

Incident & Behavior Report Procedure

*Incident Reports should be filled out thoroughly and immediately following any incident that requires first aid application (meaning band-aids needed for physical, rather than emotional, purposes 😊).

*If necessary, please radio for assistance with supervision in order to ensure the report is filled out accurately and immediately. Notify Kathryn ASAP. If it is not possible to fill out an incident report immediately after an incident, please be sure to do it as soon as you are able without impeding the safety of your students (i.e. when students are all sitting and eating lunch or the next available time when a 3rd adult can be present to supervise while you fill out the report)

*Use discretion when determining whether a parent should be notified immediately regarding the incident, but some examples of when to call a parent include:

- Any incident where a child was bleeding significantly enough to bleed through a band-aid and require a replacement.
- Any bite, scratch or physical altercation with another student.
- Any fall that results in a blow (even a slight one) to the head (note: any blow to the head should be treated with an ice pack)
- A fall from a height (including the swing), whether leaving an immediate mark or not (note: sometimes falls from heights may not produce an immediate bruise but will be found later by the parent)
- If a student has gotten something in their eyes (i.e. sand, soap)
- If a tick is found on a student (note: do not try to remove the tick, allow parents to decide whether to attempt to remove it once you've spoken with them)
- A bee or insect sting (note: you never know if a child could be allergic to any type of insect bite, so it is always safest to notify the parent immediately and discuss how to proceed)
- Allergic reaction (no matter how insignificant it seems, allergic reactions can escalate quickly)

--If you're not sure whether to contact the parent immediately, ask an administrator---

*Barring extreme cases, allow the parent to use their discretion regarding whether to pick their child up after an injury. Be sure to document the phone call in detail, whether a parent decides to retrieve their child early or not.

*If any injury highlighted above occurs, when the parent is called, schedule a meeting for as soon as possible to discuss the injury (if possible, when the parent arrives to pick up the child; if they are picking up the child at normal time, ask them to arrive at the end of the pick-up window and remain after school for a quick meeting). Address the following in the meeting:

- Explain in detail how the injury occurred.
- Explain what measures already exist in your classroom to prevent such occurrences and why those measures did not prevent this occurrence (do NOT make an excuse)
- Explain in detail how you handled the injury.
- Explain in detail what actions are being taken to prevent the injury from occurring again.
- Answer any additional questions parents may have regarding the injury.
- NEVER give medical advice, always recommend parents seek medical advice from a physician for any serious injury.
- Offer a sincere apology and ensure parents that safety and well-being is our first priority, that we do

not take incidents lightly and refer to any necessary policies/procedures in place to prevent reoccurrence.

-FOLLOW UP BY PHONE the same day between 3 and 6 pm to check on the child. If you are unable to follow up directly for any reason, please ask Kathryn or another staff member who was present during the injury to do so on your behalf.

NEXT STEPS:

*Email a copy of the report **ON THE SAME DAY** to the parent, re-stating the main points of discussion during your in-person meeting and CC Kathryn & Ellen. It is **VERY** important to do this **THE SAME DAY** as the incident occurs. If for some reason, you are unable to have that brief meeting with the parent on the same day, still email the report and request to schedule a brief meeting as soon as possible to discuss. Once the meeting is over, send a follow-up email and re-state the main points of the meeting at that time.

* Set up an informal meeting with any co-workers who were present during the incident and discuss the situation thoroughly to get all perspective and to determine how to move forward to prevent the incident from recurring, share what was shared with the parent and discuss all possibilities and to put plans in place for how all parties are to respond to triggers/antecedents for this incident.

*Submit a hard copy of the incident report to Kathryn for the child's file.

For Behavior Reports:

*Complete and submit a behavior report for any behaviors for any child that contributed to or was involved in the incident and be sure that report is submitted to Kathryn for filing. Begin a behavior log if the child does not already have one/ add to the log if they do. Ensure your staff response plan includes this incident and be sure to document the incident from all sides.

*Set up a brief face-to-face meeting with the parents of any child you have completed a behavior report for as soon as possible and share the following:

- Explain in detail the child's behavior, any triggers or antecedents you noted and who/what was affected by the behavior.
- Ask questions about whether the child displays this behavior at home.
- Ask the parent how they address this type of behavior at home.
- Share with the parent how you responded to the behavior, your plans for preventing the behavior from recurring, your observations of the child for that day/week and whether you saw any signs of distress.
- Schedule a follow-up meeting to discuss progress within a month, be sure to set yourself a reminder.
- Follow up with a brief email **THE SAME DAY** restating the main points of the discussion and attaching a copy of the behavior report. CC Kathryn & Ellen on this email.
- Refer to the staff response plan moving forward.

