



The Co-operative Nursery School of Almonte

Serious Occurrence Reporting Procedures

Purpose

The *Child Care and Early Years Act, 2014* (CCEYA) and its regulations include provisions to ensure that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and that these serious incidents are reported to the Ministry of Education, tracked and followed up on. The Cooperative Nursery School of Almonte will be held accountable to the Ministry of Education, specific to demonstrating that our service delivery is consistent with all regulations to Serious Occurrences.

A serious occurrence is defined under the CCEYA as:

- a. the **death of a child** who receives child care at a licensed home premises or child care centre;
- b. **abuse, neglect or an allegation of abuse or neglect** of a child while receiving child care at a home premises or child care centre;
- c. a **life-threatening injury to or a life-threatening illness** of a child who receives child care at a home premises or child care centre;
- d. an incident where a child who is receiving child care at a home premise or child care centre goes **missing or is temporarily unsupervised**, or
- e. an **unplanned disruption of the normal operations** of a home child care premises or child care centre 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.

The following Serious Occurrences will be reported to the Ministry

1. Death of a child
2. Serious Injury
 - a. Caused by a service provider
 - b. Accidental
 - c. Self-Inflicted
3. Alleged Abuse/Mistreated
4. Missing Child
 - a. Whereabouts known
 - b. Whereabouts Unknown
5. Disaster on Premises

- a. Fire
 - b. Flood
 - c. Long Term Power Outage
 - d. Outbreak
 - e. Lockdown
 - f. Detection of Carbon Monoxide
 - g. Other
6. Complaint about a Service Standard
- a. Staffing/Ratio
 - b. Food
 - c. Sanitary practices
 - d. Playground
 - e. Adverse Water Quality
 - f. Lead Exceedance
 - g. Staff-Child Interactions
 - h. Supervision
 - i. Microbiological Exceedance
 - j. Hazardous Substance
 - k. Missing/Stolen Files
 - l. Other

Procedures/Reporting process

Actions to be taken if a serious occurrence has occurred or is suspected include the following:

1. The Child will be provided with immediate medical attention when warranted.
2. A report is provided to director and president of any serious occurrence in the Nursery School right away.
3. Nursery School is required to report serious occurrences in the [Child Care Licensing System](#) within 24 hours of becoming aware of the serious occurrence. Follow all steps for reporting and procedures on-line.
4. Serious occurrence reports can be submitted or updated by site or agency delegates (supervisors and home visitors) where the licensee has chosen to enrol them in the system.
5. A Serious Occurrence Notification Form must be posted on-site about a serious occurrence that happened at the child care location for at least 10 business days.
6. The report must be kept in a secure location for at least three years from the date it is made.

7. Appropriate steps will be taken to address any continuing risks to the child's and/or other children's health and safety.
8. In all cases involving death, regardless of the location or circumstances, local Coroner/Police will be contacted immediately.
9. Director will fill out the serious occurrence in the Child Care Licensing System.
10. The parent or guardian of the child is informed immediately, unless the person to be notified is alleged to have abused the child, in which case Police and/or CAS are notified. Section 72 of the *Child and Family Services Act*, requires that a person with reasonable grounds to suspect that a child is or may be in need of protection must report that to a Children's Aid Society.

Staff Training

These procedures will be reviewed, implemented and monitored on a regular basis to ensure employees, volunteers, and students are aware of their roles and responsibilities and are better equipped to provide for the health, safety, and well-being of children participating in the nursery school programs.