



CRITICAL INCIDENT REPORTING POLICY

January 2025

Policy Statement

The purpose of this policy is to outline the procedures for managing and reporting incidences that may have caused harm or have significantly impacted a child while in our care. This policy aims to ensure a thorough investigation process, prompt reporting, clear communication with parents, and prevention of similar incidences from occurring in the future.

When to use this policy:

- A child goes missing while in the care of MRCS.
- An allegation of abuse is communicated to the Managing Director.
- A child's behaviour causes injury to themselves or another child.
- A child has to visit a medical professional as a result of an injury that occurred while in the care of MRCS.
- Facility evacuation due to fire, flood, etc.

Procedure

In the event one of the above happens, staff are required to complete the following steps:

1. Address the immediate safety of the children in care, call 911 if required.
2. Notify the parents/guardian immediately if their child becomes ill, injured or may have been involved in a reportable accident.
3. Notify the Managing Director of the incident and licensing within 24 hours

Minor Incidences

- All Staff at MRCS are required to keep a log of all minor incidences.
- These include minor accidents, illnesses or events involving the child where they did not require medical attention. These can include, trips, falls, knee scrapes, and mild fevers due to teething.
- All staff are required to notify the parents/guardians of any minor incidences that occur.



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