

# FY24 Sample Incident Reporting Form

## How to Use This Resource

When health and safety incidents occur, Head Start recipients are required to report to the Office of Head Start (OHS) Regional Office immediately or as soon as practicable, and not later than seven calendar days following the incident. Head Start recipients should not wait for the completion of state or other investigations but should report immediately or as soon as practicable.

Recipients are responsible for reporting the following incidents, precipitated by staff, consultants, contractors, or volunteers, of:

- Potential child abuse, neglect, and inappropriate conduct by program staff, consultants, contractors or volunteers.
- Inadequate supervision.
- Unauthorized release.
- Child injuries resulting from intentional or unintentional acts (such as playground injuries) that require either hospitalization or emergency room medical treatment, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.

This sample form can be used or adapted to fulfill this requirement; however, it is not required. If the recipient has an incident form readily available containing the information requested on this form, then the recipient's existing form may be used.

Submit this form, or the recipient's incident form with similar information, via the Head Start Enterprise System (HSES) Correspondence tab, with attention to your assigned Program Specialist, and copy the Supervisory Program Specialist or Regional Program Manager. Please include all information or documentation pertinent to the incident being reported. Please do not include any personal identifiable information (PII) for children and adults involved in the incident.

If you have any questions or need assistance completing this form, please reach out to your assigned Program Specialist.

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## Sample Incident Reporting Form

### Part 1: Program Information

Recipient Name: \_\_\_\_\_

Grant(s) #: \_\_\_\_\_

Subrecipient/Partnership: \_\_\_\_\_

Incident Number	Date incident occurred	Date recipient became aware of incident	Date reported to state, local, or tribal entities	Date reported to OHS
Incident 1				
Incident 2				
Incident 3				

### Part 2: Reporting

Has the recipient made reports to the following parties, as needed?

Additional Reporting	Notified? (Y/N/NA)	Date Notified	Additional Details (mode of notification, etc.)
Families of involved or potentially affected children (such as children in the same classroom, setting, etc.)			
Licensing agency or tribal agency			
Law enforcement			
Child Protective Services			
Governing body			
Policy Council			

If law enforcement was involved, please provide the details of their involvement:

If this was reported by a public media source, please provide the details of the news outlet (newspaper, stations, available video, including links to the sources):

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Is video footage available for any of the reported incidents? Please provide a link to the video available.

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## Current Status of Incident Investigation

- Information Gathering (information still being gathered by recipient)
- Alleged, under investigation by state, local, or tribal entity
- Substantiated (details have been fully investigated and allegations are substantiated)

Additional details:

## Part 3: Type of Incident

Select the type of incident:

**Serious Child Injury**

Which incident does this apply to?     Incident 1             Incident 2             Incident 3

**Inadequate Supervision**

Incidents involving lack of supervision while in the care or under the supervision of program staff, consultants, contractors, or volunteers, which includes leaving a child alone anywhere on the grounds of a Head Start facility, as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion.

Which incident does this apply to?     Incident 1             Incident 2             Incident 3

- Number of minutes of Inadequate Supervision \_\_\_\_\_
- Child left inside or outside \_\_\_\_\_

**Unauthorized Release**

Incidents where a child is released from a Head Start facility, bus, or other program-approved transportation to a person who does not have the permission or authorization from the child’s parent or legal guardian to receive the child, or to a location where no adult is present.

Which incident does this apply to?     Incident 1             Incident 2             Incident 3

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Which of the following best describe the incident? Check all that apply.	
<b>Child is released to an unauthorized adult who is <i>known</i> to the program and/or the child's parent or legal guardian, and...</b>	
The parent or legal guardian has previously given verbal authorization to the program to release the child to this individual.	
The parent or legal guardian has NOT previously given verbal authorization to the program to release the child to this individual.	
The individual is under the age of 18, such as siblings or other relatives.	
The parent or legal guardian has previously informed the program NOT to release the child to this individual because the adult presents risk to the child.	
<b>Child is released to an unauthorized adult who is <i>unknown</i> to the program and/or the child's parent or legal guardian (stranger).</b>	
<b>Child is released to the wrong location or to a location without any adult supervision.</b>	

**Potential Abuse, Neglect, or Inappropriate Conduct**

Incidents involving program staff, consultants, contractors, or volunteers that instill fear or humiliate a child, or incidents involving suspected or known physical, verbal/emotional, or sexual child abuse.

