



STATEN ISLAND HEAD START/EHS

A Division of RUMC

Critical Incident Response Policy

HEAD START/EHS PROGRAMS

16 Osgood Avenue
Staten Island, N.Y. 10304
718-420-6138

44 Dongan Hills Avenue
Staten Island, N.Y. 10306
718-987-7755

10 Kingsley Place
Staten Island, N.Y. 10301
718-816-5168

166 Lockman Avenue
Staten Island, NY 10303
718-494-0400

The safety of the children in our care is top priority for our agency. Although, precautions and prevention measures have been put in place, situations may arise in which a critical incident may require immediate action. In the event of: (1) lost child, (2) death of a child (inside or outside of the agency), (3) broken bones, and (4) any incident requiring stitches, please refer to the corresponding agency policies.

Lost Child Protocol

Parents/or escorts are required to bring the child/ren into the classroom and sign the escort book. After breakfast is served the attendance is taken in the classroom by roll call by Social Service and the escort form is retrieved to be used for sign out in the afternoon. The attendance is then recorded in Child Plus (database) which is used to generate reports of attendance and enrollment for the DOH and the Office of Head Start.

All classrooms are staffed with a minimum of two adults at all times, in some cases a third person is assigned to a classroom to ensure adequate coverage at all times. Teachers will supervise children at all times. No child will be left unsupervised for any reason. Children are counted before leaving the classroom for outdoor play, field trips or special events. When the children and staff reach the play yard, bus or the special location adults will again count the children to ensure all children are present.

When children leave the building for a field trip or community walk there must be sufficient adult supervision to ensure children can be managed in a safe and orderly manner. Children will cross streets only at traffic lights. Children will be supervised in the play yard by no less than two adults at all times. Children will be counted upon arriving in the play yard and before leaving the play yard. When children return to the classroom after outdoor play they will be counted and the count confirmed by all adults.

When children board the bus of a trip, the adults will count the children once they are seated and confirm the count with co-workers. Upon arrival at the field trip destination, children will be counted after disembarking from the bus, supervising adults will confirm the count. Children, parents and staff will travel in groups during all field trips; toileting of children will be done with the group together. At no time will an adult have responsibility of more than ten children. On field trips every effort will be made to have a 3:1 ratio.

In the unlikely event that a child goes missing, the **sign-in register must first be checked** to ascertain whether or not the child was signed out of the Center. The **child's parent/guardian is to be notified** and all available members of staff will be instructed to **conduct a search** of the premises or area where the child was last seen. The search party shall consist of persons who are not needed to maintain the required staff to child ratio, and may be drawn from administrative, teaching and custodial staff, along with parent volunteers. The names and telephone numbers of all persons in the search party shall be recorded by the director(s).

If the child becomes **lost in a public place such as a park**, subway or on a bus, the **staff in such an establishment shall be alerted** to give aid and advice. After ten (10) to fifteen (15) minutes have elapsed and the child's whereabouts are not determined, the Program Director will contact 911 immediately, New York City Department of Health and Mental Hygiene (DOH) within 24 hours, In

Mission Statement

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the unlikely event that the Program Director is unable to make contact with the DOH the Assistant Director or the Education Director will reach out to third party entities listed above on behalf of the agency.

Measures at the Cessation of Search

Once the child has been found, the Education Director along with the child's classroom teacher will make an assessment of the child's wellbeing. The assessment will include:

- The need for treatment for any perceived injury
- Determination for medical intervention
- Investigation of where the child may have been
- Investigation of what may have happened to the child while unsupervised

Once this assessment is completed and the child does not have any emergency need, the child will be returned to his/her supervision of class teacher. If the child's class has returned to the center, the child will remain with the Education Director and classroom teacher. Once the child has been returned to the group, the Education Director will call the Director and provide a report of the assessment.

In the event the child is not found prior to the end of school day, the Director under the supervision of Richmond University Medical Center's administrators will determine the next plan of action which could include but not limited to keeping the center open with essential staff and working with the police department and parents to continue the search for the child.

PROCEDURE FOR DOCUMENTING THE INCIDENT

A designated **director** shall be responsible for **documenting the event** and generating a report. A copy of such report shall be made available to the police, Department of Health, ACS, and the parent/guardian if so requested. The reports shall be created on the day of the incident or at the earliest date thereafter, not exceeding two (2) days after the incident.

Death of a Child (inside or outside the agency)

In the unlikely event that a child dies while in custody of Staten Island Head Start or in the custody of their parent/guardian, Staten Island Head Start will contact New York City Department of Health and Mental Hygiene (DOH) within 24 hours. In the unlikely event that the Program Director. In the unlikely event that the Program Director is unable to make contact with the DOH the Assistant Director or the Education Director will reach out to third party entities listed above on behalf of the agency.

Broken Bones and any incident requiring stitches

In the unlikely event that a child incurs broken bones or needs to have stitches for any reason SIMH Head Start or in the custody of their parent/guardian, Staten Island Head Start will contact New York City Department of Health and Mental Hygiene (DOH) within 24 hours. In the unlikely event that the Program Director is unable to make contact with the DOH the Assistant Director or the Education Director will reach out to third party entities listed above on behalf of the agency.

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