



## Policy #08

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July 2019

September 2022

January 2025

### Whitestone After School Program Serious Occurrence Policy

#### **Purpose:**

This policy fulfills the obligations set out under Ontario Regulation 137/15 for policies and procedures with respect to serious occurrences for Program/Childcare Centres.

The purpose of this policy and the procedures within is to provide clear instructions for the Municipality of Whitestone staff and the Program Coordinator(s) (contracted personnel) of the Whitestone After School Program how to identify, respond to and report a serious occurrence. It also sets out a plan on how to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are reported and followed up on.

This policy requires that an annual review be conducted of serious occurrences that took place over the last calendar year for an opportunity to reflect on the incidents that took place and consider approaches that will be implemented to minimize the chance that the incidents will occur again in the future.

#### **Glossary:**

*Children's Aid Society (CAS):* A local agency with the exclusive mandate, under the [Child and Family Services Act](#), to investigate allegations of child abuse or neglect and to deliver child protection services.

*Emergency:* An urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre.

*Licensee:* The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

*Parent:* A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will only be referred to as "parent" in this policy).

*Program Coordinator:* for the purposes of this policy "Program Coordinator" is used to refer to the contracted personnel who provide oversight of the program and students at the Whitestone Lake Central School After School Program.

*Serious Occurrence:* An incident that must be reported to the Ministry of Education within 24 hours.

*Staff:* for the purposes of this policy, “staff” is used to also refer to persons who are employed by the Municipality of Whitestone.

*Volunteer:* for the purposes of this policy “Volunteer” is used to refer to persons who volunteer their time at the After School Program including students on placement.

## **Policy:**

### **Identifying a Serious Occurrence**

Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:

- (a) the death of a child who received child care at a Program/Child Care Centre,
  - (b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a Program/Child Care Centre,
  - (c) a life-threatening injury to or a life-threatening illness of a child who receives child care at a Program/Child Care Centre,
  - (d) an incident where a child who is receiving child care at a Program/Child Care Centre goes missing or is temporarily unsupervised, or
  - (e) an unplanned disruption of the normal operations of a Program/Child Care Centre that poses a risk to the health, safety or well-being of children receiving child care at the Program/ Child Care Centre.
- Note: Appendix A provides examples and scenarios of reportable and non-reportable incidents.

## **Reporting a Serious Occurrence**

- The Program Coordinator will notify the licensee, supervisor or designate of a serious occurrence as soon as they become aware of the incident.
- All serious occurrences will be reported to the Ministry of Education through the Child Care Licensing System (CCLS) within 24 hours of the licensee, supervisor or designate becoming aware of the occurrence.
- Identifying information such as children or Program Coordinator names will not be included in the serious occurrence reports.
- If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), the licensee, supervisor or designate will notify the program advisor (PA) assigned to the licence by email or by telephone within 24 hours of becoming aware of the occurrence. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.
- Where a Ministry of Education PA cannot be reached by telephone, a voicemail message will be left to notify the PA of the incident.
- All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.
- Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible through update reports.
- Serious occurrences reported to the Ministry of Education will be documented in the daily written record.

## **Posting a Serious Occurrence Summary (Notification Form)**

- Within 24 hours of becoming aware of a serious occurrence, Program Coordinator or designate will complete a Serious Occurrence Notification Form in either CCLS or using the form available in Appendix B.
- The form will provide a summary of the serious occurrence and of any action taken by the child care centre.
- The summary will not include identifying information (e.g. names and ages of children, staff, or program rooms) and will contain gender-neutral language.
- The summary will be posted at the child care centre in a place that is visible and accessible to parents for a minimum of 10 business days, regardless of the serious occurrence type and the status of any related investigation.
- All updates to the serious occurrence will be added to the posted summary, and the summary will remain posted for an additional 10 business days each time any updates are added.
- All serious occurrence summaries will be retained for 3 years from the date they are created or last updated (whichever date is most recent).

