

ATTACHMENT A

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	CITY OF PHOENIX Human Services Department Education Division	
Child Incident Reporting	POLICY NUMBER: B25 - 10	
Health and Safety	Information Memorandum ACF-OHS-IM-24-06	
The Policy Council approved on The Governing Board approved on	EFFECTIVE DATE:	

Purpose

To ensure the health and safety of children in Head Start-funded settings by establishing clear procedures for reporting significant incidents and violations of the Standards of Conduct in accordance with ACF-OHS-IM-24-06.

Policy Statement

All Education Service Providers (ESP), city staff, contractors, and volunteers must report any significant incident that affects the health or safety of a child in a Head Start-funded setting. This includes any violation of the Standards of Conduct. Timely and accurate reporting is required to ensure compliance with federal regulations and to support continuous quality improvement.

Definitions

- **Reportable Incident:** Any event that affects the health or safety of a child and occurs in a setting where Head Start services are provided.
- **Head Start-Funded Setting:** Any location where services are fully or partially funded by a Head Start grant, including classrooms, bathrooms, playgrounds, facility parking lots, program-approved transportation, and excursions.
- **Involved Parties:** A child receiving Head Start services, or a staff member, contractor, or volunteer participating in a Head Start funded setting.

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Reporting Requirements

Immediate Notification

- The ESP must notify the Deputy Human Services Director or Quality Assurance Manager via phone or text within 24 business hours of the incident or violation.

Written Notification

- The ESP must submit a written email report to the Deputy Director and Quality Assurance Manager within 24 business hours of the incident.
- The Quality Assurance Manager will upload the email to the incident report.

ChildPlus Documentation

- The teacher or designee must enter the incident into ChildPlus within 48 hours of the event.
- All required fields must be completed, and the report must be signed by the ESP Director.

Investigation and Final Report

- A thorough investigation must be conducted by the ESP.
- A final report must be submitted within seven (7) business days of the incident.

The report must include:

- A description of how the incident occurred
- Identification of all involved parties
- Any disciplinary actions taken
- Preventive measures to avoid recurrence

City Responsibilities

- The City of Phoenix will determine whether an incident is **reportable** under ACF-OHS-IM-24-06.
- If deemed reportable, the City will submit the incident report to the **Southwest Region Program Specialist** within **seven (7) calendar days** of the incident.

Training Requirements

- All classroom and administrative staff, including city and provider personnel, must complete **annual training** on:
 - Child Incident Reporting Procedures
 - Standards of Conduct