

# SUNSHINE KIDS ACADEMY

Yearly Childcare Safety Plan | 年間保育安全計画



## ◆ Safety Inspection | 安全点検

### ① Safety inspections of facilities, equipment, and the outside environment (walking trails, emergency evacuation sites, etc.) |

施設・設備・園外環境(散歩コースや緊急避難先等)の安全点検

| Month                             | September  | October  | November                     | December   | January   | February  |
|-----------------------------------|--|--|------------------------------|--|---|---|
| Priority Inspection Area   重点点検箇所 | Check the emergency evacuation site (SU Sogo Park) | Walking trails to SU Sogo Park and make safety map | Check all Fire Extinguishers | Check the hallway and staircase for evacuation within the campus | Check Evacuation Drill Instruments (Helmets, Voice Amplifier, etc.) | Check all the expiration dates of Emergency Food and Supplies |
| Month                             | March  | April  | May                          | June   | July  | August  |
| Priority Inspection Area   重点点検箇所 | Check the emergency evacuation site (SU Sogo Park) | Walking trails to SU Sogo Park and make safety map | Check all Fire Extinguishers | Check the hallway and staircase for evacuation within the campus | Check Evacuation Drill Instruments (Helmets, Voice Amplifier, etc.) | Check all the expiration dates of Emergency Food and Supplies |

### ② Manuals developed and shared |

マニュアルの策定・共有

| Field   分野  | Date Scheduled   策定期間 | Scheduled date of review (reinspection)   見直し(再点検) 予定時期 | Location of Display and Control   掲示・管理場所 |
|---|-----------------------|---|---|
| Prevention Manual for Serious Accidents   重大事故防止マニュアル | 2021年 7月 20日          | 2023年 7月 18日  | Staff Handbook & Website                  |
| <input type="checkbox"/> Nap Log   午睡                 | 2018年 7月              | 2023年 7月 18日  | Staff Handbook & in TT & RB Classrooms    |
| <input type="checkbox"/> Meal   食事                    | 2021年 7月              | 2023年 7月 18日  | In the Works...                           |
| <input type="checkbox"/> Pool/Waterplay   プール・水遊び     | 2021年 7月              | 2023年 7月 18日  | Office & Classrooms                       |
| <input type="checkbox"/> Outside Activities   園外活動    | 2021年 7月              | 2023年 7月 18日  | Office & Classrooms                       |
| <input type="checkbox"/> Bus   バス送迎                   | 2021年 7月              | 2023年 7月 18日  | Staff Handbook & Agreement Form           |
| Disaster Control Manual   災害時マニュアル                    | 2021年 7月 20日          | 2023年 7月 18日  | Staff Handbooks, in Each classroom        |
| 119 Emergency Manual   119番対応時マニュアル                   | 2021年 7月 20日          | 2023年 7月 18日  | Staff Handbooks, in Each classroom        |
| Emergency Situations Manual   救急対応時マニュアル              | 2021年 7月 20日          | 2023年 7月 18日  | Staff Handbooks, in Each classroom        |
| Suspicious Individual Manual   不審者対応時マニュアル            | 2021年 7月 20日          | 2023年 7月 18日  | In the Works...                           |

◆ Safety instruction for children and parents | 児童・保護者に対する安全指導等

① Safety Instruction for children (safety in daily life at the facilities, procedures in the event of disasters or accidents, traffic safety, etc.) | 児童への安全指導 (施設の生活における安全、災害や事故発生時の対応、交通安全等)

|                                | Sept. ~ Dec.   | Jan. ~ Mar.  | Apr. ~ Aug.  |
|--------------------------------|--|--|--|
| 0~2-year-old  <br>乳児・1歳以上3歳未満児 | Use video, books, and all kinds of resources available to discuss and simulate the emergency situation on each evacuation drill day. | Use video, books, and all kinds of resources available to discuss and simulate the emergency situation on each evacuation drill day. | Use video, books, and all kinds of resources available to discuss and simulate the emergency situation on each evacuation drill day. |
| 3 years and older  <br>3歳以上児   | Use video, books, and all kinds of resources available to discuss and simulate the emergency situation on each evacuation drill day. | Use video, books, and all kinds of resources available to discuss and simulate the emergency situation on each evacuation drill day. | Use video, books, and all kinds of resources available to discuss and simulate the emergency situation on each evacuation drill day. |

