

# Child Incident Reporting Procedures



## POLICY

Effective Date: 08/21/2025

### Incident Reporting Procedures – Health and Safety

At Kids Central, Inc., keeping children healthy and safe is a shared responsibility. If an incident occurs on any Kids Central property, during any Kid Central sponsored event, during a field trip, or at a socialization event, the following steps must be followed:

*This policy was created to report child-related incidents. Injuries involving Kids Central, Inc. staff should be reported to Human Resources for proper handling.*

#### Immediate Steps to Take:

**1. Secure the Area**

Make sure the scene is safe for everyone.

**2. Care for the Individual**

Provide appropriate first aid or care to the injured person.

**3. Call 911 if Needed**

If the situation is serious or life-threatening, contact emergency services immediately.

**4. Notify the Family**

Contact the child's parent or guardian to inform them of the incident.

**5. Complete the Incident Report (Form H-303)**

Submit the completed form to your Health Services Specialist **on the same day** the incident occurs.

**6. Specialist Review & Reporting**

- The Health Services Specialist will review and enter the incident report information into Go Engage.
- If the incident could qualify as a major incident the Health Specialist will forward the child incident information to the Senior Management team via Go Engage.
- Any necessary follow-up with OHS or licensing will be handled by the Executive Director or member of the senior management team.



## Types of Reportable Incidents:

### 1. Incident Reports

Incident reports must be sent to your Health Services Specialist by the end of the same day of the incident. The Health Specialist will review documentation and determine if the need for further review is required. Incidents with the potential to meet major incident criteria will be reported to the Senior Management team. A senior management staff member will be responsible for reporting incidents classified as major to the Office of Head Start. This report to the Office of Head Start will be made within seven (7) calendar days of the time of the incident to [ohsincidentreport@acf.hhs.gov](mailto:ohsincidentreport@acf.hhs.gov). Reports are made using the Head Start Enterprise System correspondence tab with [CHILD INCIDENT] as the subject line. A senior management team member will also report to the Virginia Department of Social Services any child requiring outside medical treatment or death of a child using the online reporting form method provided by VDSS. This form can be found at the following link or on the Kids Central website under the partners tab:

[http://www.dss.virginia.gov/about/injury\\_report.cgi](http://www.dss.virginia.gov/about/injury_report.cgi)

Submission of the form must be made within 2 calendar days for injuries and 1 calendar day for death.

Determination of a major type of incident will be made by the Kids Central, Inc. senior management team using the following criteria:

- **Serious harm or injury of a child resulting from lack of preventative maintenance** of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

*Serious injuries* require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
- Severe sprains
- Chipped or cracked teeth
- Head trauma
- Deep cuts



- Contusions or lacerations
- Animal bites
- **Serious harm, injury, or endangerment of a child resulting from lack of supervision** while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, on a field trip or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.

*As stated above, serious injuries require immediate professional medical attention. This update to the Performance Standards represents a change from the prior policy of reporting all instances when a child has been unsupervised for any length of time. Instead, the requirement is that programs report any incident in which there has been serious harm, injury, or endangerment resulting from the lack of supervision.*

*Endangerment involves conduct that puts children at reasonable risk of harm and can be considered similar to [supervisory neglect](#) or failure to supervise. Examples of endangerment can include, but are not limited to:*

- Leaving children in situations where they have access to dangerous chemicals or toxins, choking hazards, or life-threatening substances
- Unsupervised or unrestricted exposure to vehicular traffic, extreme temperatures, risk of drowning, or risk of leaving the facility alone
- Leaving children alone with access to unknown or unauthorized adults
- Leaving a child unsupervised such that their basic needs are not met
- Knowingly failing to protect a child from maltreatment perpetrated by another caregiver in the program

When determining whether lack of supervision resulted in endangerment, programs should examine each situation on a case-by-case basis and consider factors such as:

- The child's age and developmental needs
- Length of time the child was left unsupervised



- Inherent dangers of the child's unsupervised environment
- **Unauthorized release of a child** from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

### Examples of Major Incidents:

- Broken bones
- Severe sprains
- Chipped or cracked teeth
- Head injuries
- Deep cuts or wounds
- Contusions or lacerations
- Animal bites