



Just for Fun Serious Occurrence Policy and Procedures

Name of Centre: Just For Fun

Date Policy and Procedures Established: Jan 23, 2020

Date Policy and Procedures Updated: June 14, 2021

Purpose

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and volunteers to follow for how to identify, respond to and report a serious occurrence. It ensures that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are addressed by the facility

Policy

Identifying a Serious Occurrence

- Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:
 1. the death of a child who received care at a childcare facility,
 2. abuse, neglect or an allegation of abuse or neglect of a child while receiving care at a childcare facility,
 3. a life-threatening injury to or a life-threatening illness of a child who receives care at a childcare facility,
 4. an incident where a child who is receiving care at a childcare facility goes missing or is temporarily unsupervised, or
 5. an unplanned disruption of the normal operations of a childcare facility that poses a risk to the health, safety or well-being of children receiving child care at the childcare facility.

Reporting a Serious Occurrence

- Staff will notify the Supervisor or designate of a serious occurrence as soon as they become aware of the incident.
- Identifying information such as children or staff names will not be included in the serious occurrence reports.
 - Serious occurrences will be documented in the daily written record by the Supervisor or designate.

Concerns about the Suspected Abuse or Neglect of a Child

- If any person, including a person who performs professional duties with respect to children, has reasonable grounds to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person having charge of the child, the person will report the suspicion directly to a children's aid society (CAS).
- Suspected abuse or neglect that will be reported will include physical, emotional and sexual abuse and/or neglect.
- Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local CAS directly. The person who becomes aware of these concerns is also required to report the concerns to the local CAS.

Procedures to Respond to a Serious Occurrence

Steps to Follow for All Serious Occurrences

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

1. Immediately:

- Ask for assistance from other staff, students, or volunteers.
- Provide immediate medical assistance according to Standard First Aid and CPR training, where applicable.
- Call emergency services and follow direction from emergency services personnel, where applicable,
- Ensure that other children are removed from the scene and do not have access to the area, where applicable.
- Address any risks to the health or safety of the child and/or other children present to prevent the risk of further harm.
- Notify the supervisor/designate.

2. Ongoing and after the incident:

- Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)
- Ensure that children are supervised at all times.

3. Within one Hour:

- Document the incident in:
 - a. the daily written record;
 - b. the child's record of symptoms of illness, if applicable; and/or
 - c. in an accident report, if applicable.
- Where an accident report is created, provide a signed copy to a parent of the child.

STEPS FOR THE SUPERVISOR/DESIGNATE TO FOLLOW:

1. Immediately:

- Provide assistance to children, staff, students, volunteers and families.
- Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training.
- Call emergency services and follow direction from emergency services personnel, where applicable.

2. Post a summary of the serious occurrence and of any action taken by Just For Fun in a place that is visible and accessible to parents.

3. Ongoing and after the incident:

- Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)
- Maintain confidentiality at all times.
- Conduct an internal review of the serious occurrence with staff, students and volunteers to establish next steps and reduce probability of repeat occurrences.
- Provide children, parents, staff, students and/or volunteers with supports, if needed.
- Review with staff, students and volunteers the facility's program statement policies and procedures that set out prohibited practices and expectations of promoting the health, safety, nutrition and well-being of all children.

Steps to Follow According to Specific Serious Occurrence Categories

SERIOUS OCCURRENCE: Death of a Child

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

Death occurs while a child is receiving care:

See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.

STEPS FOR THE SUPERVISOR/DESIGNATE TO FOLLOW:

See 'Steps to Follow for All Serious Occurrences' for the Supervisor/Designate, and

Death occurs while a child is receiving care:

1. Immediately, upon becoming aware of the incident:

- Contact a parent of the child, or where a parent cannot be reached, contact the child's emergency contact.

Death occurs while a child is not receiving care:

Within 24 hours of becoming aware of the incident:

- Contact local Children's Aid Society (CAS) or police services to find out if there is an investigation. If an investigation is ongoing, conduct an internal investigation after CAS or police services have completed their investigation, if applicable.

SERIOUS OCCURRENCE: Allegation of Abuse and/or Neglect

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

Where there is a concern about the abuse or neglect of a child by any person:

1. Immediately:

- Report concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the *Child, Youth and Family Services Act, 2017* (CYFSA).
- Document the conversation with CAS and follow their recommendations.
- Notify the supervisor/designate of the incident and the report made to CAS, where appropriate.
- Refrain from discussing the allegation with others.
- Maintain confidentiality at all times.

