



www.readottawa.org • info@readottawa.org • 616.843.1470 • 430 E 8th St #140, Holland, MI 49423

## **INCIDENT REPORT POLICY AND PROCEDURE**

READ Ottawa believes in the health and safety of all involved with our program. READ Ottawa also acknowledges that sometimes unintended incidents occur when least expected, such as accidents, injuries, medical situations, and questionable behavior incidents. For any unlawful behavior, contact the police immediately. For any medical incidents, seek treatment immediately. Please refer to the READ Ottawa Scope of Work policy regarding what behaviors might constitute an “incident”.

In the case of such incidents, the following incident reporting procedure should be implemented when necessary:

1. When notified of the incident, READ Ottawa staff should supply the incident reporting form for completion.
  - a. The form should be completed, ideally, within 24 hours of the occurrence of the incident.
  - b. The form should be completed by the person directly involved in the incident.
  - c. The pair coordinator may provide assistance in completing the form if requested, and only if the pair coordinator was not directly involved in the reported incident.
  - d. Both the incident report form and the reporting policy and procedure will be centrally located in the Tutor Resource tab on the READ Ottawa website.
2. The completed READ Ottawa Incident Report Form should be delivered to the READ Ottawa Executive Director either by email or regular mail to the following addresses:
  - a. Email: admin@readottawa.org
  - b. Mail: READ Ottawa, 430 E. 8th Street #140, Holland, MI 49423  
ATTN: Executive Director
3. Upon receipt of the incident report, the READ Ottawa Executive Director will take the necessary action steps including, but not limited to:
  - a. Acknowledge receipt of the incident report to the person(s) reporting.
  - b. Report the incident to the READ Ottawa Board.
  - c. Make any necessary referrals outside of READ Ottawa when warranted.
  - d. Document the action(s) taken regarding the incident on the incident report form.
  - e. File the incident report form and any supporting documentation in the appropriate file for the learner, tutor, staff or board member involved in the incident report.
4. If the incident involving READ Ottawa learners, tutors, staff and/or board members occurred on another public property (library, coffee shop, store, church, etc), then the policy and procedures for reporting an incident at that location should also be followed.