Which incident does this apply to?     Incident 1             Incident 2             Incident 3

Review the definitions below and select the best description of the potential abuse, neglect, or inappropriate conduct reported:

- Physical abuse** is the intentional act by a staff member, consultant, contractor, or volunteer to cause physical harm to a child's body. Physical abuse may result in bruises, lacerations, fractured bones, burns, internal injuries, or serious bodily harm. Select which of the following actions were reported:
  - Binding** (may also be reported as tying or taping)
  - Hitting** (may also be reported as smacking, swatting, tapping, slapping, spanking)
  - Kicking**
  - Pinching** (may also be reported as poking)
  - Pulling** (may also be reported as dragging, tugging, grabbing, yanking)
  - Punching** (may also be reported as popping or striking)
  - Pushing** (may also be reported as shoving)
  - Shaking**
  - Throwing** (may also be reported as tossing, launched, flung)
  - Corporal or Physical Punishment**
  - Other** \_\_\_\_\_

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- Verbal or emotional abuse** occurs when an adult's actions or inactions cause harm to a child's psychological or intellectual functioning. Select which of the following actions were reported:
  - Using isolation to discipline a child
  - Using toilet learning/training methods that punish, demean, or humiliate a child
  - Use of public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child
  - Use of profanity, sarcastic language, threats, or derogatory remarks about the child or child's family
  
- Sexual abuse** is a term used to describe the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person to engage in, sexually explicit conduct or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.
  
- Inappropriate Sexual Behavior:**  
Any conduct that does not meet the definition of sexual abuse but is derogatory in nature, such as:
  - Verbal comments, gestures, pictures shown, or other communication of a sexual nature to a child by a staff member, consultant, contractor or volunteer.
  - Making comments that are demeaning, sexually suggestive, or derogatory about gender, body, or clothing.
  
- Neglect:**  
Child neglect is frequently defined as the failure of a staff member, consultant, contractor, or volunteer with responsibility for the child to provide needed food, clothing, shelter, and/or medical care to the degree that the child's health, safety, and well-being are threatened with harm.
  
- Inappropriate Conduct:**  
Inappropriate conduct is any behavior exhibited by a staff member, consultant, contractor, or volunteer and a child(ren) that is not best practice. The intent of the conduct may be to stop or prevent a child from engaging in an action or behavior, but it is *not* executed in a way that supports age-appropriate behavioral management techniques. Select which of the following actions were reported:
  - Using or withholding food as a punishment or reward
  - Using physical activity or outdoor time as a punishment or reward
  - Use of blame or negative labeling of a child
  - Restraining (does not cause bodily injury)
  - Pulling (does not cause bodily injury)
  - Pushing (does not cause bodily injury)

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## Part 4: Incident Details

Please fill in requested information in the table below.

	Incident 1	Incident 2	Incident 3
Center name(s)			
Location of incident (e.g., classroom, hallway, playground)			
Time of incident			
Number and ages of children involved			
Activity taking place at the time of the incident			
Classroom ratio at the time of the incident			

### Child and Family Information

	Incident 1	Incident 2	Incident 3
Was a child injured as a result of the incident, and if so, what medical care was provided?			
What support has been provided to families of children involved? When was the support provided?			
Is the child still enrolled in the program?			

**Adults Involved in the Incident** (add details or additional lines as needed):

	Which incident(s) was this adult involved in?	Title and Type of Employment Indicate the title of the individual (do not include an individual's name) and the type of employment (permanent, temporary, substitute, volunteer, contractor)	Hire/Start Date of Individual	Current employment status (e.g., currently working, on leave, terminated)	Date of last criminal record check (CRC)
Adult 1					
Adult 2					
Adult 3					
Adult 4					