STEPS FOR THE SUPERVISOR/DESIGNATE TO FOLLOW:

See 'Steps to Follow for All Serious Occurrences' for the Supervisor/Designate, and

Where there is a concern about the abuse or neglect of a child by a staff, student or volunteer, or where a person has otherwise reported alleged abuse/neglect concerns to the supervisor/designate:

1. Immediately:

- Report the concerns to the local Children’s Aid Society (CAS), unless it is confirmed that a report has already been made to CAS.
- Document the concerns.
- Contact and notify a parent of the child, where appropriate.
- Based on the nature of the allegation and/or the direction of CAS and/or internal policies, determine next steps such as disciplinary measures and additional actions, such as an internal investigation to protect children in care.
- Determine whether the individual alleged to have abused/neglected a child is registered with a professional regulatory body (e.g. College of Early Childhood Educators, Ontario College of Teachers, etc.). If so:
 - Report the allegation of abuse to the appropriate regulatory body;
 - Report to the College of Early Childhood Educators when the employment of a registered early childhood educator (RECE) is suspended or terminated or if the RECE resigns.
- Refrain from discussing the allegation with others.
- Maintain confidentiality at all times.

2. Once all external investigations are complete (e.g. by police and/or CAS), if applicable:

- Update all other authorities to whom the allegation was reported (e.g. College of Early Childhood Educators, Ontario College of Teachers, CAS, etc.).

SERIOUS OCCURRENCE: Life-threatening Injury or Illness

a. Injury

b. Illness

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

See ‘Steps to Follow for All Serious Occurrences’ for staff, students and volunteers.

STEPS FOR THE SUPERVISOR/DESIGNATE TO FOLLOW:

See ‘Steps to Follow for All Serious Occurrences’ for the Supervisor/Designate.

SERIOUS OCCURRENCE: Missing or Unsupervised Child(ren)

a. Child was found

b. Child is still missing

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

1. Immediately, upon becoming aware that a child or children are missing:

- Alert the supervisor/designate, and all staff, students and volunteers;
- Search the childcare premises, including outdoor areas (e.g. hallways, washrooms, playground, outdoor classrooms, etc.);
- Ensure that remaining children are supervised at all times.
 - Where the child or children are not found after being deemed missing.
 - Continue to search the premises.
 - Update the supervisor/designate.

Where the child or children are found after being deemed missing.

- Update the supervisor/designate.

2. After the child or children have been found, after being deemed missing:

- Document the incident in the daily written record.

STEPS FOR THE SUPERVISOR/DESIGNATE TO FOLLOW:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

1. Immediately, upon becoming aware that a child is missing:

- Assist with searching for the missing child(ren).
 - Where the child or children are not found after being deemed missing:
 - Call emergency services and follow direction from emergency services personnel.
 - Contact the child(ren)'s parent(s), or where a parent cannot be reached, contact the child's emergency contact.

Where the child or children are found after being deemed missing:

- Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).

SERIOUS OCCURRENCE: Unplanned Disruption of Normal Operations

- a. Fire**
- b. Flood**
- c. Gas Leak**
- d. Detection of Carbon Monoxide**
- e. Outbreak**
- f. Lockdown**
- g. Other Emergency Relocation or Temporary Closure**

STEPS FOR STAFF, STUDENTS AND VOLUNTEERS TO FOLLOW:

'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and

Where the incident is suspected to be an outbreak:

1. Immediately:

- Notify the supervisor/designate on site of concerns.
- Separate children who are showing symptoms of illness from other children.
- Follow the childcare facility's sanitary practices policy and procedures.

2. Within 24 Hours:

- Record symptoms of ill health in the affected child(ren)'s records,
- Document the incident in the daily written record.

Where the incident is not an outbreak (all other disruptions of normal operations):

1. Immediately:

- Follow the centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.

2. Within 24 hours

- Document the incident in the daily written record.

STEPS FOR THE SUPERVISOR/DESIGNATE TO FOLLOW:

See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and

Where the incident is suspected to be an outbreak:

1. Immediately:

- Contact the local public health department.

Where the incident is deemed an outbreak by public health:

1. Immediately:

- Follow instructions from the local public health department.
- Contact the parent(s) of the affected child(ren) and ensure the affected child(ren) are picked up by their parent(s) and/or taken to hospital.
- Obtain an outbreak posting from the local Medical Officer of Health and post in an area easily accessible for parents.

Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.

2. Within 24 hours

- Notify all parents of children enrolled at Just For Fun of the outbreak.
- Where the incident is not deemed an outbreak, follow sanitary practices policy.

Where the incident is not an outbreak (all other disruptions of normal operations):

1. Immediately:

- Follow the centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.

Note: a hold and secure (an external threat in the area) is not a reportable serious occurrence.