

Reporting Child Incidents

Head Start Performance Standards

§ 1302.47 (a) (b) (b1i)
§ 1304.22 (d) (1) (2)
§ 1306.32 (a)
§ 1304.52 (i) (1) (iii)

Policy

If a Head Start (HS) or Early Head Start (EHS) child is missing, staff will follow the *If a Child is Missing from a Classroom, School or Site* procedure found in the **Active Supervision and Safety Policy and Procedure**.

Every child incident will be documented using the **Child Incident Summary Report A and B**. Every staff, volunteer, and/or visitor concern will be documented using the **Staff Incident Summary Report**. The **Child Incident Summary Report A and B** and **Staff Incident Summary Report** must be submitted to the Compliance Supervisor, Early Childhood Program Managers, and Head Start Director within 24-hours of the incident occurring.

Each Child Incident Summary Report will be recorded using the Child Incident Tracking spreadsheet, which is kept confidential by the Head Start Management Team.

Reporting and Documenting Child Incidents Procedure

Immediately upon realizing a child has been left unsupervised the following actions will be taken:

1. A staff member at the site will ask a team member to step into the classroom to provide coverage and maintain ratio and then place a phone call to the Program Area Supervisor (PAS). If the PAS is unable to be reached, then call the Program Manager. If a Program Manager cannot be reached, then call the Head Start Director.
2. The PAS will call their Program Manager to inform them of the incident immediately. If the manager is not available, the supervisor will call the HS Director.
3. The Lead Teacher or PAS will call the parent/guardian immediately informing him/her of the incident. Staff will apologize for the incident and assure the parent/guardian that every effort will be made to reduce the risk of this occurring again. The staff member making this call will document the phone call into ChildPlus.
4. Upon notification, the PAS will complete the **Child Incident Summary Report A** and submit the report via email to the Compliance Supervisor, Early Childhood Program Managers and HS Director.
5. All staff- including community partners involved will document the incident, individually, using the **Child Incident Summary Report B**, and submit the report via email to the Program Area Supervisor, Compliance Supervisor and Early Childhood Program Managers.
6. Program Area Supervisors will hold a meeting with the team involved to review the **Active Supervision and Safety Policy and Procedure**. They will discuss the incident, the preceding activities, and update the **Active Supervision and Safety Plan**. They will also develop an action plan within 1 day of the incident to ensure that further incidents will not occur again.

**Community Action Head Start
Washington County, Oregon**

Reporting and Documenting Staff Concerns Procedure

Immediately upon witnessing a child-to-adult interaction with a staff, volunteer, and/or visitor that does not adhere to Community Action's Promoting Social and Emotional Competencies in Infants and Young Children Policies and Procedure and the employee Code of Conduct, the following actions will be taken:

- The observing staff member will ask a team member to step into the classroom to provide coverage so that ratios are maintained. Immediately take all appropriate steps to ensure the safety of the child, **including removing the child** from the presence of the staff member if necessary.
 1. When the child is safe, *make an emergency call* to your direct supervisor to inform them of the incident and follow their instructions. If you do not reach your supervisor, leave a message for them to contact you immediately and call the following individuals in this order *until you are able to speak with someone* to report the incident: Early Childhood Program Manager(s), Operations Manager and Director of Head Start. All witnesses to the incident must complete a Child Abuse report.
 2. Compliance Supervisor must be notified of reports involving staff members as alleged perpetrators of child abuse. Compliance Supervisor is required to report this information to Early Learning Division Licensing within 24 hours.
 3. When the situation involves an individual child, the Program Manager and/or Director will assess the situation and determine if it is reportable to parent or still under investigation before a phone call is made. If a phone call is made, the PAS will ask the staff to call informing the parent/guardian of the incident, apologize for the incident and assure the parent/guardian that every effort will be made to reduce the risk of this occurring again. The staff member who makes this call will document the phone call in ChildPlus.
 4. All staff- including community partners involved will document the incident, individually, using the **Staff Concern Summary Report**, and submit the report via email to the Compliance Supervisor, Program Area Supervisor and Early Childhood Program Managers before the end of their work shift
 5. Upon receiving all reported concerns, the PAS, Compliance Supervisor and Program Manager will interview staff and review all statements to identify findings.
 6. Upon findings, the Head Start Management Team will determine any next steps as necessary.