

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-108	Original Approval Date: 12/12/2024
Title: Health & Safety Incident Reporting	Most Recent Amendment:
Section: Program Goals, Continuous Improvement, and Reporting	Most Recent Board Review: 12/12/2024
	PC Approval Date: 11/21/2024
Forms Required: Health and Safety Incident Spreadsheet, Health and Safety Incident Reporting Form.	
Performance Standards: 1302.102(d), 45 CFR 1302.90(c)	Page 1 of 2

Policy: The Office of Head Start and the Department of Early Learning and Care require reporting of all significant incidences affecting the health and safety of children. The Head Start program will report to the Board and Policy Council Members about Health & Safety incidents in alignment with the Head Start performance standards and the Federal Child Abuse Prevention and Treatment Act (CAPTA).

Procedure: A program must report all significant incidents affecting the health and safety of children. OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at 45 CFR §1302.90(c), or results in a child being left alone, unsupervised, or released to an unauthorized adult.

Serious Injuries that must be reported:

Child injuries that require either hospitalization or emergency room medical treatment, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.

In addition, any injuries listed on CC/SC Serious Injury or Incident Reporting to CCLD list, (PTA-0485)

Reporting and documenting serious injuries of children:

- Follow the steps outlined in the Injury and Owie Policy and Procedure
- Health Manager notifies CCD, no later than 5:00pm the next day, and notifies Finance Dept
- Director notifies OHS, DELC, and ED within 7 days of the incident occurring
- Director shares all injuries to the governing body on the Health and Safety Incident Spreadsheet in the year they occurred

Health & Safety Incidents that must be reported:

Inappropriate discipline, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.

Potential child abuse and maltreatment, such as grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.

Lack of supervision while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion.

Unauthorized release where a child is released from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification
In addition, any incidents listed on CC/SC Serious Injury or Incident Reporting to CCLD list, (PTA-0485)

Health and Safety Incident Reporting and Documenting:

- Staff person will immediately contact the Site Coordinator. If Site Coordinator is not available or cannot be reached, contact;
 - Regional Coordinator
 - Manager
 - Director
 - Staff person continues until someone is reached to make the report to
- Staff person and anyone present when the incident occurred, whether or not they observed the incident, will complete the Health and Safety Incident Reporting Form as soon as possible, but no later than end of day
- Site Coordinator will check classroom sign in and out sheets to ensure everyone who needs to fill out a form gets it completed
- Health and Safety Incident Reporting Form will be scanned and emailed to the Site Coordinator, Regional Coordinator, HS/EHS Manager, direct supervisor and Director
- Upon receiving all Health and Safety Incident Report Forms, the Head Start Director will work with Human Resources Director to identify if an investigation is warranted.
- Upon investigation, the Head Start Director and Human Resources Director will determine next steps
 - Potential next steps:
 - Coaching
 - Performance Improvement Plan
 - Action Plan
 - Disciplinary Action, up to and including termination
- The Director will determine whether incident is reportable
- EHS/HS Manager reports all reportable incidents to CCD no later than 5:00pm the day after the incident
- Director reports all reportable incidents to OHS, DELC, and ED within 7 calendar days of the incident
- Director shares all reportable instances to the governing body on the Health and Safety Incidents Spreadsheet in the year they occurred

Other reportable instances:

- Incidents that require classrooms or centers to be closed.
- Legal proceedings by any party that are directly related to program operations.
- All conditions required to be reported under § 1304.12 of this chapter, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.
- Serious harm or injury of a child resulting from lack of preventative maintenance.

*****Manager notifies Director if Director is not already informed.