② Explanation/sharing with parents | 保護者への説明・共有

| Sept. ~ Dec.                                    | Jan. ~ Mar.                                     | Apr. ~ Aug.                                     |
|---|---|---|
| Post the evacuation drill report on the Bloomz. | Post the evacuation drill report on the Bloomz. | Post the evacuation drill report on the Bloomz. |

## ◆ Drill and Training | 訓練・研修

### ① Themes of Monthly Drill | 訓練のテーマ・取組

| Month                         | September  | October                       | November   | December   | January                                | February  |
|-------------------------------|------------|-------------------------------|------------|------------|--|---|
| Monthly Evacuation Drill   ※1 | Fire Drill |                               | Fire Drill |            | Earthquake                             |   |
| Others   ※2                   |            | Staff Training (Hiyari-Hatto) |            |            |  | Staff Training (Abuse, All kinds of safety protocols) |
| Month                         | March      | April                         | May        | June       | July                                   | August  |
| Monthly Evacuation Drill   ※1 |            | Fire Drill                    | Earthquake | Fire Drill | Earthquake                             | Fire Drill  |
| Others   ※2                   |            |                               |            |            | Staff Training (BLS & Stranger Danger) |   |

※1 Normal Evacuation Drill | 「避難訓練等」・・・認可外保育施設指導監督基準第3の1(2)の規定に基づき定期的実施する避難及び消火に対する訓練

※2 119 and/or other Emergency Protocol | 「その他」・・・「避難訓練等」以外の119番通報、救急対応(心肺蘇生法、気道内異物除去、AED・エピペン®の使用等)、不審者対応、送迎バスにおける見落とし防止等

### ② Participants (List unless all staff) | 訓練の参加予定者(全員参加を除く。)

| Drill   訓練内容 | Participants   参加予定者 |
|--------------|----------------------|
|              |                      |
|              |                      |
|              |                      |

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## ◆ Drill and Training | 訓練・研修

### ③ Staff Training and Seminars (specify whether conducted in- or out- school) | 職員への研修・講習 (園内実施・外部実施を明記)

| Sept. ~ Dec.  | Jan. ~ Mar.   | Apr. ~ Aug.  |
|---|---|--|
| In-school:<br>One-day staff training, basic emergency protocols<br><br>Date of Training : Oct 7th, 2022 | In-school:<br>One-day staff training, basic emergency protocols<br><br>Date of Training : February 24th, 2023 | In-school: 4-day staff training<br>Out-school: 4-hour BLS training at Urayasu fire station.<br>CPR and all other related First Aid training.<br><br>Date of Training : July 14 - July 18th, 2023 |

### ④ Schedule of training and courses conducted by government and other organizations | 行政等が実施する訓練・講習スケジュール

※ Note the schedule of trainings and seminars conducted by the local government and related organizations, regardless of whether you intend to participate in them or not | 所属する自治体・関係団体等が実施する各種訓練・講習スケジュールについて参加目途にかかわらずメモする

Urayasu Fire Station: CPR and BLS training in July.

## ◆ Thorough measures to prevent recurrence (collection and analysis of near-miss incidents, countermeasures, and methods for sharing such information, etc.) | 再発防止策の徹底 (ヒヤリ・ハット事例の収集・分析及び対策とその共有の方法等)

Lecture by Licensed Hoikushi staff.

## ◆ Other actions to ensure safety (e.g., efforts in cooperation with local residents and stakeholders, safety protocol with the attendance management system, etc.) | その他の安全確保に向けた取組 (地域住民や地域の関係者と連携した取組、登降園管理システムを活用した安全管理等)