

# Little Lambs Home Daycare

## Serious Occurrence Policy

Little Lambs Home Daycare policies and procedures relating to serious occurrences must be reviewed by Home child care providers, volunteers, students, persons who are ordinarily residents of the premises or regularly at the premises, home child care visitors and all other employees. These policies are implemented and monitored for compliance and contraventions in accordance with Ontario reg. 137/15.

### Serious occurrence applies to:

- A death of a child who received child care at the home child care premises
- 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 received child care at a home child care premises
  - Injury
  - illness
- An incident where a child who is receiving child care at a home child care premises goes missing or is temporarily unsupervised.
  - Child was found
  - Child is still missing
- 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 child care at a home child care premises.
  - Fire
  - Flood
  - Gas leak
  - Detection of carbon monoxide
  - Outbreak
  - Lockdown
  - Other emergency relocation or temporary closure

### What to do in the event of a serious occurrence:

**Death:** (if incident occurs at child care premises)

1. immediately ensure all other children are safe.
2. Call 911- follow all instructions given by the operator
3. Call ECE home visitor/agency office- they agency will contact the child's parent/guardian and arrange for all other children at the premises to be picked up by their parent/guardian/emergency contact.

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4. A debriefing will be arranged between the provider and Little Lambs Home Daycare as soon as possible.
5. Follow all reporting and notice procedures.
6. to see for a minimum of 10 days.

## **Death:** (if incident occurs while child is not in child care)

1. Follow all reporting and notice procedures.

## **A life-threatening injury to or a life-threatening illness of a child who received child care at a home child care premises** (if incident occurs while child is at the child care premises)

1. Immediately ensure all other children are safe
2. Call 911-follow all instructions given by operator
3. Call ECE home visitor/agency office- they agency will contact the child's parent/guardian and arrange for all other children at the premises to be picked up by their parent/guardian/emergency contact.
4. Little Lambs will debrief with the home child care provider as soon as possible.
5. A report for a life threatening illness will need to be made with the public health officials
6. Follow all reporting and notice procedures.

## **A life-threatening injury to or a life-threatening illness of a child who received child care at a home child care premises** (if incident occurs while child is not at the child care premises)

1. The child care provider must inform Little Lambs Home Daycare
2. A report for a life threatening illness will be filed with the public health officials
3. Follow all reporting and notice procedures.

## **An incident where a child who is receiving child care at a home child care premises goes missing.**

1. Immediately ensure all other children are safe and accounted for
2. Alert home child care visitor/agency office
3. Immediately search the premises, including outdoor areas (e.g., front and back yard)
4. Little Lambs will immediately alert the child's parent's (in case parents have additional information about the child's whereabouts)
5. Advise the police by telephone.
6. Follow all reporting procedures

## **An incident where a child who is receiving child care at a home child care premises is temporarily unsupervised.**

1. The home child care provider upon realizing that the child has been left unsupervised immediately bring child back into program.
2. Ensure the child is of good emotional and physical health.
3. Contact Little Lambs Home Daycare office/ECE home visitor.
4. Follow all reporting and notice procedures

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**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 child care at a home child care premises.**

2. The child care providers first priority is to ensure all children are safe, accounted for and moved to the planned safe area away from the home child care premises.
3. Call 911-follow all instructions given by operator
4. Call ECE home visitor/Little Lambs Home Daycare office
5. Little Lambs will contact all parents/guardians of children present at care.
6. Follow all reporting and notice procedures.

## How to report a serious occurrence:

The home child care provider must contact Little Lambs Home Daycare office with a detailed report of any serious occurrence by the end of the day the incident took place. Little Lambs is obligated to complete a formal report with CCLS within 24 hours.

## Duty to report:

If a home child care provider/visitor suspects that a child is, or may be, in need of protection, they must report to the local children's aid society in accordance with section 72 of the Child and Family Services Act.

The person who has the reasonable grounds to suspect that a child is, or may be, in need of protection **must make the report directly to a children's aid society**. The person must not rely on anyone else to report on his or her behalf.

A report to a children's aid society must be made for all situations where a child is, or may be, in need of protection, no matter where the alleged abuse or neglect took place.

A serious occurrence report is only required to be submitted to CCLS if the alleged abuse or neglect occurred while the child was receiving care at the premises where childcare is provided.

## Important:

Registered ECE's are expected to be accountable for their actions as early childhood educators and to abide by the College of Early Childhood Educators' "*Code of Ethics and Standards of Practice*" as well as applicable legislation, regulations, bylaws, policies that are relevant to their professional practice. RECE's should familiarize themselves with reporting requirements under the Child and Family Services Act, and abide by them as the failure to do so is contrary to the law and may constitute in professional misconduct.

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## Posting of a Serious Occurrence

A summary of each serious occurrence must be posted in a place that is visible and accessible to parents within 24 hours of the incident. This notice must remain for a minimum of 10 business days, **including any allegation of abuse or neglect.**

The summary must not include any personal or identifying information and shall be updated as new information is obtained.

## Annual Review:

Little Lambs home daycare is responsible for conducting an annual analysis of all serious occurrences that occurred in the previous calendar year. The annual analysis is to be used as a method of identifying issues, trends and actions taken. The analysis and actions taken in response to the analysis must be kept on file at the agency office for at least 3 years.