitchen, hallways, and entryways.

c. FCC homes have exits that are free from obstructions and in working order. Each FCC home has at least two fire exits, one of which may be a window, complying with the size requirements IAW reference (e).

d. FCC homes have at least one fire extinguisher rated 1A:10BC and approved by the local Fire Marshal readily available.

11. Field Trip Requirements. Procedures are in place for responding to potential field trip emergencies include, but not limited to, behavior issues, medical emergencies, severe weather, terror threat, missing child, and active shooter IAW reference (s).

a. Field trips involving transportation is limited to preschool age and older participants.

b. Field trips are conducted as part of the overall curriculum/activities and based on the interests of the participants.

c. Professionals ensure field trip sites are safe and age appropriate.

d. Families are notified about procedures and policies for field trips. Families are notified of all activities outside the center.

e. Parental permission forms are submitted for participants and kept on file. A copy will be taken on field trip.

f. A first aid kit and any required medications are taken on field trips.

g. A name to face procedure is conducted when boarding the vehicle(s); upon reaching the field trip site; throughout the duration of the field trip (IAW supervision and accountability protocol NAVMC 1710.13); when re-boarding the vehicle(s) for the return trip; and upon return to the facility.

12. Transportation Safety. Procedures are in place to ensure the safe transport of participants in CYP IAW references (a) and (s).

a. All vehicles used to transport participants must meet the National Highway Traffic Safety Administration safety standards of a Multi-Functional School Activity Bus or School Bus.

b. Professionals, non-specified and specified volunteers, and participants practice vehicle evacuation procedures prior to field trips.

c. All vehicles used for transporting participants are licensed, inspected, and maintained, to meet installation, state, federal, and country requirements.

d. Drivers of vehicles used to transport participants are trained, licensed, and meet state, local, and installation requirements. Documentation is maintained in the Professional's file. Drivers carry

documents required by the state, local, and installation at all times when operating a vehicle.

e. Professionals who are required to drive as part of their duties disclose any driving infractions, license revocations, or other serious incidents to their supervisor immediately upon the infraction.

f. CYP ensures department of motor vehicles driving record checks are performed annually on all individuals that drive for CYP. Timelines and seriousness of driving infractions are investigated, and a determination made whether to restrict driving privileges IAW state, local, and installation policies.

g. CYP drivers (excluding FCC) are not counted in child to staff ratio while operating the vehicle.

h. Wearing portable headphones, earphones, or any listening devices while driving is prohibited. Passenger use of vehicle sound equipment or mounted televisions on board the vehicle is acceptable as long as the volume levels do not distract the driver.

i. Vehicle drivers have access to means of communication for emergency purposes and communication with CYP. If a cell phone must be used, the driver pulls the vehicle over in a safe location and comes to a complete stop. The use of a cell phone is not permitted when the driver is operating the vehicle.

j. CYP has established vehicle emergency procedures, per state, local, and installation requirements. Training in vehicle emergency procedures is conducted and documented for each driver. During an emergency situation, the safety of participants shall always take precedence. A copy of the vehicle emergency procedures shall be kept in the vehicle for reference.

k. Professionals assists participants while entering and exiting the vehicle. After all participants have exited the vehicle, a CYP Professional performs a physical walk of the vehicle to ensure no one is left behind.

13. Tobacco, Alcohol, and Drug Use. Procedures are in place to ensure participants are not exposed to the harmful effects of tobacco, alcohol, and drug use while participating in any CYP activity or program IAW reference (b).

a. The use of tobacco (i.e., Cigarettes, electronic cigarettes, and vaping), alcohol, and illicit drugs are prohibited on the premises of any CYP facilities (both indoor and outdoor environments), or visible to any CYP participant.

b. Professionals are not under the influence of, legally prescribed drugs that have side effects that diminish the ability to properly supervise and care for children or safely drive program vehicles.

14. Family Child Care (FCC) Safety Standards. Procedures are in place to ensure participant safety.

a. Participants are not exposed to the harmful effects of tobacco, alcohol, and drug use while participating in any FCC homes IAW reference (b).

b. Providers conduct a daily safety walk-through of the home and yard. Providers correct identified problems and take appropriate action to ensure safety is not compromised.

c. FCC safety standards are inspected during the monthly home monitoring visits. Potential hazards are documented, corrected, and must remain corrected.

d. Certification may be denied or suspended if safety requirements are not met IAW reference (t). These include, but not limited to:

(1) Weapons, firearms, ammunition, explosives, fireworks, and pyrotechnics are stored IAW local installation order.

(2) Household cleaning agents.

(3) Medicines.

(4) Poisonous plants.

(5) Matches/lighters.

(6) Alcohol/tobacco/drug products.

(7) Knives/sharp objects.

(8) Accessible electrical outlets are covered with protective covers when not in use.

Appendix A

USMC Child and Youth Programs Flag Conditions Chart



Green Flag

- All outdoor activities allowed for all age groups



Yellow Flag

- Infants are not allowed outside
- Pre-toddlers allowed outside up to 15 minutes
- Toddlers and preschoolers allowed outside up to 20 minutes
- School-Age children allowed outside for 30 minutes
- Youth allowed outside for 45 minutes



Red Flag

- Infants and Pre-toddlers are not allowed outside
- Toddlers and Preschoolers allowed outside for up to 15 minutes
- School-Age children allowed outside for 15 minutes
- Youth allowed outside for 30 minutes



Black Flag

- Youth and School-Age children are allowed outside for swimming fieldtrips and must have transportation.
- Outdoor activities for all other age groups is not allowed.

Appendix: Safety and Risk Management Protocol (Flag Conditions)