I have thoroughly reviewed the above policy and understand and agree to follow the steps listed here.

Staff Signature

Date



Injury/Incident Report

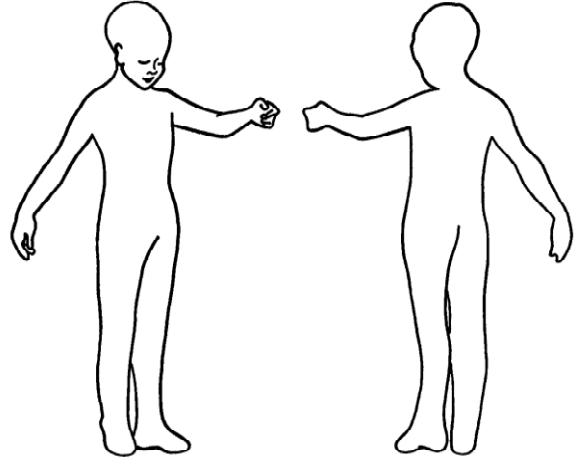
Teacher/Adult Witness First & Last Name:		
Name of child	Date of incident	Time of incident <input type="checkbox"/> am <input type="checkbox"/> pm
Describe circumstances of injury/incident		
Where did the injury/incident occur?		
Play equipment, furniture or other items or other students (unnamed) involved?		
If other students were involved, were their parents contacted? Yes No If yes, time of contact/notes:		
Was a behavior report submitted?: Yes No		
Was first aid given? If so, result.	Describe any other treatment given.	
Yes No		
Were there other witness(es)?	<input type="checkbox"/> <input type="checkbox"/>	If yes, give name(s) _____ _____ _____
Medical professional contacted?	<input type="checkbox"/> <input type="checkbox"/>	If yes, give name: _____ Time of contact/notes: _____
Was parent contacted?	<input type="checkbox"/> <input type="checkbox"/>	If yes, give name: _____ Time of contact/notes: _____

Was a parent meeting scheduled? If yes, parent name: _____
 Date/Time of meeting: _____

What steps were taken to prevent recurrence? Notes: _____

Was a check-up call made? If yes, parent name: _____
 Time of contact: _____
 Notes: _____

Mark and describe area of injury; additional notes or info:



Y cu'c'uvch'o ggkpi 'uej gf wrf 'v'f kwuu'vj g'kpek gpvA"l gu""P q
 Kk"l gu.'r rncug'tgeqtf "o ggkpi "pqvu'qp'r txxgpvqp"cpf 'r rppkpi 0

Parent/guardian comments

Parent/guardian signature

Date

Teacher/Adult witness' signature

Date



Behavior Report Form

Student Name: _____ Classroom: _____

DOB : _____ Date: _____ Time: _____ : _____ Location of Incident: _____

Staff Name Reporting Incident: _____ Incident Number (circle one): 1st 2nd 3rd

PROBLEM BEHAVIOR Please check all that apply to this incident.

<input type="radio"/> Physical Aggression	<input type="radio"/> Running Away/Leaving Area Without Permission
<input type="radio"/> Property Destruction	<input type="radio"/> Not Following Rules
	<input type="radio"/> Disruption
	<input type="radio"/> Inappropriate Touching
	<input type="radio"/> Other _____

Description of Incident (include any antecedents and description of child's behavior- please name only the child receiving the report)

Responses Please circle the responses used for this incident.

<ul style="list-style-type: none">• Review Expectations with Child• Modification of Activities/Evnironment/Expectations• Time Away from Group/Activity• Conference with Child• Call Parent and/or Speak with Parent at Sign Out (Time: _____:_____) (Parent Initial: _____)• Added to the Behavior Log	<ul style="list-style-type: none">• Contact Parent/Guardian to Pick Up Child Early (Date/Time picked up: _____:_____)• Parent Conference/BIP (Requested: _____)• Other: _____• Termination from Program (Date of Termination: _____)
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The Garden seeks to provide an environment conducive to positive child growth and development. Parents will be notified in writing of any major behavior concern. Consistent incidents and behavior that is not responsive to our attempts at redirection may result in the need for additional support for the child according to a Behavior Intervention Plan. Please review our Discipline Policy for a full understanding of this process. Should The Garden deem any behavior consistently harmful and disruptive to any child or adult, notification will be given to the parent/guardian and a plan will be made based on the severity of the behavior.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Parent Refused to Sign: _____ Admin/Teacher Initials

**The Behavior Report process is in place for all children unless they have a Behavior Intervention Plan in place. The Garden reserves the right to terminate care based on the severity and consistency of the behavior. We are unable to offer refunds for termination based on behavior concerns.*