

## **Beacon Learning Centre's policy on the reporting of serious occurrences**

- The director will determine whether an incident is deemed to be a serious occurrence. In the absence of the director, a designated teacher will assume this responsibility.
- In accordance with Ontario Regulation 137/15 (CCEYA 2014) definitions of a "serious occurrence":

(a) the death of a child who received child care at a home child care 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 child care 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 child care premises or child care centre,

(d) an incident where a child who is receiving child care at a home child care premises 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 child care at the home child care premises or child care centre. ("incident grave") O. Reg. 126/16, s. 1.

- The director (or her representative) will address the health and safety needs of the child, call 911 if necessary, and notify the parents of the child.
- Within 24 hours of becoming aware of the occurrence the director (or her representative) will complete a 'Serious occurrence report'

on the CCLS website (see blue folder on desk in office for access details).

- Serious occurrences are to be communicated to all parents by completing a 'serious occurrence notification form' and posting it on the notice board in the front entrance of the school for at least 10 business days. Once removed, the forms will be kept on file for two years, together with the serious occurrence report. The forms may be viewed by current and prospective parents on request.
- The witnessing staff will complete an 'accident report' detailing the description of the incident and the response. The parents of the child involved will sign and then receive a copy. The original will be kept with the serious occurrence report.
- The director will conduct an annual analysis of serious occurrences that occurred in the previous year and keep records of the actions taken in response to the analysis.
- This serious occurrence policy is accessible through our website ([www.beaconlearningcentre.com](http://www.beaconlearningcentre.com)) for current and prospective parents to view. Parents have the right to be informed of all serious occurrences which take place at the BLC.
- For further questions regarding above issues contact program advisor:

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