

Early Years Academy Child Care Center's Policy and Procedure for Maltreatment of Minors

1. Identify the person who is being suspected of maltreatment.
2. Immediately start a log and take notes.
3. Notify Isanti County Social Services, along with everyone that is involved in the suspected maltreatment.
4. During the investigation the suspected person will be on unpaid leave.
 - a. If guilty: immediate dismissal
 - b. If not guilty: reinstate employment

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- The Center's director, will be the primary person who will ensure that internal reviews are completed. The owner, Amy Bohlman, will be secondary. If the owner and the director are the same person, then the lead staff member or Asst. Director will be the secondary person.
 - The Directors will create an in-service opportunity for the employees so they can better understand the importance of protecting the children's health and safety.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by the centers, director. If this individual is involved in the alleged or suspected maltreatment, Amy Bohlman, owner, will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the licenses holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 245A.145). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.66, subdivision 1.