## **Annual Analysis of Serious Occurrences**

- An annual analysis of all serious occurrences that occurred in the previous calendar year will be completed by the Program Coordinator, Janet Jackson or designate (the form available in Appendix C may be used for this purpose).
- The annual analysis will be used to identify issues, trends and actions taken.
- The analysis and record of actions in response to the analysis will be kept on file for Ministry of Education review and retained for 3 years from the date the analysis and record of actions were created.

## **Concerns about the Suspected Abuse or Neglect of a Child**

- If any person, including a person who performs professional duties with respect to children, has reasonable grounds to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person having charge of the child, the person will report the suspicion directly to a children's aid society (CAS).
- Suspected abuse or neglect that will be reported will include physical, emotional and sexual abuse and/or neglect.
- Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local CAS directly. The person who becomes aware of these concerns is also required to report the concerns to the local CAS.

## Procedures to Respond to a Serious Occurrence:

### Steps to Follow for All Serious Occurrences

Steps for Volunteers to Follow:	Steps for the Program Coordinator(s) and/or Designate to Follow:
<p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>• Ask the Program Coordinator for assistance.</li> <li>• Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training, where applicable.</li> <li>• Call emergency services and follow direction from emergency services personnel, where applicable,</li> <li>• Ensure that other children are removed from the scene and do not have access to the area, where applicable.</li> <li>• Address any risks to the health or safety of the child and/or other children present to prevent the risk of further harm.</li> <li>• Notify the Program Coordinator.</li> </ul> <p><b>2. Ongoing and after the incident:</b></p> <ul style="list-style-type: none"> <li>• Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)</li> <li>• Ensure that children are supervised at all times.</li> </ul> <p><b>3. Within 24 hours or soon:</b></p> <p>Document the incident in:</p> <ol style="list-style-type: none"> <li>a. the daily written record;</li> <li>b. the child’s record of symptoms of illness, if applicable; and/or</li> <li>c. in an accident report, if applicable.</li> </ol>	<p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>• Provide assistance to children, staff, volunteers and families.</li> <li>• Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training.</li> <li>• Call emergency services and follow direction from emergency services personnel, where applicable.</li> <li>• Notify the Licensee (Municipality of Whitestone)</li> </ul> <p><b>2. Within 24 hours of becoming aware of the incident:</b></p> <ul style="list-style-type: none"> <li>• Collect all pertinent information to report the incident to the Ministry of Education as a serious occurrence, including: <ul style="list-style-type: none"> <li>○ A description of the incident;</li> <li>○ The date, time, place where it occurred, actions taken and outcome;</li> <li>○ The current status of the incident and child/parties involved; and</li> <li>○ All other parties notified (e.g., emergency services, CAS, parents).</li> </ul> </li> </ul> <p><b>3. Report the serious occurrence in CCLS, or notify the Ministry of Education program advisor by telephone or email where CCLS is not available asap. <b>Note:</b> Where CCLS is not available, a serious occurrence report will be submitted in CCLS as soon as it becomes available.</b></p>

Steps for Volunteers to Follow:	Steps for the Program Coordinator(s) and/or Designate to Follow:
<ul style="list-style-type: none"> <li>Where an accident report is created, provide a signed copy to the Program Coordinator</li> </ul>	<ol style="list-style-type: none"> <li>Post a summary of the serious occurrence and of any action taken in a place that is visible and accessible to parents.</li> <li><b>Ongoing and after the incident:</b> <ul style="list-style-type: none"> <li>Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)</li> <li>Maintain confidentiality at all times.</li> <li>Update the serious occurrence report in CCLS, as required.</li> <li>In concert with the Licensee, conduct an internal review of the serious occurrence with all concerned to establish next steps and reduce probability of repeat occurrences.</li> <li>Provide children, parents, and/or volunteers with supports, if needed.</li> </ul> </li> </ol>

