

# 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   TKY Kyobashi Park)	Walking trails to SU Sogo Park   TKY Kyobashi 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   TKY Kyobashi Park)	Walking trails to SU Sogo Park   TKY Kyobashi 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   策定期期	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 9月 12日	Staff Handbook & in TT & RB Classrooms
<input type="checkbox"/> Meal   食事	2021年 7月	2023年 9月 12日	On Preparation
<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	Parents & 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	Parents & 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	Parents & 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	On Preparation.

◆ 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   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   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 report at the entrance. Post the report on the website.	Post the evacuation drill report on the Bloomz. Post the report at the entrance. Post the report on the website.	Post the evacuation drill report on the Bloomz. Post the report at the entrance. Post the report on the website.

## ◆ 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
Earthquake / Tsunami	Teachers & Students
Suspicious	Teachers & Students
Fire Drill	Teachers & Students

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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: One-day staff training, basic emergency protocols  Date of Training : Oct 16th, 2023	In-school: One-day staff training, basic emergency protocols  Date of Training : February 22th, 2024	In-school: 4-day staff training Out-school: 4-hour BLS training at Urayasu fire station. CPR and all other related First Aid training.  Date of Training : July 17 - July 19th, 2024

### 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.  
 Ms. Tina, Ms Jennifer & Ms. Geraldine will take lessons based on "Kosodate shien in" Oct-Dec.

### ◆ 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)

Ms. Tina, Ms Jennifer & Ms. Geraldine will take lessons based on "Kosodate shien in" Oct-Dec.

### ◆ 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)

Ms. Tina, Ms Jennifer & Ms. Geraldine will take lessons based on "Kosodate shien in" Oct-Dec.