



MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on December 6, 2023, with a Board Work Session at 6:00 p.m. held in the Board Room at Mt. Hood Community College, 26000 SE Stark Street, Gresham, Oregon, and via Zoom.

Join Zoom Meeting: Please click this URL to join.

<https://mhcc.zoom.us/j/92781903923?pwd=V2tQTHZDbjQ2SU5iQzdOOXl2Y3ZlZz09>

Join by Phone: 1-669-900-6833 (San Jose) or 1-253-215-8782 (Tacoma)

Webinar ID: 927 8190 3923

Passcode: 926376

AGENDA SESSION 1094

6:00 pm	1.0	CALL TO ORDER	
6:05 pm	2.0	BUSINESS/ ACTION	
	2.1	Head Start Policy Process and Policy 1st Reading	Jennifer DeMent
	2.2	Pool Update	Lisa Skari
	2.3	Campus & Student Engagement Discussion	All
	2.4	Diversity, Equity, and Inclusion (DEI) Training	Traci Simmons
	2.5	Other Business	
8:00 pm	3.0	ADJOURNMENT	

*No public comment or action will be taken during the board work session.
The next regular board meeting is scheduled for Wednesday, December 13, 2023.*

*Individuals requiring accommodations due to disability should contact
Accessible Education Services at 503-491-6923 or aes@mhcc.edu*

MT. HOOD COMMUNITY COLLEGE
CHILD DEVELOPMENT AND FAMILY SUPPORT PROGRAMS

CHILD SAFETY INCIDENT REPORTING POLICY

Purpose: The Mt. Hood Community College (MHCC) Child Development and Family Support (CDFS) program has a policy for reviewing and determining what child safety incident reports need to be made to the MHCC Head Start Policy Council, MHCC District Board of Education, Region X, Oregon Pre-Kindergarten (OPK), Department of Early Learning and Care (DELIC) Child Care Licensing, and Oregon Department of Human Services (ODHS).

Applicable Performance Standards: 1302.102(d)(1)(ii), 1304.12

What needs to be reported:

Reports need to be made to the responsible officials immediately or as soon as practicable, of any significant incidents affecting the health and safety of children enrolled in the program, or any related matter for which a report is required by regulations, including at a minimum:

- a. Any occurrence of staff or volunteer violation of the *Child Guidance Procedure* that could be considered child abuse or neglect;
- b. Incidents that require classrooms or centers to be closed for any reason;
- c. Any serious child injury requiring medical attention;
- d. All conditions required to be reported under [1304.12](#), including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation;
- e. All conditions required to be reported under [OAR414-300-0030\(4\)](#)

The responsible officials are:

The responsible officials for reporting purposes are defined as:

- a. The MHCC-CDFS Program Directors;
- b. The MHCC Head Start Policy Council;
- c. The MHCC District Board of Education;
- d. The Region X Program Specialist;
- e. The [OPK Program Incident Report Portal](#);
- f. The site's assigned DELIC Licensing Specialist, and;
- g. The [Oregon Department of Human Services Hotline](#).

Determining if something is considered a significant incident:

A significant incident that requires reporting within 24 hours is defined by the Oregon Department of Early Learning and Care as:

- a. Any death of a child while in care;
- b. Any child that is lost or missing from the premises;
- c. Any child that is left behind on a facility excursion;
- d. Any child that is left unattended on the premises;
- e. Any child that is left alone on the playground; or

- f. Any child that is left alone in a vehicle.

A significant incident that requires reporting within 48 hours is defined by the Oregon Department of Early Learning and Care as:

- a. Any animal bites to a child.

A significant incident that requires reporting within 5 calendar days is defined by the Oregon Department of Early Learning and Care as:

- a. Injury requiring surgery;
- b. Injury requiring admission to a hospital;
- c. Injury requiring emergency medical attention;
- d. Choking and unexpected breathing problems;
- e. Unconsciousness;
- f. Concussion;
- g. Poisoning;
- h. Medication overdose;
- i. Broken bone;
- j. Severe head or neck injury;
- k. Chemical contact in eyes, mouth, skin, inhalation or ingestion;
- l. All burns;
- m. Allergic reaction requiring administration of Epi-Pen;
- n. Severe bleeding or stitches;
- o. Shock or confused state;
- p. Near-drowning.

A significant incident that requires reporting within 7 calendar days is defined by the Office of Head Start as:

- a. Any incident that results in serious injury or harm to a child;
- b. Any incident that violates Head Start standards of conduct at [45 CFR §1302.90\(c\)](#);
- c. Any incident that results in a child being left alone, unsupervised, or released to an unauthorized adult.

Should any of the above incidents occur, site staff must immediately report the event to the Education Site Manager or Substitute Director. The Child Safety Incident Reporting Procedure must be followed immediately upon the Site Manager or Substitute Director being notified.

References/Resources: *Child Safety Incident Reporting Procedure, Child Safety Incident Report by Classroom/Site Staff, Child Safety Incident Summary Report by Education Site Managers/EHS-CCP PM/Associate Directors, Child Safety Incident Script, Child Safety Incident Reflection Form, Reporting Suspected Child Abuse and Neglect Procedure, Child Guidance Policy*