



Lansing Co-operative Nursery and Preschool

SERIOUS OCCURRENCE POLICY AND PROCEDURE

Child Care and Early Years Act: O.Reg.137/15

I. Serious Occurrences

All "serious occurrences" are to be reported online using the Ministry of Education Child Care Licensing System (CCLS) within 24 hours. Updates are to be added in CCLS within 7 working days of the initial report.

II. Policy

This policy is to ensure that Lansing Cooperative Nursery School maintains a safe, healthy, and caring environment for the children, parents, teachers, and all others using our facilities. Please note the following:

- ALL SAFETY, HEATH AND MINISTRY regulations will be adhered to and followed at all times to the best of our ability.
- All recommendations for improvement from the Fire and Building Inspector, Public Health and Ministry of Education will be followed through to improve the safety, health, and well-being of the children.
- In the event that a "serious occurrence" does take place, appropriate action, reporting or recording procedures will be taken according to legislation in the Child Care and Early Years Act (O.Reg.137/15)

III. Definition of "serious occurrence" under the Child care and Early Years Act:

1. The **death of a child** who receives child care at Lansing;
2. **Abuse, neglect or an allegation of abuse or neglect** of a child while receiving child care at Lansing;
3. A **life-threatening injury to or a life-threatening illness** of a child who receives child care at a child care centre;
4. An incident where a child who is receiving care at Lansing goes **missing or is temporarily unsupervised**, and any situation where staff or Board members consider the matter to be serious.
5. An **unplanned disruption of the normal operations** of Lansing that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre such as any disaster, such as fire, on the premises

IV. Serious Occurrence Response: Immediate Action by Staff

The following actions must be taken if a serious occurrence has taken place, or is suspected to have taken place:

1. Provide person with immediate medical attention when warranted.
2. Take appropriate steps to address any continuing risks to the person's health or safety. (Note: the need for the same or similar steps to address the health and safety of other persons should also be considered, as appropriate.
3. Ensure that the local coroner is notified immediately in **all** cases involving death, regardless of location (e.g. hospital) or circumstances (e.g. "Do Not Resuscitate" order was in effect, or death was not considered questionable.)
4. Ensure that the staff or any other person witnessing or having knowledge of the occurrence reports the matter to the Director.

5. The Director will immediately begin a serious occurrence inquiry, in accordance with the following steps. The purpose of the inquiry is to gather information regarding the actual or alleged occurrence(s).
6. All persons having knowledge of the occurrence should be asked to remain on the premises until the Director has interviewed them, or indicated that there is no need for their involvement at that point.
7. The inquiry information gathered by the Director will form the basis of the later *Serious Occurrence Inquiry Report* and therefore should include as many of the following details as possible at this time:
 - 0 Description of the occurrence
 - 1 Child's allegation (if applicable)
 - 2 Date, time, place where it occurred
 - 3 Time occurrence was reported
 - 4 Reason for the occurrence (if known)
 - 5 People involved
 - 6 Action taken
 - 7 Current status
 - 8 Parties notified
 - 0 Coroner in all cases of death
 - 1 Police/CAS, as applicable
 - 2 Parents/others as appropriate
 - Further action recommended:
 - Specific to immediate situation; and/or
 - Related to potential underlying factors [e.g. review of particular internal policy/procedure, review of program/treatment plan for child, staff training need, modification to physical plan, etc.]
8. If on the basis of the inquiry, there is reason to suspect that a child has been abused and/or is in need of protection, the Director shall ensure immediate contact with the Children's Aid Society and the police as appropriate. **Note: It is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the CAS.**

V. Reporting Process: Within 24 hours

When a serious occurrence has taken place, Lansing shall ensure that:

- 1) Within 24 hours, the serious occurrence is reported to the Program Advisor at the Ministry of Education via CCLS
- 2) Within 24 hours the parent/guardian/advocate is informed unless immediate notification is contra-indicated (e.g. the person to be notified has abused the child).

VI. Reporting Process: Within Seven (7) Days

1. After the initial notification, the written *Serious Occurrence Inquiry Report*, signed by the Director, must be submitted to the Program Advisor at the Ministry of Education, within seven (7) working days. The report shall identify any children involved by their first name and the first initial of their last name. Any other party should be referenced in as non-identifying terms as possible (e.g. staff 'A'/ staff 'B', etc.)

Note:

The primary focus of the *Serious Occurrence Inquiry Report* is the record of Lansing Co-operative Nursery School's actions from an accountability perspective (i.e. were the actions taken appropriate, complete, consistent with the legislation/policy, etc.) However, there is the potential for not all desired information to be obtained, or incident review/follow-up actions completed, within the required seven day period.

As such, Lansing is requested to always submit the *Serious Occurrence Inquiry Report* within the seven-day period, **even if the information is incomplete**. In such a case, an explanation should be included, along with a clear indication that a supplementary follow-up report will be forthcoming.

2. Upon review of the Serious Occurrence Inquiry Report, the Ministry of Education or Program Advisor may request additional information or a further review. Lansing is then expected to submit any follow-up or outcome report(s) in accordance with the approved timelines.

VII. Serious Occurrence Notification Form Posting

In order to support the safety, health, and well-being of children, parents, teachers, and all others using the facility as well as to provide greater transparency for parents regarding the serious occurrences that occur, Lansing Co-operative Nursery School will post a high-level *Serious Occurrence Notification Form* at the school when a serious occurrence has happened.

Posting Process and Key Timelines

- 1) Following the submission of the *Serious Occurrence Initial Notification Report* to the ministry, and *within 24 hours of becoming aware of an occurrence or when the Director deems the occurrence to be serious*, the Director will complete a *Serious Occurrence Notification Form* to communicate information to the parents about the serious occurrence that has taken place at Lansing Co-operative Nursery School.
- 2) The *Serious Occurrence Notification Form* will be posted in a conspicuous place in the Parent Room and next to the child care License and Licensing Summary chart.
- 3) The *Serious Occurrence Notification Form* will be updated as the Director takes additional actions or as investigations are completed.
- 4) The *Serious Occurrence Notification Form* will be posted for a **minimum of ten (10) business day**. If the form is updated with additional information, the form will remain posted for 10 days from the date of the last update.
- 5) Lansing Co-operative Nursery School will retain the *Serious Occurrence Notification Form* for a minimum of three years from the date of the occurrence and will make the forms available for both current and prospective parents, Ministry of Education staff, and the City of Toronto Children's Services staff upon request.
- 6) A blank *Serious Occurrence Notification Form* is available online at <http://www.forms.ssb.gov.on.ca>.

Protection of Personal Information

The Director must ensure the information posted in the *Serious Occurrence Notification Form* protects personal information and privacy. To help support the protection of privacy and personal information, no child or staff names, initials, age or date of birth, and age group identifiers are to be used in the *Serious Occurrence Notification Form*.

Allegations of Abuse

When a serious occurrence pertaining to an allegation of abuse, *Serious Occurrence Notification Forms* will be posted within 24 hours.

VIII. Annual Summary and Analysis Reports

A summary and analysis report of all serious occurrences is to be completed annually and kept on file for Licensing Ministry staff to review during licensing renewal inspections.

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