### Steps to Follow According to Specific Serious Occurrence Categories

Serious Occurrence Category	Steps for Volunteers to Follow:	Steps for the Program Coordinator/Designate to Follow:
<b>Death of a Child</b>	<p><b>Death occurs while a child is receiving child care:</b></p> <p>See 'Steps to Follow for All Serious Occurrences' for Volunteers; speak to the Program Coordinator for direction.</p>	<p>See 'Steps to Follow for All Serious Occurrences' for the Program Coordinator/Designate, and</p> <p><b>When Death occurs while a child is receiving child care:</b></p> <ol style="list-style-type: none"> <li><b>Immediately, upon becoming aware of the incident:</b> <ul style="list-style-type: none"> <li>Contact a parent of the child, or where a parent cannot be reached, contact the child's emergency contact.</li> </ul> </li> </ol>

Serious Occurrence Category	Steps for Volunteers to Follow:	Steps for the Program Coordinator/Designate to Follow:
		<p><b>When Death occurs while a child is not receiving child care:</b></p> <p><b>Within 24 hours of becoming aware of the incident:</b></p> <ul style="list-style-type: none"> <li>• Contact local Children’s Aid Society (CAS) or police services to find out if there is an investigation. If an investigation is ongoing, conduct an internal investigation with the Licensees after CAS or police services have completed their investigation, if applicable.</li> </ul>
<p><b>Allegation of Abuse and/or Neglect</b></p>	<p><b>Where there is a concern about the abuse or neglect of a child by any person:</b></p> <p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>• Report concerns to the local Children’s Aid Society (CAS) as per the duty to report obligations under the <i>Child and Family Services Act</i> (CFSA).</li> <li>• Document the conversation with CAS and follow their recommendations.</li> <li>• Notify the Licensee and the Program Coordinator of the incident and the report made to CAS, where appropriate.</li> <li>• Refrain from discussing the allegation with others.</li> <li>• Maintain confidentiality at all times.</li> </ul>	<p><b>Where there is a concern about the abuse or neglect of a child by a volunteer, or where a person has otherwise reported alleged abuse/neglect concerns to the supervisor/designate:</b></p> <p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>• Notify the person who reported concerns about their duty to report obligations under the <i>Child and Family Services Act</i> (CFSA).</li> <li>• Report the concerns to the local Children’s Aid Society (CAS) as per the duty to report obligations under the CFSA, unless it is confirmed that a report has already been made to CAS.</li> <li>• Document the concerns.</li> <li>• Contact and notify the Licensee</li> <li>• Contact and notify a parent of the child, where appropriate.</li> </ul>

Serious Occurrence Category	Steps for Volunteers to Follow:	Steps for the Program Coordinator/Designate to Follow:
		<ul style="list-style-type: none"> <li>• Based on the nature of the allegation and/or the direction of CAS and/or internal policies, determine next steps such as disciplinary measures and additional actions, such as an internal investigation to protect children in care.</li> <li>• Determine whether the individual alleged to have abused/neglected a child is registered with a professional regulatory body (e.g. College of Early Childhood Educators, Ontario College of Teachers, etc.). If so: <ul style="list-style-type: none"> <li>○ Report the allegation of abuse to the appropriate regulatory body;</li> <li>○ Report to the College of Early Childhood Educators when the employment of a registered early childhood educator (RECE) is suspended or terminated or if the RECE resigns.</li> </ul> </li> <li>• Refrain from discussing the allegation with others.</li> <li>• Maintain confidentiality at all times.</li> </ul> <p><b>2. Once all external investigations are complete (e.g. by police and/or CAS), if applicable:</b></p> <ul style="list-style-type: none"> <li>• Update the serious occurrence report in CCLS, as required.</li> <li>• Update all other authorities to whom the allegation was reported (e.g. College of Early Childhood</li> </ul>



