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Serious Occurrence Policy and Procedures

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 Angus Valley Montessori and reported to the Ministry of Education for review.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures with respect to serious occurrences for Angus Valley Montessori School. This policy requires that an annual review be conducted of serious occurrences that took place over the last calendar year for an opportunity to reflect on the incidents that took place and consider approaches that will be implemented to minimize the chance that the incidents will occur again in the future.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Serious Occurrence Definitions:

Under *the Child Care and Early Years Act, 2014*, Serious (or Enhanced) Occurrence is defined by the Ministry, as the following:

- a) the death of a child who received child care at Angus Valley Montessori
- b) abuse, neglect or an allegation of abuse or neglect of a child while receiving Angus Valley Montessori
- c) a life-threatening injury to or a life-threatening illness of a child who receives child care at Angus Valley Montessori
- d) an incident where a child who is receiving child care at Angus Valley Montessori goes missing or is temporarily unsupervised,
- e) an unplanned disruption of the normal operations of Angus Valley Montessori that poses a risk to the health, safety or well-being of children receiving child care at Angus Valley Montessori

In the **event of a Serious Occurrence** at the campus the **following procedures** shall be followed:



Steps to Follow for All Serious Occurrences

Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
<p>1. Immediately:</p> <ul style="list-style-type: none">• Ask for assistance from other staff, students, or volunteers.• Provide immediate medical assistance, if applicable, 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. <p>2. Ongoing and after the incident:</p> <ul style="list-style-type: none">• Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)• Ensure that children are supervised at all times. <p>3. Within 24 hours:</p> <ul style="list-style-type: none">• Document the incident in:• the daily written record;• the child's record of symptoms of illness, if applicable; and/or• in an accident report, if applicable.• Where an accident report is created, provide a signed copy to a parent of the child.	<p>1. Immediately:</p> <ul style="list-style-type: none">• 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. <p>2. Within 24 hours of becoming aware of the incident:</p> <ul style="list-style-type: none">• Collect all pertinent information to report the incident to the Ministry of Education as a serious occurrence, including:• A description of the incident;• The date, time, place where it occurred, actions taken and outcome;• The current status of the incident and child/parties involved; and• All other parties notified (e.g., emergency services, CAS, parents). <p>3. Report the serious occurrence in CCLS or notify the Ministry of Education program advisor by telephone or email where CCLS is not available. Note: Where CCLS is not available, a serious occurrence report will be submitted in CCLS as soon as it becomes available.</p> <p>4. Post a summary of the serious occurrence and of any action taken by Angus Valley Montessori in a place that is visible and accessible to parents.</p>



Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
	<p>5. Ongoing and after the incident:</p> <ul style="list-style-type: none">• Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)• Maintain confidentiality at all times.• Update the serious occurrence report in CCLS, as required.• 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 AVM'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.

Responding to Serious Occurrence:

1. **Staff present sees** to the **immediate needs of the child** (e.g. calling of ambulance, first aid, etc.)
2. **The staff or another witness** shall report the occurrence to the **Supervisor or Director**.
3. The **Supervisor** contacts the **staff / people involved** to ensure all persons having knowledge of the occurrence **shall remain at the site** until excused.
4. All serious occurrences will be reported to the Ministry of Education in the Child Care Licensing System (CCLS) within 24 hours of the licensee, supervisor or designate becoming aware of the occurrence.
5. Identifying information such as children or staff names will not be included in the serious occurrence reports.
6. If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), the licensee, supervisor or designate will notify the program advisor (PA) assigned to the licence by



email or by telephone within 24 hours of becoming aware of the occurrence. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.

7. Where a Ministry of Education PA cannot be reached by telephone, a voicemail message will be left to notify the PA of the incident.
8. Inform the parent/ guardian.
9. All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.
10. Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible through update reports.
11. Serious occurrences reported to the Ministry of Education will be documented in the daily written record.
12. The **Supervisor and witnessing staff write and sign serious occurrence report** (Note: If a serious occurrence report is completed as a result of physical restraint the parent's views must be contained in the report).
13. Identifying information such as children or staff names will not be included in the serious occurrence reports.
14. If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), the licensee, supervisor or designate will notify the program advisor (PA) assigned to the licence by email or by telephone within 24 hours of becoming aware of the occurrence. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.
15. Where a Ministry of Education PA cannot be reached by telephone, a voicemail message will be left to notify the PA of the incident.
16. All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.
17. Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible through update reports.

Posting a Serious Occurrence Summary (Notification Form)

- Within 24 hours of becoming aware of a serious occurrence, Supervisor will complete a Serious Occurrence Notification Form in either CCLS or using the form available in Appendix A.
- The form will provide a summary of the serious occurrence and of any action taken by Angus Valley Montessori.
- The summary will not include identifying information (e.g. names and ages of children, staff, or program rooms) and will contain gender-neutral language.



- The summary will be posted at Angus Valley Montessori in a place that is visible and accessible to parents for a minimum of 10 business days, regardless of the serious occurrence type and the status of any related investigation.
- All serious occurrence summaries will be retained for 3 years from the date they are created or last updated (whichever date is most recent).

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.

