

**HEAD START PROCEDURES FOR:
REPORTING SYSTEMS
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Performance Standard 1302.102(d)(1) Reporting systems

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 Business Manager
- 2.3 ESC Head Start Staff
- 2.4 Head Start Teacher
- 2.5 Head Start Educational Aide
- 2.6 Head Start Family Service Worker

3.0 Resources:

- 3.1 Head Start Performance Standards
- 3.2 Texas Child Care Licensing
- 3.3 Self Reporting Incident Report

4.0 Procedures:

- 4.1 Grantee will report to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law. This will include:
 - 4.1.1 Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.
(In regards to 4.1.1, grantee will report to the regional office within 3 business days)
 - 4.1.2 Incidents that require classrooms or centers to be closed for any reason.
(In regards to 4.1.2, grantee will report to the regional office within 5 business days)
 - 4.1.3 Legal proceedings by any party that are directly related to program operations; and
(In regards to 4.1.3, grantee will report to the regional office within 30 calendar days)
 - 4.1.4 All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.
(In regards to 4.1.3, grantee will report to the regional office within 30 calendar days)

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- 4.1.5 Incidents affecting the health and safety of children will be reported to the grantee verbally on the date that incident occurred. These reports will include: child left unsupervised in which there was harm or danger to a child, health and safety in which there was harm or danger to a child. A written report of the incident will be sent to grantee within three school days by the local school district from all involved parties (ex. teacher, aide, fsw).
- 4.1.5.1. Incidents affecting the health and safety of children will be reported to the delegate on the date that incident occurred by the local school district and a written report will be submitted by the (delegate) local school district to delegate within three school days.
- 4.1.5.1.1. The delegate will report to the grantee on the date that incident occurred and submit a written report within three school days.
- 4.1.5.1.2. Delegates will have their own Health and Safety Committee with grantee representation and make determination if the incident is reportable.
- 4.1.5.2 Within 24 hours of receiving the complete written incident report (which includes incident reports form everyone involved) from the local school district and/or delegate, the Health and Safety Committee will review the written report to determine if the incident is reportable to the Office of Head Start. All reportable Health and Safety incidents will be reported to the regional office within three business days of receiving information from the local school district and/or delegate. (Staff will receive training on any incident regardless if H&S committee determine not reportable)
- 4.1.6 Policy Council and Board will be informed of incidents, respecting confidentiality, regarding health and safety and active supervision.

5.0 Associated Documents:

- 5.1 Incident Report
- 5.2 Safety Committee Notes
- 5.3 Training Agenda/Sign in sheet

6.0 Record Retention Table:

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Identification	Format	Storage	Retention	Disposition	Protection
Incident Reports	Paper	Locked filing cabinet Google docs	7 years	Shred	Secure office Password protected

7.0 Monitoring:

7.1

8.0 Revision History:

Date:	Revision#	Description of Revision
2-2018		
5-2018	4.1.5	Revision on number of days
11-2018	4.1.5	Revision on number of days
6-2019		Reviewed
4-2022		Reviewed
12/2022		Reviewed