



SERIOUS OCCURRENCES AND ACCIDENTS

Extended Closure

MLCP strives to provide a safe, healthy environment for our students and staff. However, despite our best efforts there may be times when, beyond MLCP's control, the school may have to be closed for an extended period.

Decisions to close for an extended period are made based on recommendations/orders by one or more of the following ministries; the provincial and federal Ministries of Health, Education, and Labour as well municipal departments of Health and Childcare Licensing bodies. The reasons for an extended closure may include but are not limited to fire, faulty construction, mold, flooding, loss of essential services (power, heat, etc.), serious illness outbreak, pandemic, etc.

Serious Occurrences

A serious occurrence is a situation in which a staff, child or person on site is impacted in a way that extremely affects the normal procedures of the day causing interruption to the health, safety or wellbeing of the individual.

A serious occurrence for the purposes of the CCEYA mandates are as follows:

Categories and Definitions

- ❖ The **death** of a child that occurs while participating in the daily activities or on the property of MLCP or at home.
- ❖ Any **alleged or abuse/mistreatment** of a child that occurs while participating in the daily activities of MLCP. Abuse in the form of physical force or action injuring a child, neglect of basic needs, emotional abuse including teasing, belittling, rejecting and exposure to domestic violence or sexual abuse.
- ❖ A **life threatening injury** or illness.
- ❖ Any situation where a child/person is **missing/missing and found** or is **temporarily unsupervised**.
- ❖ Any disaster causing **unplanned disruptions**, such as a fire, flood, gas leak, carbon monoxide detection, outbreak, lockdown, other emergency relocation or temporary closure.



Reporting Procedures- Notification

Notify the office immediately of any serious occurrence.

Each situation will be accessed for safety and the needed immediate responses. Police, Fire, Medical care, CAS, Poison Control @ 9-1-1. Emergency procedures are to be followed as needed or instructed in each instance. Emergency contacts are posted beside each phone.

EXAMPLES:	Abuse/Neglect: MLCP Office, CAS	Missing child: MLCP Office, parents, police	Injury or serious illness: MLCP Office, 911, parent
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Common sense, a calm attitude and communication for support is essential in working through the situation most efficiently.

Allegations/reasonable suspicions of abuse or neglect must be reported directly to Children's Aid 905-433-1551 in accordance with Section 72 of the Child, Youth and Family Services Act.

Employers are mandated to report RECE's to the College of E.C.E.

An incident/serious occurrence form must be completed by involved staff. Serious occurrences will be reported to the Ministry, through CCLS within 24 hours. The parents will be notified of the occurrence. A (non identifying) summary report will be visibly posted for a minimum of 10 days and updated as new information becomes available.

The SERIOUS OCCURRENCE policy will be reviewed by staff at the beginning of each year, when revisions are made and at any time deemed important for an additional review. Students, volunteers and staff will all read and sign off on this policy - along with the others prior to beginning their time here. As with other policies this will be monitored for compliance and contraventions, reviewed annually and filed for Ministry review. Records of the report, the actions taken and any preventative measures taken (where appropriate) will be filed and stored for at least three years



An annual analysis/summary of occurrences will take place at the end of each academic year and kept on file. As required, a notification form will be conspicuously posted for at least 10 business days. A Serious Occurrence Injury Report will be submitted through CCLS within 24 hours. In the case of abuse Children's Aid will be notified immediately at 905-433-1551.

After the serious occurrence has been resolved, the facts will be recorded and placed in a Serious Occurrence File with the office and/or staff members file where it will be held for a period of at least three years. An annual summary of all serious occurrences will be revisited and analysed annually.

Accidents (excerpt from Record Keeping and Parent Communication)

There is, located in each building, a book allocated for accident/incident reporting. All accidents and mishaps must be noted for parental information and understanding.

An accident report must be completed, handed into the office for notification, photocopied for the parent and filed in the accident binder. In the event that an injury may be more serious or appear frightening to the parent - it will be reported to the office so the parent may be notified ahead of pick-up time. Accidents must also be noted in the class daily log.



ACCIDENT & INCIDENT OCCURRENCE REPORT (Staff)

Date:

Staff Name:

Witnessed by:

Approximate time of Incident:

WHAT was the occurrence?

WHERE did it happen?

HOW/WHY did it happen?

IMMEDIATE ACTION:

FOLLOW UP STRAGTEGIES:

Signatures:

Employee

Date

For the Montessori Learning Centre of Pickering

Date

See over for interview documentation

Copy given to staff



Montessori Learning Centre of Pickering

“Knowledge with Understanding”



ACCIDENT / OCCURENCE REPORT (Student)

Date:	Student Name:
Staff Witness:	Staff Witness:
Approximate time of Incident:	
WHAT was the occurrence?	
WHERE did it happen?	
HOW did it happen?	
IMMEDIATE SOLUTION/REMEDY:	
WHAT do we need to do to prevent this from happening again?	

Signatures:	
Employee	Date
For the Montessori Learning Centre of Pickering	Date
See over for interview documentation	<input type="checkbox"/> copied and forwarded to parent



Montessori Learning Centre of Pickering

“Knowledge with Understanding”
