

Incident Notification Procedure

Purpose

This document explains when and how to report incidents to PSESD.

Procedure

The Center Director determines if an incident needs to be reported to PSESD using the following criteria:

- There is a significant event or series of events resulting in a CPS report; a parent or community complaint is lodged; there is an investigation by licensing; a staff member is suspended or fired.
- There is a persistent concern or issue related to classroom management, including staff behavior, staff absences, conditions of the physical environment, or children of concern.

The Center Director takes these steps to make a report:

1. Center Director immediately notifies PSESD Associate Superintendent for Early Learning, Operations Director, or Program Director of any incident listed above.
2. Within 24 hours, the Center Director follows up on the verbal report by completing and emailing the *Incident Report Form*.
3. PSESD and Center Director discuss the incident, identify next steps such as further investigation of the incident, technical assistance, etc.
4. Regional Support Team are notified of the incident and follow-up steps.
5. The Center Director and Regional Support Team document the process until all steps are complete and the incident has been resolved.
6. PSESD may institute a Risk Assessment of the center as a result of ongoing concerns.

Related Documents

Active Supervision Procedure

Child Abuse Report Form

Child Abuse Neglect Policy

Child Abuse Neglect Procedure

Incident Report Form

Standard of Conduct: Active Supervision Policy