

Home Child Care Policies and Procedures

Section: Guiding Children's Behaviour

Policy No: 470812

Policy Title: Serious Occurrence Reporting Procedure

Revision Date: August 2016

Authority:

- Child Care and Early Years Act (CCEYA), Ministry of Education

A Protocol for the Reporting of a Child in Need of Protection Between the Regional Municipality of Waterloo Child Care Division and Family and Children's Services, 2013

Policy Statement:

- All serious occurrences must be reported to the Ministry within 24 hours of the occurrence.
- Within 24 hours of becoming aware of an occurrence or when Home Child Care deems the occurrence to be serious as set out under Ministry of Education (MEDU) The Home Child Care consultant will complete the online Serious Occurrence Form. The consultant will then complete the Serious Occurrence Notification Posting Form in order to communicate information to parents about serious occurrences that have occurred in the home of the private-home day care. The consultant's supervisor will sign the form. The consultant will ensure that the caregiver posts the form in a conspicuous place in the home location where the serious occurrence has happened.

Policy Intent:

To follow Serious Occurrence Reporting rules as set out by the Ministry

Definitions:

Serious occurrence means:

- The death of a child who received child care at a home child care premise
- Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home child care premises
- A life-threatening injury to or a life-threatening illness of a child who receives care at a home child care premise
- An incident where a child who is receiving child care at a home child care premise goes missing or is temporarily unsupervised, or
- An unplanned disruption of the normal operations of a home child care premises that poses a risk to the health, safety or well-being of children receiving care at the home child care premises. (incident grave)

Procedures:

In the event of a serious occurrence or allegation of a serious occurrence, staff must take all necessary action to assist the child. This could include calling 911 for assistance of police, fire or ambulance. Other actions required may include:

- going to caregiver's home to assist with the situation
- acting as a liaison between the caregiver, other parents and the police
- contacting parents of the child involved and other children in the home
- contacting school
- contacting Family & Children Services

A Supervisor must immediately be informed of the situation.

Serious Occurrence Reporting

<https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp>

Note: If the investigation involves Family & Children's Services, the Protocol for Reporting a Child in Need of Protection must be followed. (Appendix A)

In any investigation where a Supervisor determines that the health and safety of children is deemed to be at risk, (the affected) children will be placed with substitute caregivers while an investigation is being carried out. Based on the results of the investigation, a decision will be made about the continuation of the caregiver in the program

1. Report a Serious Occurrence is completed online. In some cases, the investigation will involve another agency such as Family & Children Services, police, fire, etc
2. The Serious Occurrence must be updated as requested by the MEDU Program Advisor or as new information has been received.
3. Serious Occurrence Notification Form is completed, signed by the supervisor and posted for 10 business days.
4. Consultant and Supervisor will meet and review / debrief following conclusion of the Serious Occurrence.
5. All staff and caregivers under contract with the Home Child Care Program must review the Serious Occurrence Procedures annually.