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**BOYS & GIRLS CLUB  
OF WESTERN LANE COUNTY**

**CHILD SAFETY**

**INCIDENT MANAGEMENT POLICY**

<b>CATEGORY:</b> Child Safety	<b>APPROVED:</b> November 22, 2022
<b>APPROVING AUTHORITY:</b> BGCWLC Board of Directors	<b>LAST UPDATE:</b> November 1, 2022
<b>CONTACT:</b> BGCWLC CEO	<b>NEXT REVIEW:</b> November 1, 2023

## **Incident Management Policy**

The Boys & Girls Clubs of Western Lane County (Club) does everything reasonably within our power to protect the youth we serve, our valued staff, and dedicated volunteers. Clear reporting policies and procedures are an important element in responding to incidents that might occur during Club programming. Staff, volunteers, and board members must at a minimum immediately report and document all safety incidents.

### **General Incident Description**

Safety incidents can include but are not limited to:

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

### **Internal Incident Reporting**

Any staff, volunteer, or board member who becomes aware of an incident should immediately complete an incident report and submit the incident to the Site Director, CEO, or Board President. The following information shall be included:

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

### **External Incident Reporting**

The Club follows all applicable mandated reporting statutes and regulations, 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:

- Allegations of child abuse
- Any form of child pornography
- Children missing from the premises
- Criminal activity, including assault, theft, and robbery
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple youth

## **Incident Investigation**

The Club 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, volunteer, board member or Club member, the Club will suspend that individual immediately (staff with pay) and maintain the suspension throughout the course of the investigation.

## **BGCA Critical Incident Reporting**

The Club will immediately report any allegation of abuse or potential criminal matter to appropriate authorities. In addition, the Club will report the following critical incidents to BGCA within 24 hours:

- Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club related or not) against any youth by a current employee or volunteer; or any Club related instance by a former employee or volunteer.
- 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.
- Any youth who might have been abducted or reported missing from a Club site or Club sponsored activity.
- Any major medical emergency involving a Club member, staff, volunteer, or board member 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 youth requiring outside care.
- Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club related or not) involving any staff; 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.
- Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- Any known or suspected felony-level criminal act committed at a Club site or during a Club sponsored activity.
- Any misappropriation of Club funds in the amount of \$10,000 or greater, or any amount of federal funds.
- Any criminal or civil legal action involving the Club, its staff, volunteers, or board members, as well as any changes in the status of an open Club related legal action.
- Any other incident deemed critical by the Club.

Failure to report safety incidents to BGCA could result in being placed on provisional status.