Serious Occurrence Category	Steps for Volunteers to Follow:	Steps for the Program Coordinator/Designate to Follow:
		Educators, Ontario College of Teachers, CAS, etc.).
<b>Life-threatening Injury or Illness</b> <b>a. Injury</b> <b>b. Illness</b>	See 'Steps to Follow for All Serious Occurrences' for staff and volunteers.	See 'Steps to Follow for All Serious Occurrences' for the Program Coordinator/Designate.
<b>Missing or Unsupervised Child(ren)</b> <b>a. Child is still missing</b> <b>b. Child is found</b>	<p>'Steps to Follow for All Serious Occurrences' for volunteers, and</p> <ol style="list-style-type: none"> <li><b>1. Immediately, upon becoming aware that a child or children are missing:</b> <ul style="list-style-type: none"> <li>• Alert the Program Coordinator, and other volunteers;</li> <li>• Search the child care premises, including outdoor areas (e.g. hallways, washrooms, playground, outdoor classrooms, etc.);</li> <li>• Ensure that remaining children are supervised at all times.</li> </ul> </li> <li><b>a) Where the child or children are <u>not found</u> after being deemed missing:</b> <ul style="list-style-type: none"> <li>• Continue to search the premises.</li> <li>• Update the Program Coordinator.</li> </ul> </li> <li><b>b) Where the child or children <u>are found</u> after being deemed missing</b> <ul style="list-style-type: none"> <li>• Update the Program Coordinator.</li> </ul> </li> </ol> <ol style="list-style-type: none"> <li><b>2. After the child or children have been found, after being deemed missing:</b></li> </ol>	<p>See 'Steps to Follow for All Serious Occurrences' for the Program Coordinator/Designate, and</p> <ol style="list-style-type: none"> <li><b>1. Immediately, upon becoming aware that a child is missing:</b> <ul style="list-style-type: none"> <li>• Assist with searching for the missing child(ren).</li> </ul> </li> <li><b>a) Where the child or children are <u>not found</u> after being deemed missing:</b> <ul style="list-style-type: none"> <li>• Call emergency services and follow direction from emergency services personnel.</li> <li>• Contact the child(ren)'s parent(s), or where a parent cannot be reached, contact the child's emergency contact.</li> </ul> </li> <li><b>b) Where the child or children <u>are found</u> after being deemed missing:</b> <ul style="list-style-type: none"> <li>• Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).</li> </ul> </li> </ol>

Serious Occurrence Category	Steps for Volunteers to Follow:	Steps for the Program Coordinator/Designate to Follow:
	<ul style="list-style-type: none"> <li>Document the incident in the daily written record.</li> </ul>	
<p><b>Unplanned Disruption of Normal Operations</b></p> <p>a. Fire</p> <p>b. Flood</p> <p>c. Gas Leak</p> <p>d. Detection of Carbon Monoxide</p> <p>e. Outbreak</p> <p>f. Lockdown</p> <p>g. Other Emergency Relocation or Temporary Closure</p>	<p>‘Steps to Follow for All Serious Occurrences’ for staff and volunteers, and</p> <p><b>Where the incident is suspected to be an <u>outbreak</u>:</b></p> <p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>Notify the Program Coordinator and take direction from the Program Coordinator.</li> <li>Separate children who are showing symptoms of illness from other children.</li> <li>Follow the child care centre’s sanitary practices policy and procedures.</li> </ul> <p><b>2. Within 24 hours or sooner if possible:</b></p> <ul style="list-style-type: none"> <li>Record symptoms of ill health in the affected child(ren)’s records,</li> <li>Document the incident in the daily written record.</li> </ul> <p><b>Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):</b></p> <p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>Follow the child care centre’s fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.</li> </ul>	<p>See ‘Steps to Follow for All Serious Occurrences’ for the Program Coordinator/Designate, and</p> <p><b>Where the incident is suspected to be an <u>outbreak</u>:</b></p> <p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>Contact the local public health department.</li> <li>Contact the Licensee</li> </ul> <p><b>Where the incident is deemed an outbreak by public health:</b></p> <p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>Follow instructions from the local public health department.</li> <li>Contact the Licensee</li> <li>Contact the parent(s) of the affected child(ren) and ensure the affected child(ren) are picked up by their parent(s) and/or taken to hospital.</li> <li>Obtain an outbreak posting from the local Medical Officer of Health and post in an area easily accessible for parents.</li> </ul> <p>Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.</p> <p><b>2. Within 12 hours or sooner:</b></p>

