

## Huron Playschool Cooperative

### Serious Occurrence Policy

#### Overview & Definition:

Huron Playschool Co-operative is responsible for delivering services that promote the health, safety and well-being of children. Playschool is accountable to the public and the Ministry of Education to demonstrate that our services are consistent with relevant legislation, policies and regulations.

Serious Occurrence reporting is one of many tools that provide Playschool with an effective means of monitoring the appropriateness and quality of our service delivery. Monitoring includes an ongoing review of practices, procedures and training needs. Serious Occurrence reporting also provides the Ministry of Education and City of Toronto Children's Services with a means to monitor the appropriateness and quality of service delivery.

All Serious Occurrences must be reported in accordance with these guidelines. All staff and volunteers must notify the Teacher/Director of any serious occurrences immediately.

A serious occurrence is defined as:

1. the **death of a child** who receives child care at a licensed home premises or child care centre;
2. **abuse, neglect or an allegation of abuse or neglect** of a child while receiving child care at a home premises or child care centre;
3. a **life-threatening injury to or a life-threatening illness** of a child who receives child care at a home premises or child care centre;
4. an incident where a child who is receiving child care at a home premise or child care centre goes **missing or is temporarily unsupervised**, or
5. an **unplanned disruption of the normal operations** of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre.

#### Section A - Procedures with Respect to Responding to Serious Occurrences

1. Provide the person with immediate medical attention as needed and contact any additional care (for example, fire and police services, child protection agency, etc.). Address any continuing risks to that child's (and others') safety. Contact the child's parents/guardians immediately. All individuals with knowledge of the incident should remain at Playschool until excused by the Teacher/Director.

2. Staff, volunteers and other witnesses will report the serious occurrence to the Teacher/Director immediately.
3. The Teacher/Director will report the occurrence to the Playschool Board. The Teacher/Director will determine if the incident requires Serious Occurrence reporting. Serious occurrences need to be reported within 24 hours of the occurrence by entering information about the occurrence into the Ministry of Education's Child Care Licensing System (CCLS). If the individual cannot access the CCLS, they must notify their program advisor via telephone or email within 24 hours of becoming aware of the incident and complete a Serious Occurrence report in the CCLS as soon as the system becomes available.
4. The Director will post the notification for parents generated by the CCLS on the Parent Notice Board and will remain posted for a minimum of 10 days. The posting will give the parents information about the incident and outline follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. Longer-term actions taken by the Playschool will also be included to help prevent similar incidents in the future, where applicable. Updated information related to the Occurrence will be posted on the notice board and distributed to parents through our newsletter. No identifying information will be included on the Notification.

The exception is in the case of allegations of abuse or mistreatment. They will not be posted until the Children's Aid Society has concluded its investigation and the allegation is verified or not verified or, unverified complaints which are being investigated by the Ministry. If Playschool is uncertain when to post the Notification form in these situations they will contact the Ministry of Education.

#### **Section B - Procedure for a Missing Child under the care of Huron Playschool:**

1. Alert all staff ;
2. Immediately search the child care premises, including outdoor areas (e.g. playground);
3. Have a staff member who is not searching the premises immediately alert the child's parents (in case parents have additional information about child's whereabouts); and
4. Advise the police by telephone.

#### **Section C - Duty to Report:**

An allegation of abuse or neglect, will require a duty of report that a child may be in need of protection. "If a licensee or staff member suspects that a child is, or may be, in need of protection, they must report this to the local children's aid society in accordance with section 72 of the Child and Family Services Act."

A person who has reasonable grounds to suspect that a child is, or may be, in need of protection must report directly to a children's aid society. "A report to a children's aid society must be made for all situations where a child is, or may be, in need of protection, no matter where the alleged abuse or neglect took place. However, licensees are only required to notify the program advisor

of a serious occurrence if the alleged abuse or neglect occurred while the child was receiving care at the child care centre.”

**Section D - Follow-up for all Serious Occurrences:**

1. The PA follows up with the Director as required. During follow-up the PA reminds the Director to add updates in CCLS within 7 working days of the initial report and to update the posted notification as required.
2. The Children’s Services Consultant will ensure that the follow-up is complete and recorded in CSIS. The updated CSIS reported is emailed to the PA, Ministry Compliance Manager, City District Director and City Consultant indicating the follow-up is complete.

This policy will be reviewed annually by all staff, volunteers, student teachers, parents and members of Huron Playschool in accordance with Subsection 1.2 of the *Child Care Licencing Manual, August 2016*.

Revised: October 2016