



Occupational Health and Safety Policy for Employees working with Children with Risk of Injury Behaviour

Created: May 16, 2023

Date approved by Board of Directors: July 20, 2023

Policy Statement:

Orde Day Care considers the health and safety of our employees' paramount and is committed to providing a safe and positive working environment consistent with its legal obligations under the Occupational Health and Safety Act ("OHS") to take all reasonable steps in the circumstances to protect the health and safety of its workers.

This policy has been created under the OHS to address the safety requirements, concerns, and expectations of staff who work and support children with or without a disability or perceived disability.

Orde Day Care will take every precaution reasonable in the circumstances to protect staff working with children where their behaviour poses a legitimate health and safety risk. Risk of injurious behaviours to staff may or may not include children with disabilities and/or special needs.

Objectives:

- To ensure staff who are working with children where there may be a risk of injury will be informed of any potential behavioural needs and safety risk posed by a child in their care.
- To provide the required training and ongoing support to staff to address the safety requirements and expectations.
- To create a process for the development of an individualized health and safety support plan to protect staff who are managing the behavioural needs of child(ren) with disabilities and/or special needs.
- Where required, providing Personal Protective Equipment to prevent against the risk of injury from a child.

Health and Safety Support Plan:

Under the CCEYA individualized support plans are required to support children with disabilities and/or special needs to participate safely in the program. Where the risk of injury is assessed as highly probable a safety plan will be developed to support staff working directly with children.

Orde Day Care tries to identify the behavioural needs and any potential safety risks to staff prior to the child starting in the program. However, there may be times where those needs cannot be identified in advance.



ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

Once a risk is identified, a risk assessment and safety plan will be created. The risk assessment and safety plan must be reviewed on an ongoing basis with staff, management and resource consultants to determine prevention and intervention strategies.

Safety Support Plan:

The safety support plan will be developed in conjunction with staff working directly with the child, management, parents/guardians, and medical professionals. The safety plan may include the following:

- Description of the observable behaviours to create a behaviour support plan.
- Triggers or antecedents (activity or stimuli that may cause behaviour)
- Prevention strategies to support staff and child safety.
- Specific intervention strategies to prevent occurrences of risk of injury behaviour.
- Protective and safety equipment where required.
- Emergency communication procedures
- Incident reporting and documentation
- Procedures for notifying parents/guardians.
- Follow up discussions with parents/guardians, other professionals to discuss next steps.

The safety support plan will be reviewed on an ongoing basis to evaluate if the plan is working or if additional consultation or steps are required.

Staff should notify the Executive Director/Supervisor if they have any concerns about the safety support plan and/or a child's behaviour.

Support for Staff:

If staff experience a risk of injurious behaviour from a child, the Executive Director/Supervisor should be notified immediately and fill in an incident/accident report.

Management will respond promptly, assess the situation, and ensure that these interventions and supports are followed:

- Providing medical attention if required
- Assess immediate support required for the staff
- Investigate the situation/incident
- Completion of incident reports, if under WSIB file reports, reports to MOL (critical injury or fatality).
- Reporting to police (as required); and
- Consult with required and relevant professionals regarding next steps

Education:

Orde Day Care commits to making sure all its Employees, are familiar with this policy and receive training on working with children with risk of injury behaviours, disabilities and/or special needs.



Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before recommencing employment, and at any time changes are made. Adjustment to this policy will be made as required

I acknowledge receipt of Orde Day Care **Occupational Health and Safety Policy for Employees working with Children with Risk of Injury Behaviour**

I understand it is my responsibility to read, understand, and comply with the **Occupational Health and Safety Policy for Employees working with Children with Risk of Injury Behaviour**.

I understand that if I have questions, at any time, regarding these Policies and Procedures, I will consult with my immediate supervisor.

Please read the Occupational Health and Safety Policy for Employees working with Children with Risk of Injury Behaviour carefully to ensure that you understand the policy before signing this document.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: