



## Critical Incident Reporting

Clear reporting policies and procedures are an important element in responding to incidents that might occur in our organization. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members and others who visit Clubhouses.

### GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club- affiliated program or trip.

### INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

### EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of the Redwoods follows all applicable mandated reporting statutes and regulations and all applicable federal, state and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse; physical abuse, sexual abuse, child exploitation, pornography, and prostitution, willful cruelty or unjustifiable punishment, neglect, child endangerment;
- Any form of child pornography;
- Criminal activity, including assault, theft and robbery; or
- Children missing from the premise



## **INCIDENT INVESTIGATION**

Boys & Girls Club of the Redwoods takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

## **INCIDENT REPORTING**

Once abuse is suspected staff shall immediately report any allegation of abuse or potential criminal matter to CWS and law enforcement.

### **Response to Abuse:**

1. Inform a Supervisor.
2. Assess the member only to the extent necessary to confirm the suspicion. Respect the member's privacy.
3. Don't go beyond assessment. Once you have enough information to suspect possible abuse turn it over to Child Welfare Services.
4. Contact CWS as soon as reasonably possible and speak to a social worker to report the incident by phone. Make sure to get the contact's name for reporting purposes. Fill out a Suspected Child Abuse Report.
5. Don't judge, investigate, treat, or counsel. Keep the interview strictly confidential.
6. If Police or CWS wants to interview the member, check their identification and then assist them in any way possible.
7. Submit complete the Suspected Child Abuse Report within 36 hours.

In addition to reporting to law enforcement and CWS, the Boys & Girls Club of the Redwoods shall report the following critical incidents to BGCA within 24 hours:

- a. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death; or a mental health crisis with a child requiring outside care.



- e. Any instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct, harassment or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- i. Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Boys & Girls Club of the Redwoods or the Boys & Girls Clubs of America brand.