

## Child Health and Safety Incident Reporting Procedure

### Approach:

Southern Oregon Head Start is committed to the highest standards of child health and safety. We have established sound policies and procedures that proactively ensure we have healthy and safe environments, staff training and professional development around positive guidance and discipline, effective active supervision, mapping and zoning of play areas and an ongoing monitoring system to support compliance.

Even with the most effective systems and sound policies and procedures in place, there are times when incidents may occur. In the event they do, we have established procedures for timely reporting and follow-through on such incidents.

Also see [Safety Policy](#), [Child Supervision Procedure](#), [Child Guidance Procedure](#), [Medication Administration Procedure](#), [Arrival and Departure Procedure](#) and [Agency Standards of Conduct](#).

#### Head Start Program Performance Standard

1302.47(a) & (b) Safety Practices

1302.102(b) & (c) Monitoring program performance, continuous improvement

#### Oregon State Office of Child Care:

OAR 414-300-0230 – Medications

### Procedure:

Upon the occurrence of any child incident involving inappropriate positive guidance and discipline, ineffective active supervision, unauthorized release of a child, and inappropriate medication administration staff must report incidents that breach any of the aforementioned policies and procedures immediately. Immediately is defined as right away or the soonest time a staff person can leave the classroom while maintaining required ratios for child safety and supervision. All incidents must be reported ideally within two hours, but no later than the same day. Reportable incidents include:

- Sight and sound supervision of a child/children did not occur
- Prohibited physical/emotional staff/child interactions are observed
- Unauthorized release of a child/children is noted
- Inappropriate medication administration to a child is noted
- Child injuries that require either hospitalization or emergency room medical treatment
- Potential child abuse or maltreatment

- Any other observation of incidents that compromise the health and safety of children

In the event of incidents occurring at any of our center locations the following action steps must occur without exception:

1. Any individual who directly observes, receives, or becomes aware of information related to an incident must immediately report it to their direct supervisor, Site Manager, or designee, as defined above. If none of these individuals are available within two (2) hours, the report must be made **directly to the 0–5 Head Start Director. If the 0–5 Head Start Director is unavailable, the report must be made to the Executive Director or the Human Resources Director.** If the incident involves the Site Manager, the individual must bypass the Site Manager and report **directly to the 0–5 Head Start Director. If the 0–5 Head Start Director is unavailable, the report must be made to the Executive Director or the Human Resources Director.** At this time the Site Manager may be instructed to review and save applicable video footage. Upon receipt of the report, the appropriate leadership team will ensure that all required notifications are made to the appropriate Department Lead and any other required parties.
2. The HR Director will determine and advise as to whether staff involved or otherwise named in the report shall be suspended (with pay) pending an information-gathering process.
3. The Site Manager or designee will facilitate an information-gathering process that requires all staff involved to write an objective statement. An objective statement includes only the pertinent facts regarding the incident (e.g., who, what, when, where). An objective statement does not include personal opinions, judgments, subjectivity, or leading statements. Any necessary interviews will be conducted by the Site Manager or assigned director. Objective statements and information from interviews will be compiled by the Site Manager or designee. The information-gathering process of the reported incident will be conducted on the same day whenever possible. In addition, any video or other recordings that relate to the suspected incident will be archived and reviewed by the HR Director and or designee. For reports regarding incidents that occur at or near the end of the work day, the information-gathering process will commence at the beginning of the following day.
4. At the conclusion of the information-gathering process, all pertinent information will be forwarded to the 0-5 Head Start Director, Executive Director, HR Director and the relevant Department Lead.
5. The 0-5 Head Start Director, Executive Director, HR Director, and the relevant Department Lead form the Incident Review Team (IRT). The IRT will meet and review the information gathered, and determine if a report needs to be made to any of the following agencies: The Office of Child Care, the Department of Human Services Child Welfare, the Department of Early Learning and Care, and

the Office of Head Start. Any determined reporting will be made by the 0-5 Head Start Director (or their designee) within 24 hours of the reported incident.

*\*If any member of the IRT is implicated in the report or during the investigation process they will be removed from the IRT.*

6. If it is determined by the IRT that the incident should be reported externally, including but not limited to the Office of Head Start, all internal information-gathering proceedings will be discontinued unless otherwise instructed by an external regulatory agency or the Executive Director.
7. If an external report is made, the IRT will determine which member will be the authorized Director to speak to any agency designated to inquire about or investigate the external report. The Site Manager and Designee at the center involved will be notified regarding the identified authorized Director. If any agency or representative thereof comes to the center to ask questions or investigate a report, center staff and the Site Manager or Designee must call the identified authorized Director immediately and inform the agency representative that only the authorized Director may speak on behalf of the center.
8. In consultation the IRT will determine if any disciplinary action is warranted, up to and including termination. HR will share pertinent information with the union if necessary and give the decision to the Site Manager and applicable content lead. The Site Manager will follow up with the individual(s) with the next steps.
9. At the conclusion of events, the IRT will analyze the incident particulars and determine if training and technical assistance from the Office of Head Start is warranted to strengthen management systems, policies, and procedures or staff training practices to better assure the health and safety of children.