Steps to Follow According to Specific Serious Occurrence Categories

Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
Death of a Child	Death occurs while a child is receiving child care: See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.	See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and a) Death occurs while a child is receiving childcare: 1. Immediately, upon becoming aware of the incident: <ul style="list-style-type: none">• Contact a parent of the child, or where a parent cannot be reached, contact the child's emergency contact. b) Death occurs while a child is not receiving childcare:



Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
		<p>Within 24 hours of becoming aware of the incident:</p> <ul style="list-style-type: none"> • 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.
Allegation of Abuse and/or Neglect	<p>'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and</p> <p>Where there is a concern about the abuse or neglect of a child by any person:</p> <p>1. Immediately:</p> <ul style="list-style-type: none"> • Report concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the <i>Child and Family Services Act</i> (CFSA). • 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. 	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <p>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:</p> <p>1. Immediately:</p> <ul style="list-style-type: none"> • Notify the person who reported concerns about their duty to report obligations under the <i>Child and Family Services Act</i> (CFSA). • Report the concerns to the local Children's Aid Society (CAS) as per the duty to report obligations under the CFSA, 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.



Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
		<ul style="list-style-type: none"> 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. <p>2. Once all external investigations are complete (e.g. by police and/or CAS), if applicable:</p> <ul style="list-style-type: none"> Update the serious occurrence report in CCLS, as required. Update all other authorities to whom the allegation was reported (e.g. College of Early



Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
		Childhood Educators, Ontario College of Teachers, CAS, etc.).
Life-threatening Injury or Illness a. Injury b. Illness	See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.	See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate.
Missing or Unsupervised Child(ren) a. Child was found b. Child is still missing	<p>'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and</p> <p>1. Immediately, upon becoming aware that a child or children are missing:</p> <ul style="list-style-type: none"> Alert the supervisor/designate, and all staff, students and volunteers; Search Angus Valley Montessori premises, including outdoor areas (e.g. hallways, washrooms, playground, outdoor classrooms, etc.); Ensure that remaining children are supervised at all times. <p>a) Where the child or children are <u>not found</u> after being deemed missing.</p> <ul style="list-style-type: none"> Continue to search the premises. Update the supervisor/designate. 	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <p>1. Immediately, upon becoming aware that a child is missing:</p> <ul style="list-style-type: none"> Assist with searching for the missing child(ren). <p>a) Where the child or children are <u>not found</u> after being deemed missing:</p> <ul style="list-style-type: none"> 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. <p>b) Where the child or children are <u>found</u> after being deemed missing:</p> <ul style="list-style-type: none"> Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).



Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
	<p>b) Where the child or children <u>are found</u> after being deemed missing.</p> <ul style="list-style-type: none"> Update the supervisor/designate. <p>2. After the child or children have been found, after being deemed missing:</p> <ul style="list-style-type: none"> Document the incident in the daily written record. 	
<p>Unplanned Disruption of Normal Operations</p> <p>a. Fire</p> <p>b. Flood</p> <p>c. Gas Leak</p> <p>d. Detection of Carbon Monoxide</p> <p>e. Outbreak</p> <p>f. Lockdown</p> <p>g. Other Emergency Relocation or Temporary Closure</p>	<p>'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and</p> <p>a) Where the incident is suspected to be an <u>outbreak</u>:</p> <p>1. Immediately:</p> <ul style="list-style-type: none"> Notify the supervisor/designate on site of concerns. Separate children who are showing symptoms of illness from other children. Follow Angus Valley Montessori's sanitary practices policy and procedures. <p>2. Within 24 hours:</p> <ul style="list-style-type: none"> Record symptoms of ill health in the affected child(ren)'s records, Document the incident in the daily written record. 	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <p>a) Where the incident is suspected to be an <u>outbreak</u>:</p> <p>1. Immediately:</p> <ul style="list-style-type: none"> Contact the local public health department. <p>Where the incident is deemed an outbreak by public health:</p> <p>1. Immediately:</p> <ul style="list-style-type: none"> 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.



Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
	<p>a) Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):</p> <p>1. Immediately:</p> <ul style="list-style-type: none">Follow the Angus Valley Montessori fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable. <p>2. Within 24 hours:</p> <ul style="list-style-type: none">Document the incident in the daily written record.	<p>Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.</p> <p>2. Within 24 hours:</p> <ul style="list-style-type: none">Notify all parents of children enrolled at the Angus Valley Montessori of the outbreak. <p>a) Where the incident is <u>not deemed an outbreak</u>, follow sanitary practices policy.</p> <p>b) Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):</p> <p>1. Immediately:</p> <ul style="list-style-type: none">Follow the Angus Valley Montessori's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable. <p>Note: a hold and secure (an external threat in the area) is not a reportable serious occurrence.</p>

Glossary

Children's Aid Society (CAS): A local agency with the exclusive mandate, under the Child and Family Services Act, to investigate allegations of child abuse or neglect and to deliver child protection services.

Emergency: An urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre.

Interact: To be or become involved in communication, social activity or work with somebody else or one another (Source: Encarta Dictionary). Examples of interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g. food/drink consumption, toilet use).



Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each childcare center it operates (i.e. the operator).

Lockdown: A threat inside the building that will restrict movement within the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will only be referred to as “parent” in this policy).

Serious Occurrence: An incident that must be reported to the ministry of education within 24 hours.

Staff: Individual employed by the licensee (e.g. program room staff).