GREAT FUTURES START HERE.



POL010-2 Incident Reporting Policy

The Boys & Girls Clubs of Mid Central Coast (BGCMCC) is committed to ensuring the safety of its members, staff and volunteers. Any employee or volunteer of BGCMCC who becomes aware of an incident, as defined in this policy, shall immediately report it to Club Leadership and the Incident Tracking Form in our Project Management Tracking Software. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and BGCA and executing the organization's Crisis Communication Plan.

General Incident Description

- Missing children
- Bullying behavior (See also POL007- Bullying Policy)
- Employee Handbook or Safety Policy violations
- Inappropriate activity between adults (18 and over) and youth (See POL003 One on One Contact Policy)see also sexual harassment/misconduct policy (POL 008 and 009)
- Inappropriate activity between youth (See POL007, 008 and 009)
- Inappropriate electronic or written communications between adults (18 or over) and youth (See POL003 and 008)
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers, and/or members (See POL007 and 009)
- Physical assaults and injuries, including fights (See POL009)
- Allegations of abuse (See POL 007, 008, 009)
- Criminal activity, including theft and robbery
- Failure to follow safety rules
- Witness to unsafe environment or workplace practice
- Other incidents Club leadership deem appropriate

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 form to Club leadership as noted above.

The following information shall be included on an Incident Report attached to this policy:

- 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

BGCMCC follows all applicable mandated reporting statutes and regulations (see for more detail: https://www.cde.ca.gov/ls/ss/ap/childabusereportingguide.asp), and all applicable federal, state and local laws for the protection and safety of youth. Types of incidents reported include, but is not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft and robbery;
- Children missing from the premises.

Incident Investigation

BGCMCC 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 external 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.

BGCA Critical Incident Reporting

BGCMCC shall immediately report any allegation of abuse or any potential criminal matter to law enforcement. In addition, BGCMCC shall 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 child 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 child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to admitted hospitalization, permanent injury or death; or a mental health crisis with a child 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 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.
- Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- Any misappropriation of organizational funds in the amount of \$10,000 or greater; or any amount of federal funds.
- 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.
- Negative media attention that could compromise the reputation of BGCMCC or the Boys & Girls Club brand.
- Any other incident deemed critical by BGCMCC.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

24-HOUR HOTLINE: All Clubs have access to a 24-hour hotline (866-607-SAFE) that can be used for confidential advice, guidance and resources through a partnership with nationally recognized risk prevention and safety expert Praesidium.

Current Incident Report forms are attached to this policy as an appendix.

Date:
BY: \.
Chief Executive Officer
Daniel Lillard
Board Chair

APPENDIX

Incident / Accident Report Form:

BOYS OF MID C	& GIRLS CLUB ENTRAL COAST	Incide	nt / Accident	Report			
Accident (Involved Incident	s physical inju	Off-site F	Off-site Facility				
Name		P	hone		France -		
Address			Day		Evening		
Street Date of Birth			City/State	•	ZIP		
Parent/Guardian Nam <u>e</u> (If under 18 yrs old)							
ncident Date//	Gender	Age	elementary youn	g adult Affiliati	ion		
Time : am pm	female male non-binary	nursery preschool	middle school	adult staff on o senior staff off o participa	duty member		
General Information (Nature of							
Describe exactly what happened.	(Attach additional si	neets as needed).					
Medical Information							
nedical information	Fully describe	the injured party's c	ondition and any first aid	<i>d given.</i> First aid admini	stered?		
				by whom:			
				Blood-borne exp			
Further medical attention?	yes no declii	ned If so, where and	l by whom:				
	y contact notified?	If so, where and	l by whom: o, when?				
Further medical attention? Was parent / guardian / emergenc Who was called and what was the	y contact notified?	If so, where and yes no If s	o, when?				
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le	y contact notified? outcome? ave the site? (Name	If so, where and yes no If s	o, when?	to whom:			
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le	y contact notified? outcome? ave the site? (Name	If so, where and yes no If s If s and relationship to it box to indicate staff [o, when?	to whom:	e age for youth witnes		
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le	y contact notified? outcome? ave the site? (Name	If so, where and yes no If s	o, when?	to whom:			
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le	y contact notified? outcome? ave the site? (Name	If so, where and yes no If s If s and relationship to it box to indicate staff [o, when?	to whom:	e age for youth witnes		
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le	y contact notified? outcome? ave the site? (Name	If so, where and yes no If s If s and relationship to it box to indicate staff [o, when?	to whom:	e age for youth witnes		
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le Vitnesses s p v name	y contact notified? outcome? ave the site? (Name	If so, where and yes no If s If s and relationship to it box to indicate staff [o, when?	to whom:	e age for youth witnes		
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le Vitnesses s p v name	y contact notified? outcome? ave the site? (Name (check in age phone)	If so, where and yes no If so	o, when? njured). s], participant [p], or vol	unteer [v]; indicate	e age for youth witnes state zip		
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le Vitnesses s p v name Accident management Staff member filing report	y contact notified? outcome? ave the site? (Name (check I	If so, where and yes no If so	o, when? njured). s], participant [p], or vol	unteer [v]; indicate	e age for youth witnes state zip		
Further medical attention? Was parent / guardian / emergence Who was called and what was the With whom did the injured party le Vitnesses s p v name Accident management Staff member filing report Supervisor reviewing report	y contact notified? outcome? ave the site? (Name (check I	If so, where and yes no If so	o, when? njured). s], participant [p], or volution position	unteer [v]; indicate	e age for youth witnes state zip		
Further medical attention? Was parent / guardian / emergenc Who was called and what was the With whom did the injured party le Witnesses S p v name Accident management Staff member filling report	y contact notified? outcome? ave the site? (Name (check I	If so, where and yes no If so	o, when? njured). s], participant [p], or volution position	unteer [v]; indicate	e age for youth witnes state zip		
Further medical attention? Was parent / guardian / emergence Who was called and what was the With whom did the injured party le Witnesses Solution process Accident management Staff member filing report Supervisor reviewing report EO/Executive reviewing report Corporate management	y contact notified? outcome? ave the site? (Name (check I	If so, where and yes no If so	o, when? njured). s], participant [p], or volution position	unteer [v]; indicate	e age for youth witnes state zip date date date date		
Was parent / guardian / emergence Who was called and what was the With whom did the injured party le Witnesses s p v name Accident management Staff member filing report Supervisor reviewing report EO/Executive reviewing report HR: Name & Title Filed with:	y contact notified? outcome? ave the site? (Name (check I	If so, where and yes no If so	o, when? njured). s], participant [p], or volution position	unteer [v]; indicate	e age for youth witnes state zip		
Further medical attention? Was parent / guardian / emergence Who was called and what was the With whom did the injured party le Witnesses S p v name Accident management Staff member filing report Supervisor reviewing report EO/Executive reviewing report HR: Name & Title Filed with: WC CPS	y contact notified? outcome? ave the site? (Name (check I	If so, where and yes no If so	o, when? njured). s], participant [p], or volution position	unteer [v]; indicate	e age for youth witnes state zip date date date date		
Further medical attention? Was parent / guardian / emergence Who was called and what was the With whom did the injured party le Witnesses Solve name Solve name Staff member filling report Supervisor reviewing report EO/Executive reviewing report HR: Name & Title Filed with:	y contact notified? outcome? ave the site? (Name (check I age phone date (Insurance Co.)	If so, where and yes no If so	o, when? njured). s], participant [p], or volution position	unteer [v]; indicate	e age for youth witnes state zip date date date date		