Serious Occurrence Category	Steps for Volunteers to Follow:	Steps for the Program Coordinator/Designate to Follow:
	<p><b>2. Within 24 hours or sooner if possible:</b></p> <ul style="list-style-type: none"> <li>• Document the incident in the daily written record.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify all parents of children enrolled in the After School Program of the outbreak.</li> </ul> <p><b>Where the incident is <u>not deemed an outbreak</u>, follow sanitary practices policy.</b></p> <p><b>Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):</b></p> <p><b>1. Immediately:</b></p> <ul style="list-style-type: none"> <li>• Follow the fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.</li> </ul> <p><b>Note:</b> a hold and secure (an external threat in the area) is not a reportable serious occurrence.</p>

## **Regulatory Requirements: Ontario Regulation 137/15**

### **Serious occurrences**

#### **38.**

- (1) Every licensee shall ensure that,
  - (a) there are written policies and procedures with respect to serious occurrences in each child care centre operated by the licensee and each premises where it oversees the provision of home child care, that address, at a minimum, how to identify, respond to and report a serious occurrence;
  - (b) a report is provided to a program adviser of any serious occurrence in any child care centre operated by the licensee or any premises where it oversees the provision of home child care within 24 hours of the licensee or supervisor becoming aware of the occurrence;
  - (c) a summary of the report provided under clause (b) and of any action taken as a result is posted for at least 10 business days in a conspicuous place at the child care centre or home child care premises; and
  - (d) the report and the summary of the report are each kept in accordance with section 82.
- (2) Every licensee of a child care centre or home child care agency shall,
  - (a) conduct an annual analysis of all serious occurrences that occurred in the previous year at each child care centre operated by the licensee and at each premises where the licensee oversees the provision of home child care; and
  - (b) keep records of the actions taken in response to the analysis.

# Appendix A: Reportable Serious Occurrences

## Category 1 - Death of a Child

**Definition:** The death of a child who received child care at the After School Program.

For greater clarity, a death of a child must be reported as a serious occurrence if there may be a relationship between the child's death and the child's care in the licensed program.

The following provides some examples of what would and would not be considered a serious occurrence under this category.

### Examples of Reportable Serious Occurrences:

- A child was unresponsive and not breathing while receiving child care. The child was later pronounced dead by emergency medical staff.
- A child developed a severe illness while at the After School Program and later passed away in hospital.
- A child developed a high fever at the After School Program and was sent home. The child later passed away.
- A child incurred fatal injuries from an accident while on a field trip from the After School Program.

### Examples of Incidents that are not Serious Occurrences

- A child died following a known illness/disease/medical condition (e.g., cancer).
- A child died due to an automobile collision while in the care of the parents.

## Category 2 - Abuse/Neglect or Allegation of Abuse/Neglect

**Definition:** Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at the After School Program. This includes an allegation against any person who is on-site at the After School Program.

The following provides some examples of what would and would not be considered a serious occurrence under this category.

### Examples of Reportable Serious Occurrences:

- A visitor observed the Program Coordinator or a volunteer forcefully grabbing a child.
- The Municipality of Whitestone received an email from a concerned parent alleging that the Program Coordinator or a volunteer was upset that a child in the program had a urine accident and the Program Coordinator refused to permit the child to change his/her soiled clothes.
- A Program Coordinator or a volunteer is observed using harsh/degrading language to a child.

- A parent noticed a bruise on his/her child's face; the child told parent that the Program Coordinator had hit him/her.
- A Program Coordinator or a volunteer observed a parent or guardian slap a child while on the premises.

