



Incident Reporting Procedure for Extended Care Program

Purpose: To ensure a safe and supportive environment for all students and to address incidents of inappropriate behavior promptly and appropriately.

The following procedure will be used to handle all incidents of inappropriate behavior:

1. Documentation:

The lead worker will document the incident in detail, including:

- Date and time of the report
- Names of the students involved
- A factual account of what was shared by the student(s)
- Any additional relevant observations

This report should be completed immediately after the incident is reported or witnessed.

2. Notification of Parents/Guardians:

Parents or guardians of all students involved will be notified upon picking up their child from the program. In the case of serious injury, the parent or guardian may be called to pick up their child.

The lead worker will communicate the situation with the student's parent or guardian and share only the information that pertains to their child.

3. Submission of Report:

The lead worker will notify the extended care program director on the day of the incident and submit the completed report.

The report will be reviewed by the administrator to determine any necessary follow-up actions.

4. Follow-Up Communication:

Once all appropriate information has been gathered, an MCS administrator will contact the parents or guardians of the students involved in the incident as soon as possible.

Follow-up communication will provide additional information, discuss any concerns, and outline any further steps that will be taken to ensure student safety.