Revised 5/26/22

Bully Susp Susp Susp *Susp *Su	ected self-harm ected Alcohol Us pected Sexual Al pected Physical A pected Child Neg sing / Abducted N r Medical gy harming member harming staff harming Volunter slum Lot und l rield e: Before/After re: Preschool	ee/Abus buse Abuse glect Member	Sulface Sulfac	spe spe spe spe spe spe line uspe	of the following cted contagious cted contagious cted Injury durin cted head/face i ars to present dars or technology lies certaining well parming the present	disease condition g program injury anger to self anger to others avolved te incident mber ff unteer g member ol to/from Club er	S S S S S S S S S S S S S S S S S S S	Mental Health Crisis Suspected Sexual Misconic Suspected Sexual Exploits Aquatic/Water Safety 1:1 Contact Other: I requires reporting to local authorities Parent/Family harming stat Parent/Family harming vol nvolving former Club staff Other: Specific location
Bully Susp Susp Susp *Susp *Su	ing ected self-harm ected Alcohol Us pected Sexual Al pected Physical A pected Child Neg sing / Abducted N r Medical gy harming member harming staff harming Volunter slum Lot und l rield e: Before/After re: Preschool	ee/Abus buse Abuse glect Member	Sulface Sulfac	spe spe spe spe spe spe line uspe	cted contagious cted contagious cted Injury during cted Injury during cted head/face is are to present did are to present did or technology lie ected bias or has eer harming meer harming state eer harming volu/Family harming Pool Teen Center Transportation Wellness Centro Off Site Location	disease condition g program injury anger to self anger to others avolved te incident mber ff unteer g member ol to/from Club er	S S S S S S S S S S S S S S S S S S S	Suspected Sexual Misconics Suspected Sexual Harrash Suspected Sexual Exploits Aquatic/Water Safety 1:1 Contact Other: Trequires reporting to local authorities Parent/Family harming state Parent/Family harming volund staff Other:
Susp Susp Susp *Susi *Susi *Majo \$ Allen Staff Staff Staff Staff Staff Staff Cymnas Hallway Lobby Parking Playgrou Stairwel Sports F	ected self-harm ected Alcohol Us pected Sexual Al pected Physical A pected Child Neg sing / Abducted N r Medical gy harming member harming staff harming Volunter slum Lot und l rield re: Before/After re: Preschool	ouse Abuse plect Member	Su: Su: Su: Aq Aq Aq On Yol Vol Vol Pa	spe spe spe ope ope liline uspe	cted contaglous cted Injury durin cted head/face i ars to present di ars to present di or technology li ected bias or ha eer harming me eer harming star eer harming voli /Family harming Swimming Poo Teen Center Transportation Wellness Centi Off Site Locatio	condition ag program injury anger to self anger to others avolved te incident mber ff unteer g member ol to/from Club er	S S S S S S S S S S S S S S S S S S S	Suspected Sexual Harrasing Suspected Sexual Exploits Aquatic/Water Safety I:1 Contact Other: I requires reporting to local authorities Parent/Family harming state Parent/Family harming volunivolving former Club staff Other:
Susp Susp Susp *Susi *Susi *Majo \$ Allen Staff Staff Staff Staff Staff Staff Cymnas Hallway Lobby Parking Playgrou Stairwel Sports F	ected self-harm ected Alcohol Us pected Sexual Al pected Physical A pected Child Neg sing / Abducted N r Medical gy harming member harming staff harming Volunter slum Lot und l rield re: Before/After re: Preschool	ouse Abuse plect Member	Su: Su: *App *App *App *App *App *App *App *Ap	spe spe ope ope uspe lunt	cted Injury during the distribution of the control of the certain	ng program injury anger to self anger to others nvolved te incident mber ff unteer g member ol to/from Club er	S A A A A A A A A A A A A A A A A A A A	Suspected Sexual Exploits Aquatic/Water Safety I:1 Contact Other: I requires reporting to local authorities Parent/Family harming sta Parent/Family harming vol nvolving former Club staff Other:
Susp *Susp *Susp *Susp *Susp *Susp *Miss Majo s Allerg Staff Staff Staff Staff Staff Cymnas Hallway Lobby Parking Playgrot Stalrwel Sports F Childcar Childcar Childcar Child Wa	ected Alcohol Us pected Sexual Alc pected Physical Al pected Physical Al pected Child Neg p	ouse Abuse plect Member	Suite Age Age Age Age Age Age Age Age Age Ag	spe oper oper iline uspe lunt	cted head/face is ars to present dispersion	injury anger to self anger to others anyolved te incident mber ff unteer g member ol to/from Club er	S A A A A A A A A A A A A A A A A A A A	Suspected Sexual Exploits Aquatic/Water Safety I:1 Contact Other: I requires reporting to local authorities Parent/Family harming sta Parent/Family harming vol nvolving former Club staff Other:
*Sus" *Sus" *Sus" *Sus" *Majo s Allen Staff Staff Staff Gymnas Hallway Lobby Parking Playgro Stalrwel Sports F Childcar Childcar Child Wa	pected Sexual Ab pected Physical Ab pected Child Neg sing / Abducted M r Medical W harming member harming staff harming Volunter stund l icited pected Sexual Ab pected Physical Ab pected Child Neg sing / Abducted M r Medical W harming member harming staff harming Volunter harming Volunter sexual Ab pected Physical Ab pected Child Neg pected Sexual Ab pected	ouse Abuse plect Member	*Aquinos *Aq	ppea line uspe lunte	ars to present di ars to present di or technology li ected bias or ha eer harming me eer harming star eer harming volu /Family harming Swimming Pool Teen Center Transportation Wellness Centi Off Site Location	anger to self anger to others nvolved te incident mber ff unteer g member ol to/from Club er	5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Aquatic/Water Safety 1:1 Contact Other: I requires reporting to local authorities Parent/Family harming sta Parent/Family harming vol nvolving former Club staff Other:
