

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Day Enrichment Services

POLICY NO: 60-010

SUBJECT: Staff Responsibility for Consumer Safety

EFFECTIVE DATE: December 1992

Policy:

It is the policy of Cottonwood, Inc. that Day Enrichment Services staff are present during service times. Staff oversight is provided based on individual needs, skills, abilities and situations. Staff are responsible for holding monthly safety meetings with consumers.

Procedures:

1. Staff must be present and always participating in all service environments or have expressed authorization from their coordinator to be away. Personal staff errands and personal purchases are generally not permitted while at work. Exceptions must be preapproved by the Day Enrichment Services Supervisor and/or Day Enrichment Services Coordinator.
2. During program hours, staff must monitor all indoor and outdoor activities according to individual need.
3. Staff ensures that consumers in each environment are meaningfully engaged. Staff provides support in accordance with the program curriculum and individual preferences and needs.
4. Monthly Safety meetings are held with a variety of topics for discussion and training purposes. Topics to review include Abuse, Neglect and Exploitation, Consumer Rights, universal precautions, service area safety rules, drill procedures and medical emergencies, making sure the building is locked outside of day services hours of operations.