### **Example of Incident that is not a Serious Occurrence**

- A child disclosed to a Program Coordinator an incident that occurred while the child was not receiving care at the After School Program. In this case, a report would be required to the local Children's Aid Society as per the Duty to Report under the *Child and Family Services Act*

### **Category 3 - Life-threatening Injury or Illness**

**Definition:** A life-threatening injury to or a life-threatening illness of a child who receives child care at the After School Program.

For greater clarity, where the licensee has been notified that a life-threatening injury or illness of a child has occurred, it must be reported whether it occurred while the child was receiving care at the time, or where there are any indications that the life-threatening injury or illness was sustained / developed while the child attended the After School Program.

CCLS has two sub-categories: injury, and; illness.

Life-threatening injury or illness is defined as an incident that is capable of causing death.

Examples of life-threatening injury or illness include but are not limited to:

**Injuries:**

- Injuries to the head, back or neck resulting in unconsciousness or physical paralysis
- Severe eye injury (impalement)
- Injuries to the chest resulting in laboured breathing (collapsed lung), cardiac arrest, internal bleeding or vomiting blood
- Anaphylactic reactions
- Near drowning
- Substantial blood loss
- Drug overdose
- First time seizure, multiple seizures or seizures lasting more than 5 minutes
- Fracture with bone deformity and/or bone exposure

**Illness:**

- E. Coli
- Flesh Eating Disease

The following provides some examples of what would and would not be considered a serious occurrence under this category:

**Examples of Reportable Serious Occurrences:**

- A child suffered a second/third degree burn.
- A child had an anaphylactic reaction.
- A child ingested a hazardous substance at the After School Program that required hospital / medical attention.
- A child had a seizure in a situation where the parent or the Program Coordinator was unaware that a child was prone to seizures.
- A Program Coordinator administered the wrong dosage of a medication to a child, who required hospital/medical attention.
- A child was hit in the head with a baseball bat and loses consciousness.

**Examples of Incidents that are not Serious Occurrences:**

- A child with a pre-existing seizure disorder had a seizure at the After School Program. The Program Coordinator was aware of the condition, had a plan in place to respond and followed the plan to appropriately respond to the incident. The child did not require emergency medical attention.
- A child fell on the premises and sustained a cut that required a few stitches.

- A child tripped while running and chipped a tooth.
- A child ingested a non-toxic substance (e.g., playdough).

## **Category 4 - Missing or Temporarily Unsupervised Child(ren)**

**Definition:** An incident where a child who is receiving child care at the After School Program goes missing or is temporarily unsupervised.

CCLS has two sub categories: child found; and child still missing

The following provides some examples of what would and would not be considered a serious occurrence under this category.

### **Examples of Reportable Serious Occurrences:**

#### **Missing – Child found:**

- A child was left alone on the outdoor premises at the end of outdoor play and was later located.
- A child did not meet by the Program Coordinator at the After School Program on a day they were scheduled to attend and was located before time of reporting.
- A child left the After School Program and walked home. The child was greeted by the parents / guardian at home.

#### **Missing – Child still missing:**

- A child left the Whitestone Lake Central School through one of the doors. The Program Coordinator did not notice and the child's whereabouts are unknown.

### **Examples of Incidents that are not Serious Occurrences**

- An expected child did not arrive in the After School Program room. The Program Coordinator called the parent and found out that the parent had picked the child up from school.
- A child went missing while in the care of his/her parent.

## **Category 5 - Unplanned Disruption of Service**

**Definition:** An unplanned disruption of the normal operations of at the Whitestone Lake Central School that poses a risk to the health, safety or well-being of children receiving child care at the After School Program.

Unplanned disruption of service may involve program closure, relocation (not including a planned temporary relocation), immediate evacuation, restrictions placed on the After School Program (i.e. lockdown, outbreak).



CCLS has these sub categories: fire, flood, gas leak, detection of carbon monoxide, outbreak, lockdown, other emergency relocation or temporary closure.

The following provides some examples of what would and would not be considered a serious occurrence under this category.

