

MANAGEMENT OF A SERIOUS INCIDENT INVOLVING A CHILD

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



Part 1 - Purpose

To ensure that any serious incident involving a child within an Early Childhood Centre is appropriately managed, reported and investigated.

Part 2 - Scope

This policy and procedure relates to Quality Area Two of the National Quality Standard.

This policy and procedure applies to all persons employed within one of Northside's Early Childhood Centres.

Part 3 - Policy

In the event of a serious incident taking place within a Centre involving a child, the Nominated Supervisor (or Certified Supervisor on duty) will first act to ensure the immediate safety of the child, then report the incident to all the appropriate authorities, including immediate notification of the child's family. Northside will then ensure an investigation is carried out into the incident.

As per the Education and Care Services National Law, a serious incident in a Centre can refer to:

- The death of a child while being educated and cared for by the Service, or following an incident while being cared for by the Service;
- Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner. (e.g. whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital;
- Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought;
- A child was missing from the Service or was not able to be accounted for;
- A child was taken or removed from the service in a manner that contravenes the National Regulations;
- A child was mistakenly locked in or locked out of the service premises or any part of the premises.

Part 4 - Procedures

4.1 Immediate Response

In the event of a serious incident involving a child taking place within a Centre, the Centre Director (or Certified Supervisor on duty) will immediately ensure that:

- The child is safe from immediate harm;
- First Aid is administered (if required);
- Someone has contacted 000 and requested medical assistance (if required);
- At least one staff member is released from the Centre operational Educator : child ratio to provide any ongoing support to the child, which ensuring that Educator : child ratios across the Centre continue to be met;

4.2 Notification

As soon as possible following the immediate response and risk mitigation process, the Centre Director (or Certified Supervisor on duty) will ensure that:

- The family of the child is contacted and given as many details of the incident as possible;
- The Executive Director, Children's Services is contacted and notified of the incident and all steps taken so far;
- A Northside Accident and Incident Form is completed;

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- An ACECQA Notification of serious incident (SI01) form is complete and sent to Children's Education and Care Assurance (ceca@act.gov.au);
- Northside's internal Reportable Incident Notification is completed;

4.3 Investigation

Following the required notifications, the Executive Director, Children's Services, will conduct an investigation into the incident. This investigation will determine what, if any, further action may need to take place. This could include (but is not limited to):

- Performance improvement plan;
- Formal workplace investigation;
- Disciplinary action;
- Review of policies and procedures;
- Review of Centre supervision plans.

Part 5 - Definitions

Northside: Northside Community Service, including all Services operated by both Community Services and Children's Services.

Approved Provider: A person who holds a provider approval under the National Quality Framework. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

Nominated Supervisor: A person who is a certified supervisor, has been nominated by the Approved Provider to accept day-to-day management of the Early Childhood Centre and has consented to that nomination.

Certified Supervisor on Duty: A certified supervisor is placed in day-to-day charge of an education and care service if the approved provider or nominated supervisor nominates the certified supervisor as the person in day-to-day charge, and the certified supervisor accepts this nomination in writing.

Part 6 – Related Documents

ACECQA Notification of Serious Incident (SI01) form
located at:

http://files.acecqa.gov.au/files/2015%20Application%20Forms/Service%20approval_FormsV12%20JULY_%202015/SI01_NotificationOfSeriousIncident_v12.pdf

Northside Reportable Incident Form

located at: <http://goo.gl/forms/bRFdLx2lw8>

Education and Care Services National Regulations

located at: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

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Part 7 – Policy Status and Details

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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
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