



Hamilton

EarlyON Child and Family Centres Serious Incident Reporting (SIR) Form

The EarlyON Centres Serious Incident Report (SIR) has 3 parts:

Part 1 - Within 24 hours of the serious incident the EarlyON operator completes Section 1A, Section 1B and Section 1C, and submits the SIR via email to HEYQP@hamilton.ca. Quality Analyst staff will complete Section 1D and return the SIR to the EarlyON operator;

Part 2 – Within 7 days of submitting Part 1, the EarlyON provider completes Section 2A and Section 2B and submits the SIR to HEYQP@hamilton.ca. Quality Analyst staff will complete Section 2C and return the SIR to the EarlyON operator. If the serious incident has been fully resolved, no further action is required by the EarlyON provider or City staff, the SIR is closed. If the serious incident is not resolved, requires follow-up and further action, Part 3 of the SIR process is required;

Part 3 – When the serious incident has been resolved, the EarlyON operator completes Section 3A and submits the SIR to HEYQP@hamilton.ca. Quality Analyst staff will complete Section 3B and return the SIR to the EarlyON operator. The SIR is resolved and considered complete.

Part 1: Submit within 24 hours of serious incident to: HEYQP@hamilton.ca

Section 1A: EarlyON Centre Details and Time of Serious Incident

Name of EarlyON Operator

Name of centre/outdoor location or online program involved

Date of incident(dd/mm/yyyy)

Time of incident



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Reported by:

Email

Position

Date of report(dd/mm/yyyy)

Section 1B: Information on Individual Involved

Indicate if the individual involved in the incident is a: (select all that apply)

☐ Child ☐ Parent ☐ Guardian ☐ Caregiver ☐ EarlyON staff ☐ Visitor/Vendor ☐ N/A

Section 1C: Type of Serious Incident and Details (report only one of the following):

☐ **Death of a child or adult**

Identify if the death was:

- ☐ Due to an injury ☐ Due to an illness ☐ Accidental ☐ Self-Inflicted/Unexplained
☐ Life threatening injury or illness that may involve the police, fire or ambulance/EMS/paramedics

☐ **Life threatening injury or illness that may involve the police, fire or ambulance/EMS/paramedics**

- Identify the type of injury: ☐ Head, back or neck injury ☐ Substantial blood loss
☐ Eye injury ☐ Seizure ☐ Fall ☐ Near Drowning ☐ Fracture or Sprain
☐ Anaphylactic reactions ☐ Injuries to the chest
☐ Other _____

☐ **Report of an allegation or suspicion of abuse and/or neglect of a child**



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- ☐ **Child is Missing – as reported by the child's parent(s), guardian(s), or caregiver(s)**
- ☐ **Parent/guardian/caregiver is missing**
- ☐ **An unplanned disruption of the normal programming/services offered at or by the EarlyON Centre that poses a risk to the health, safety or well-being of children and parents/guardians/caregivers accessing programs/services (not including inclement weather)**

Identify the nature of the situation: ☐ Fire ☐ Outbreak ☐ Flood ☐ Lockdown
☐ Power Outage ☐ Evacuation ☐ Carbon monoxide exposure ☐ Other
☐ Other Toxic Substance (please specify) _____

- ☐ **Situation that has high potential for public criticism of the City of Hamilton, and/or the Ministry of Education which may lead to questions being asked by the media**

Nature of situation: (select all that apply) ☐ Behavior related ☐ Missing/Stolen items ☐ Discrimination/Harassment ☐ Political in nature ☐ Religious in nature
☐ Public/Client Complaint ☐ Health or Safety issue ☐ Privacy breach
☐ Cyber security incident ☐ Other _____

Who has been notified: (select all that apply)

- ☐ Parent/Guardian/Caregiver ☐ Fire ☐ Police ☐ Paramedics ☐ Children's Aid Society
☐ Hamilton Public Health ☐ Other _____

Has there been media attention: ☐ Yes ☐ No ☐ Anticipated

If yes, please provide details

Next steps

Is it anticipated that further action is required

- ☐ Yes (complete below) ☐ No (submit form)

Follow-up with:

- ☐ Child ☐ Parent ☐ Guardian ☐ Caregiver ☐ EarlyON staff ☐ Visitor/Vendor ☐ N/A



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Review and/or making changes to operations/policy/practice to alleviate potential for future re-occurrence: ☐ Yes ☐ No

Briefly describe the review and/or changes made as well as next steps: (include timelines, if applicable)

Are additional pages attached? ☐ Yes ☐ No

Submit completed form via email to: HEYQP@hamilton.ca

Section 1D: Serious Incident Report – City of Hamilton’s Response

☐ Section 1 Reviewed by City of Hamilton

Comments (include any action/follow-up required by EarlyON centre):

Regional Sign-Off:

Date: (dd/mm/yyyy)



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**PART 2: Submit within 7 days of initial Serious Incident Report to
HEYQP@hamilton.ca**

Section 2A: Additional Action

Final report for serious incident:

☐ Yes (proceed to Section 2B) ☐ No (complete below and proceed to Section 2B)

Select all that apply:

Police investigating ☐ Yes ☐ No ☐ Unknown

Children's Aid Society investigating ☐ Yes ☐ No ☐ Unknown

Hamilton Public Health investigating ☐ Yes ☐ No ☐ Unknown

Media attention ☐ Yes ☐ No ☐ Unknown

Follow-up with:

☐ Child ☐ Parent ☐ Guardian ☐ Caregiver ☐ EarlyON staff ☐ Visitor/Vendor ☐ N/A

Review and/or make changes to operations/practices to alleviate potential for future re-occurrence

☐ Yes ☐ No

Briefly describe the next steps (include timelines, if applicable):

Section 2B: EarlyON Operator sign-Off

Reported by:

Date(dd/mm/yyyy)



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Email

Position

☐ I declare that information provided on this form is true and correct to the best of my knowledge

Submit form with Part 2 completed via email to: HEYQP@hamilton.ca

Note: If the serious incident is still ongoing, the EarlyON operator will be required to complete Part 3 of the SIR when the serious incident has been resolved, and submit to HEYQP@hamilton.ca.

Section 2C: Serious Incident Report – City of Hamilton Response

☐ Section 2 Reviewed by City of Hamilton

Comments:

Has the serious incident been resolved? ☐ Yes ☐ No

If no, EarlyON operator will complete Part 3 of the SIR when the serious incident is resolved.

Regional Sign-Off:

Date: (dd/mm/yyyy)



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EarlyON Child and Family Centres Serious Incident Reporting (SIR) Form

PART 3: Complete and submit when serious incident is resolved to
HEYQP@hamilton.ca

Section 3A: Summary of Serious Incident Resolution and EarlyON Operator Sign-Off

☐ Final report for serious incident; the serious incident is resolved

Provide a summary of serious incident resolution

Reported by:

Date(dd/mm/yyyy)

Email:

Position:

☐ I declare that information provided on this form is true and correct to the best of my knowledge

Submit form with Part 2 and Part 3 completed, via email to: HEYQP@hamilton.ca.



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Section 3B: Serious Occurrence Report – City of Hamilton Response

☐ Section 3 Reviewed by City of Hamilton

Comments (if applicable)

Regional Sign-Off:

Date: (dd/mm/yyyy)

Notice of Collection

The City of Hamilton collects personal information as defined the *Municipal Freedom of Information and Protection of Privacy Act, 2001* and by section 71 of the *Child Care and Early Years Act, 2014*. Any personal information collected as part of the Serious Incident Reporting webform for EarlyON operators will be used for the purposes of monitoring serious incidents.

By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for the purposes relating to the Serious Incident Reporting program. Information collected for this program may be stored on servers located in Canada and the United States and may be subject to Canadian and/or American laws. Questions about the collection of this personal information can be directed to Early Years Manager, CWELCC, City of Hamilton, P.O. Box 2040 Hamilton, ON L8P 4Y5 (905) 546-2424 ext. 4120.