

Tri-County Community Council, Inc.  
Head Start/Early Head Start

**Part: 1302 Program Operations**  
**Subpart: J-Program Management and Quality Improvement**  
**Section: 1302.101 Management System**  
**Subject: Internal Child Abuse & Neglect**

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**Policy:**

Corporal punishment, neglect, and/or isolation, withholding food, not letting a child go to the bathroom, or yelling (that is causing emotional abuse) are forbidden practices in the Head Start/ Early Head Start Program. Corporal punishment includes spanking (with hands, paddles, shoes, or any other object), slapping, popping, hair pulling, pinching, thumping, or any other form of punitive or painful contact by staff or volunteer on the Head Start/Early Head Start premises. Neglect and/or isolation includes leaving a child unattended, excessive timeout, and isolating a child away from and/or out of sight of the other children and classroom staff.

**Procedure:**

1. There is zero tolerance of an employee committing any of the above actions. Any employee accused of the above actions will be placed on administrative leave while an investigation is conducted. An employee that commits any of the above actions will be terminated.
2. All staff will be trained annually on identifying child abuse and neglect during pre-service training.
3. All staff will sign a Code of Conduct/Ethics form when hired and annually during pre-service training.
4. Cameras are installed in all classrooms and lunchrooms. Cameras are to protect children and staff.
5. Staff will report suspected or visual child abuse and neglect by another staff member to the abuse hotline 1-800-96-ABUSE.
6. The staff member that has called in the report must inform and write an incident report and send it to the Head Start/Early Head Start Director immediately.

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7. The Head Start/Early Head Start Director will notify the Executive Director of the incident and that the accused staff member will be put on paid administrative leave immediately while an investigation takes place.
8. Children and Families does not always investigate, sometimes they will document the call and let the program investigate. The Director and staff will cooperate with Children and Families if they do investigate, if not then the director will view the classroom video if there is a camera installed. After the director either views the classroom video or meets with the individuals involved, it will be determined what took place and a decision will be made to terminate the employee or remove them from administrative leave and reinstate them back in their position.
9. The Director will call the Executive Director with the findings and the decision made. If the Director has deemed it necessary that the employee be terminated, then a request in writing will be sent to the Executive Director.