

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.  
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**SAFE ENVIRONMENTS**

§1304.52(h)(1) and 1304.24(a)(3)(ii)

**GOAL STATEMENT-** MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success.

**POLICY:**

MCAEOC will provide annual training for all Contracted EHS/HS Direct Service providers to review these procedures and ensure they are followed. All new contractors will receive training immediately following the effective date of their contract.

**PROCEDURES:**

**Procedures For Reporting Suspected Child Abuse And/Or Neglect Involving Program Staff**

Protocol for Reporting Staff Incident/Allegation/Misconduct to the Administration for Children and Families (ACF):

1. Steps to be taken by MCAEOC Contracted Direct EHS/HS Service Providers:
  - The Program Director or designee will contact the MCAEOC Head Start Director by phone immediately after the occurrence of any Incident/Allegation/Misconduct by program staff to give a verbal report of the situation.
  - The Program Director or designee will complete the ACF- Head Start Incident/Allegation /Misconduct Form as fully as possible and submit via email to the MCAEOC Head Start Director within 24 hours of the occurrence. (If the incident occurs on a Friday, report is due the following Monday morning)
  - Whenever additional information or updates become available including notice from the State indicating whether or not the incident/allegation has been substantiated, the Program Director will submit a revised Head Start Incident /Allegation /Misconduct Form immediately upon receipt of new information.
  - The Program Director will ensure that no person who is alleged as a perpetrator in any incident or misconduct shall work directly with children until a State investigation has been completed.
  - Within two days of the occurrence, The Program Director and other appropriate staff will participate in a follow up meeting for corrective action planning with the MCAEOC Head Start Director and MCAEOC Head Start Human Resources Manager.

- Within five days of the occurrence, a written report will be submitted to the MCAEOC Head Start Director outlining corrective action steps to be taken including internal monitoring for compliance.

2. Steps to be taken by the MCAEOC Head Start Director or Designee

- When an incident report is phoned in, the MCAEOC Head Start Director will record the information received and send it via email as a confirmation to the Program Director and to the MCAEOC Head Start Human Resources Manager immediately. This email will confirm the program's responsibility to submit a written report within 24 hours.
- During the phone call, the MCAEOC Head Start Director will obtain confirmation from the program that staff implicated as a perpetrator in any incident or misconduct are not working directly with children until a state investigation has been completed.
- If a written report is not received from the program within 24 hours of the occurrence, the MCAEOC Head Start Director will follow up with a reminder to ensure its completion.
- Once the written report is received from the program, the MCAEOC Head Start Director will forward it to the ACF Region VI Program Specialist via email immediately, copying the MCAEOC Head Start Human Resources Manager on the message. Without exception, the initial report must be submitted within two working days of the occurrence.
- The MCAEOC Head Start Human Resources Manager will follow up with the Head Start Director if not copied on a message within 24 hours of the occurrence. This will be done as a redundant procedure to ensure the required report has been received and forwarded on to ACF.
- The MCAEOC Head Start Director and MCAEOC Head Start Human Resources Manager will conduct a follow up meeting with the Program Director and other appropriate staff within two days of the occurrence to discuss/develop corrective action planning including plans for follow up monitoring to ensure compliance.
- The MCAEOC Head Start Director will submit a corrective action plan to the Region VI Program Specialist within five days of the occurrence, which will include steps for ongoing monitoring by MCAEOC to ensure compliance.
- The MCAEOC Head Start Director will submit any additional reports received from the Program to the Region VI Program Specialist immediately upon receipt