The [Club Name] does everything in their power to protect the youth we serve, our valued staff and dedicated volunteers. This incident reporting policy ensures that we are responding to all incidents and allegations in a timely and appropriate manner.

***Responding to Suspicious/Inappropriate Behavior or Incidents***

* Interrupt the behavior. Below are examples of types of inappropriate behavior
  + *An adult rubbing the back of a youth and giving the youth a gift.*
  + *Two youth engaging in sexual activity in the bathroom.*
* Respond to an incident by providing first-aid and care where applicable. Below are examples of types of incidents at Clubs.
  + *Youth falls from the monkey bars and breaks their arm.*
  + *A staff member mentions using the corporate credit card for personal use.*
  + *Staff is cooking in the kitchen and burns themselves severely.*
  + *Youth are on a college tour and a youth leaves the group and is missing.*
* Report the behavior to the Unit Director or BGC leadership.
* Anonymous reports can be made through the Child Safety Hotline at 866-607-SAFE (7233) or safeclub@Praesidiuminc.com.
* Document the incidents as soon as possible.
* Submit report to leadership.

***Responding to an allegation or incident as a supervisor***

* Be fully transparent. Meet with parents/guardians to discuss the incident. Share all available information and ensure that you are do everything possible to investigate the incident and promote healing. Report information to the next level of leadership.
* Confirm information with the employee or volunteer who initially reported.
* When appropriate, suspend the employee pending an investigation.

***Responding to an allegation or incident as the CEO***

* According to state guidelines and mandated reporting laws\*, report to the child abuse prevention hotline.
* Report the incident to Boys & Girls clubs of America through the Critical Incident Management System at [bgca.net](https://login.bgca.net/adfs/ls/idpinitiatedsignon.htm?wa=wsignin1.0&wtrealm=urn%3asharepoint%3abgca&wctx=https%3a%2f%2fwww.bgca.net%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F). The following types of incidents must be reported to BGCA within 24 hours:
  + A major medical emergency with a child, staff, or volunteer at a Club site or Club sponsored activity leading to extended hospitalization, permanent injury or death.
  + A mental health crisis with a child that requires outside care.
  + A child who may be adducted or missing from a Club site or Club sponsored activity.
  + An instance or allegation of child abuse, including physical, emotional or sexual abuse. This includes sexual misconduct or exploitation against any child (Club-related or not) by a current employee or volunteer.
  + Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or Club sponsored activity.
  + A known or suspected felony-level criminal act committed at a Club site of Club sponsored activity.
  + The misappropriation of organization funds in the amount of $25,000 or greater or any amount of federal funds.
  + A felony criminal action or civil legal action involving the Club, a staff member, or volunteer that would be reportable to an insurance carrier.
    - For an open organization-related court case, report any change in the status of the case within 24 hours.
  + Negative media that could compromise the reputation of the organization or the Boys & Girls Club brand.
  + Any other incident deemed critical by the organization.
* Report the incident or allegation to your insurance carrier and broker
* Report to Board President
  + Create a board lead task force if necessary
* Craft a media statement
* Direct all media inquiries to a designated staff member at the corporate or leadership level

***Anonymous Reporting***

If you have an incident that concerns child safety and want to remain anonymous, please contact the Child Safety Hotline: 866-607-SAFE (7233) or [safeclub@Praesidiuminc.com](mailto:safeclub@Praesidiuminc.com)

\*Most states require all adults working with youth to be mandated reporters.