

COMMUNITY LIVING

Thunder Bay



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GENERAL MANUAL POLICY

APPROVED BY:

Executive Director

CATEGORY:

TOPIC: **Serious Occurrences**

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POLICY

It is the policy of the W.J. Griffis Children's Centre to conduct a preliminary inquiry immediately following any serious occurrence and to report it, in accordance with Subsection 3.9, Serious Occurrences, Child Care & Early Years Act 2014, Ontario Regulation 137/15.

A serious occurrence is defined under the CCEYA as:

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

PURPOSE:

It is to ensure that safety for the children is paramount.

PROCEDURE:

According to the Ministry of Education, if there is a serious occurrence while a child is on the premises of the W. J. Griffis Children's Centre, the following procedures must be followed.

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10. The Serious Occurrence Notification Form is updated as the operator takes additional actions or investigations are completed.
11. The Serious Occurrence Notification Form is posted for a minimum of 10 business days. If the form is updated with additional information such as additional actions taken by the operator, the form remains for 10 days from the date of the update.
12. The Serious Occurrence Notification Form is retained for at least 3 years from the date of the occurrence and forms are available for current and prospective parents, licensing and municipal children's services staff upon request (consistent with current requirements for the availability of licensing documentation)
13. Operators ensure the information posted in the Serious Occurrence Notification Form protects personal information and privacy:
 - No child or staff names, initials, and age or birth date of child will be used on the Serious Occurrence Notification Form
 - In addition, no age group identifiers will be used, ie. Bambini room, casa program
14. Operators ensure child care staff review this policy upon implementation and annually thereafter.
15. Operators ensure parents/ guardians are aware of the policy through communication via parent handbook or notification.
16. The current policy also sets out a requirement for licensees to complete and submit an 'Annual Summary and Analysis Report' to their regional office; however, the Ministry no longer requires this report to be submitted to a regional office.

Licensees are required to complete the annual summary report as a method of identifying issues, trends and actions taken, and retain the report on file at the child care centre. In addition to ongoing reviews and follow-up to serious occurrences, licensing staff will review the annual reports during licensing inspections. History is available on CCLS.

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Additional Information:

If a licensee or staff member suspects that a child is, or may be, in need of protection, they must report this to the local CAS or DILICO, 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 CAS or DILICO. The person must not rely on anyone else to report on her behalf.

A report to a CAS or DILICO must be made for all situations where a child is, or may be, in need of protection. Licensees should only report a serious occurrence if the allegations of abuse or neglect has been made against an employee of the child care centre.

It is also important to note that registered ECE's are expected to be accountable for their actions as early childhood educators and to abide by the College of ECE's Code of Ethics and Standards of Practice as well as all applicable legislation, regulations, by-laws and policies that are relevant to their professional practice. The Early Childhood Educators Act, 2007, and the Professional Misconduct Regulation state that it is an act of professional misconduct to "(contravene) a law, if the contravention has caused or may cause a child who is under the member's professional supervision to be put at or remain at risk."

RECEs 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 professional misconduct.

For more information on the Child and Family Services Act and the duty to report, see Reporting Child Abuse and Neglect: It's Your Duty.

For more information about your responsibilities as an RECE, please visit the College of Early Childhood Educators website.

Timing of posting for Allegations of Abuse:

Serious Occurrence Notification Forms pertaining to allegations of abuse are posted when the following have been concluded:

- CAS or DILICO has concluded its investigation and the allegation is either verified or not verified, or

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- CAS or DILICO has determined that an investigation will not be conducted;
and
- The Ministry has investigated any associated licensing non-compliances.

Information to be included:

- Once investigations are completed, the form should provide clear, concise information for the parent.
- The description section will include information about whether CAS or DILICO conducted an investigation into the report, and identify that the ministry conducted an investigation into compliance with related licensing requirements.
- The form will identify whether:
 - CAS or DILICO verified the allegation
 - CAS or DILICO has not verified the allegation
 - The operator has taken action on any other directions given by CAS or DILICO, if applicable
 - The operator has addressed any associated licensing non-compliance identified by the ministry, if applicable