



Region 10 ESC

UNSUPERVISED CHILD REPORTING PROCEDURE

PURPOSE: To ensure adherence to all of the standards of conduct which include but are not limited to providing appropriate supervision of all enrolled children, ensuring staff and volunteers do everything they can to prevent injury and minimize the risk of harm to Head Start/Early Head Start children. CFR 1302.102 (d)(1)(ii); ACF-IM-HS-09-06: ACF-IM-HS-15-05

DOCUMENTS:

- Unsupervised Child Incident Report
- Unsupervised Child Follow-up Report for Campus Principals
- Unsupervised Child Follow-up Report for Program Coordinator

Person Responsible	Timeline	Procedure
Region 10 staff or Head Start Teacher or Instructional Assistant	Immediately upon discovery	<ul style="list-style-type: none"> ● Notify campus principal and R10 Director, AD and Program Coordinator of the incident. ● Each individual involved in the unsupervised child incident will complete an Unsupervised Child Report. ● Send the signed document to the Campus Principal and the Program Coordinator.
Campus Principal	According to district policy	<ul style="list-style-type: none"> ● Conduct investigation of the incident; ensure all incident reports are completed and have been shared with the Program Coordinator. ● Notify the parent. ● Complete Unsupervised Child Follow-up Report. ● Send a signed document to the Program Coordinator.
Program Coordinator	Within 48 hours of notification	<ul style="list-style-type: none"> ● Fully investigate the incident. ● Program Coordinator will complete Unsupervised Child Follow-up Report for PC. <ul style="list-style-type: none"> a. Program Coordinator will collaborate with Education to document the follow-up plan ● Compile all documentation related to incident and send to Director and Assistant Director
Region 10 Director	Within 72 hours	<ul style="list-style-type: none"> ● Review all documentation for final determination ● Notify Region VI Regional Office if applicable.
Education Coordinator	Determined post reporting	<ul style="list-style-type: none"> ● Implement a follow-up plan with the teaching team for ongoing monitoring purposes to ensure children are supervised at all times.

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All staff are trained and signed off annually on Standards of Conduct. Teaching Teams receive Active Supervision Training during monthly team meetings.