Department: Safe Environments	Approval Date: 7/7/2015	Procedure Number: 9070
Regulation Number: 1304.52(h)(1) and 1304.24(a)(3)(ii)	Regulation Title: Safe Environments	Procedure Title: Procedures for reporting suspected child abuse and/or neglect involving program staff

Procedures: MARC will provide annual training for all Contracted EHS/HS Direct Service providers to review these procedures and ensure they are followed. All new contractors will receive training immediately following the effective date of their contract.

A report must be made for any significant incident that affects the health or safety of a child that occurs in a setting where Head Start services are provided and that involves:

(1) A staff member, contractor, or volunteer that participates in either a Head Start program or a classroom at least partially funded by Head Start, regardless of whether the child receives Head Start services; or

(2) A child that receives services fully or partially funded by Head Start or a child that participates in a classroom at least partially funded by Head Start; or

Protocol for Reporting Staff Incident/Allegation/Misconduct to the Administration for Children and Families (ACF):

1. **Steps to be taken by MARC Contracted Direct EHS/HS Service Providers:**
   - The Program Director or designee will contact the MARC Head Start Director by phone immediately after the occurrence of any Incident/Allegation/Misconduct by program staff to give a verbal report of the situation.
   - The Program Director or designee will complete the ACF- ***Head Start Incident/Allegation /Misconduct Form*** as fully as possible and submit via email to the MARC Head Start Director within 24 hours of the occurrence. (If the incident occurs on a Friday, report is due the following Monday morning)
   - Whenever additional information or updates become available including notice from the State indicating whether or not the incident/allegation has been substantiated, the Program Director will submit a revised ***Head Start Incident /Allegation /Misconduct Form*** immediately upon receipt of new information.
   - The Program Director will ensure that no person who is alleged as a perpetrator in any incident or misconduct shall work directly with children until a State investigation has

been completed.

- Within two days of the occurrence, The Program Director and other appropriate staff will participate in a follow up meeting for corrective action planning with the MARC Head Start Director and MARC OD Manager.
- Within five days of the occurrence, a written report will be submitted to the MARC Head Start Director outlining corrective action steps to be taken including internal monitoring for compliance.

2. Steps to be taken by the MARC Head Start Director or Designee

- When an incident report is phoned in, the MARC Head Start Director will record the information received and send it via email as confirmation to the Program Director and to the MARC OD Manager immediately. This email will confirm the program's responsibility to submit a written report within 24 hours.
- During the phone call, the MARC Head Start Director will obtain confirmation from the program that staff implicated as a perpetrator in any incident or misconduct are not working directly with children until a State investigation has been completed.
- If a written report is not received from the program within 24 hours of the occurrence, the MARC Head Start Director will follow up with a reminder to ensure its completion.
- Once the written report is received from the program, the MARC Head Start Director will forward it to the ACF Region VII Program Specialist via email immediately, copying the MARC OD Manager on the message. Without exception, the initial report must be submitted **within two working days** of the occurrence.
- The MARC OD Manager will follow up with the Head Start Director if not copied on a message within 24 hours of the occurrence. This will be done as a redundant procedure to ensure the required report has been received and forwarded to ACF.
- The MARC Head Start Director and OD Manager will conduct a follow up meeting with the Program Director and other appropriate staff within two days of the occurrence to discuss/develop corrective action planning including plans for follow up monitoring to ensure compliance.
- The MARC Head Start Director will submit any additional reports received from the Program to the Region VII Program Specialist immediately upon receipt.