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.


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 is unobtainable
- Prohibited physical/emotional staff/child interactions are observed
- Unauthorized release of a child/children is noted
- Inappropriate medication administration to a child is noted
- 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. The individual(s) who directly observes or hears anything associated with the incident should report the information to their direct supervisor- Site Manager (or Education Supervisor in their absence) immediately, as defined above. If neither of those individuals are available within two hours, reports must be made to the Assistant Head Start Director (Note: In the event the incident involves the Site Manager the individual should report the incident or allegation to the Assistant Head Start Director and, if not available, reported to the Head Start Director (HS Center) or the Early Head Start Director (EHS Centers).

2. The HR Director will immediately suspend (with pay) the staff involved in the report pending an information gathering process.

3. The Site Manager 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, judgements, subjectivity or leading statements. Objective statements will be documented by the Site Manager on the Agency Incident Reporting Form. The information gathering process of the reported incident will be conducted the same day whenever possible. 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, the Site Manager will inform the Assistant Head Start Director. Subsequently, all pertinent information will be forwarded to the Head Start and Early Head Start Directors and the Executive Director.

5. The Assistant Head Start Director, the Head Start and Early Head Start Program Directors, and the Executive Director 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, Department of Human Services Child Welfare and Office of Head Start. Any determined reporting will be made by the HS or EHS Program Director (or their designee) within 24 hours of the reported incident.

6. If it is determined by the IRT that the incident should be reported externally, all internal information gathering proceedings will be discontinued unless otherwise instructed by an external regulatory agency or the Executive Director.

7. If a report is made, the Incident Review Team will determine which member will be the authorized Director to speak to any agency that shows up at the center to investigate. The Site Manager and Education Supervisor at the center involved will be notified regarding the identified authorized Director. If any agency comes to the center to ask questions or investigate a report, center staff and the Site Manager or Education Supervisor 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 with the HR Director, the IRT will determine if any disciplinary action is warranted, up to and including termination.

9. At the conclusion of events, the Incident Review Team 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.