

<b>Policy Number:</b> FS 010	<b>Title:</b> Crisis Intervention Policy
<b>Performance Standard:</b> 1302.50	<b>Original Date:</b> 8/2006 <b>Reviewed:</b> 10/2020
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 2/2018 <b>Board Approval:</b> 2/2018

**POLICY:**

McPherson/Marion County Head Start staff will assist participating families in identifying and accessing services needed to address emergency and crisis needs and situations, in a timely manner. The Family Advocate will have the ongoing responsibility to provide ongoing support and follow up needed to resolve the situation. Staff will be provided training opportunities on recognizing crisis situations and developing crisis plans including taking appropriate steps during potentially dangerous situations to ensure personal safety and the safety of family members.

**PROCEDURE:**

- The Family Advocate will assist the family in identifying community resources if needed at any time.
- Following the initial home visit Family Advocate, with assistance as needed from the Assistant Director of Family & Community Services, will review the recruitment/application notes and any other pertinent information about the family to identify any high risks which may have a need for emergency or crisis intervention services.
  1. For any family that is identified as at high risk, the situation and potential need for emergency and crisis intervention services, a plan may be developed of how to respond to emergency or crisis situations in the school or in the home.
  2. Any potential emergency or crisis needs identified will be followed up at this time and documented.
- Advocates will provide resources as needed and discussed by the family. The parent library with resources at each school location will be made available for parents to access resources and other information.
- The Family Advocate will have the prime responsibility for assisting a family in developing plans to resolve emergency and crisis intervention situations.
  1. All emergency and crisis situations will be handled when they are identified and the plan documented.
  2. Besides the Family Advocates the following staff can provide assistance in developing a crisis plan and identifying appropriate resources.
    - Assistant Director of Family & Community Services
    - Assistant Director of Health and Safety
    - Education/Training Coordinator
    - Head Start Director

3. If an outside agency referral is needed, Family Advocate may assist the family in contacting the necessary resource and making the referral. If needed, the staff will make the referral for the family and sign a consent form when applicable.
  4. All emergency and crisis situations and referrals made **must be** followed upon within five days after the situation is identified. Some situations may require follow-up sooner.
- All emergency and crisis needs will be documented.
    1. This documentation will include:
      - The nature of the emergency or crisis situation.
      - The plan that was developed with the family to respond to the situation.
      - All referrals that were made and outcomes from referrals.
      - The dates that follow-up occurred.
      - The final resolution of the situation.

If an emergency situation does arise concerning child abuse, staff will follow procedures stated in the Child Abuse and Neglect Policy.