**Examples of Reportable Serious Occurrences:**

- A fire caused an emergency relocation or closure of the Whitestone Lake Central School.
- A fire occurred at the Whitestone Lake Central School on the weekend when no children were present. The After School Program is closed until repairs are completed or until air quality is tested.
- There was a gas leak at the Whitestone Lake Central School (that occurred before/during/after operational hours).
- Carbon monoxide was detected at the the Whitestone Lake Central School; the Program Coordinator and children had to evacuate.
- Public Health declared an outbreak at the the Whitestone Lake Central School.
- There is a lockdown at the Whitestone Lake Central School due to a threat inside the building that restricts movement within the centre and results in a disruption in service.

**Examples of Incidents that are not Serious Occurrences:**

- The After School Program closed due to extreme weather conditions (i.e. snow storm).
- A boil water advisory was in effect.
- A fire alarm was activated, the Whitestone Lake Central School evacuated and fire services determined that there was no danger.
- There is a 'hold and secure' due to an external threat in the area. While movement is restricted into and out of a child care centre, there is no disruption in service.



## Appendix B: **Serious Occurrence Notification Form**

<b>Program name:</b>
<b>Date:</b>
<b>Date of occurrence:</b>
<b>Type of serious occurrence:</b>
<b>Description:</b>
<b>Action taken by Program Coordinator and Licensee/Outcome:</b> (add update if applicable).
<b>Name:</b> <b>Date:</b>

## Appendix C: Ministry of Education

### Serious Occurrence Annual Summary and Analysis Report

**INSTRUCTIONS:** Complete this form and retain it on file at the child care centre or home child care agency.

**Reporting Period:** January 1 to December 31, insert year

Name of Licensee: Municipality of Whitestone

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Name of Child Care Centre: Whitestone Centre After School Program

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Licensee Contact:

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Ministry of Education Program Advisor:

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Did any serious occurrences take place during the reporting period?  Yes  No

- If **no**, please sign the report and retain it on file.
- If **yes**, please provide the following information:

Type of Serious Occurrence (Under the <i>Child Care and Early Years Act, 2014</i> )	Total Number Reported (current year)	Total Number Reported (previous year)
The death of a child who received child care at a home child care premises or child care centre.		
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.		
A life-threatening injury to or a life-threatening illness of a child who receives child care at a home child care premises or a child care centre.		
An incident where a child who is receiving child care at a home child care premises or child care goes missing or is temporarily unsupervised.		
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.		

Type of Serious Occurrence (Under the <i>Child Care and Early Years Act, 2014</i> )	Total Number Reported (current year)	Total Number Reported (previous year)
	Total Number Reported (current year)	Total Number Reported (previous year)
<b>Total Number of Serious Occurrences</b>		
Total number of serious occurrences initially reported within 24 hours of the licensee or supervisor becoming aware of the incident		

**Every licensee of a child care centre or home child care agency shall conduct an annual analysis of all serious occurrences that occurred in the previous year at each child care centre or home child care agency operated by the licensee {(O. Reg. 137/15, ss. 38(2)(a))}**

Based on an analysis of all serious occurrences during the reporting period, describe any trends or patterns relating to staff, children, equipment and physical plant/site that contributed to or caused the serious occurrence(s):

**Every licensee of a child care centre or home child care agency shall keep records of the actions taken in response to the analysis. {(O. Reg. 137/15, ss. 38(2)(b))}**

Outline the action taken by your organization in response to the identified trends and patterns in serious occurrences, and describe additional plans to maintain compliance in these areas:

**Every licensee shall ensure that a report is provided to a program advisor of any serious occurrence in any child care centre or home child care premises operated by the licensee within 24 hours of the licensee or designate becoming aware of the occurrence {(O. Reg. 137/15, ss. 38(1)(b))}**

Describe any issues, and actions taken, with regard to the timely reporting of serious occurrences:

**Name of Program Coordinator:**

**Signature:** \_\_\_\_\_

**Date (dd/mm/yyyy):**