*Sus *Sus *Sus *Sus *Sus *Sus *Sus *Sus	pected Physical A pected Child Neg sing / Abducted N r Medical y harming member harming staff harming Volunter slum Lot und l rield re: Before/After re: Preschool	Abuse plect dember	Vol Vol Pa	iline uspe lunte	ars to present did or technology listed bias or has been harming meeter harming states harming volutionally family harming Pool Teen Center Transportation Wellness Centrolf Site Location	anger to others nvolved te incident mber ff unteer g member ol to/from Club er	a a a a a a a a a a a a a a a a a a a	I:1 Contact Other: I requires reporting to local authorities Parent/Family harming sta Parent/Family harming vol nvolving former Club staff Other:
*Sus" *Miss Majo s Allen Staff Staff Staff Gymnas Hallway Lobby Parking Playgrot Stalrwel Sports F Childcar Childcar Child Wa	pected Child Neg sing / Abducted N r Medical y harming member harming staff harming Volunter slum Lot und l icield pe: Before/After re: Preschool	plect fember	Vol Vol Pa	line uspe lunte lunte	or technology liceted bias or have been harming meer harming states are harming volutionally framily harming Pool Teen Center Transportation Wellness Centroff Site Location	mber ff unteer g member ol to/from Club	F F F F F F F F F F F F F F F F F F F	requires reporting to local authorities Parent/Family harming sta Parent/Family harming vol nvolving former Club staff Other:
"Missi Majo s Allen Staff Staff Staff Staff Staff Staff Common Stainwel Sports F Childcan Childcan Child Water Staff Sta	harming member harming staff harming Volunter harming staff harming Volunter harming volunt	Member	Vol Vol Vol Pa	lunt lunt	ected bias or ha eer harming me eer harming star eer harming volu //Family harming Swimming Poo Teen Center Transportation Wellness Cent Off Site Locatio	mber ff unteer g member ol to/from Club	a F	requires reporting to local authorities Parent/Family harming sta Parent/Family harming vol nvolving former Club staff Other:
Majo s Alleri Staff Staff Staff Staff Staff Staff Staff Cymnas Hallway Lobby Parking Playgrot Stairwel Sports F Childcar Childcar Child W	harming member harming staff harming Volunter	r	Vol Vol Vol Pa	lunt lunt	eer harming me eer harming star eer harming voling /Family harming Swimming Poor Teen Center Transportation Wellness Centroff Site Location	mber ff unteer g member ol to/from Club	F	authorities Parent/Family harming state Parent/Family harming volusion of the staff Other:
Staff Staff Staff Staff Staff Staff Staff Staff Staff Command Staff Staf	harming member harming staff harming Volunter lum Lot und lifeld harming volunter lum lifeld harming volunter lum lifeld harming volunter lum lifeld harming volunter lum		Vol Vol Pa	lunt Junt	eer harming star ser harming volid/Family harming Swimming Poo Teen Center Transportation Wellness Centr Off Site Location	ff unteer g member ol to/from Club er	F	Parent/Family harming state Parent/Family harming vol nvolving former Club staff Other:
Staff Contact Staff Staf	harming member harming staff harming Volunter lum Lot und l ield e: Before/After e: Preschool		Vol Vol Pa	lunt Junt	eer harming star ser harming volid/Family harming Swimming Poo Teen Center Transportation Wellness Centr Off Site Location	ff unteer g member ol to/from Club er		Parent/Family harming vol nvolving former Club staff Other:
Staff Staff Staff Staff Staff Gymnas Hallway Lobby Parking Playgrox Stalrwel Sports F Childcar Childcar Child W	harming staff harming Volunted lum Lot und l rield re: Before/After re: Preschool		Vol Vol Pa	lunt Junt	eer harming star ser harming volid/Family harming Swimming Poo Teen Center Transportation Wellness Centr Off Site Location	ff unteer g member ol to/from Club er		Parent/Family harming vol nvolving former Club staff Other:
Gymnas Hallway Lobby Parking Playgrox Stalrwel Sports F Childcar Childcar Child W	harming Volunted	er	Vol Pa	lunt	ser harming voling from the property of the pr	unteer g member ol to/from Club er	IJ۳	nvolving former Club staff Other:
Gymnas Hallway Lobby Parking Playgrox Stalrwel Sports F Childcar Childcar Child W	harming Volunted	er	Pa		Family harming Swimming Poor Teen Center Transportation Wellness Center Off Site Location	g member ol to/from Club er	$\overline{}$	Other:
Gymnas Hallway Lobby Parking Playgrot Stairwel Sports F Childcar Childcar Child W	Lot und l rield e: Before/After e: Preschool				Swimming Pool Teen Center Transportation Wellness Centr Off Site Location	to/from Club er		
Hallway Lobby Parking Playgro Stainwel Sports F Childcar Child Wa	Lot und l rield re: Before/After re: Preschool		<u></u> ○		Teen Center Transportation Wellness Center Off Site Location	to/from Club er		Specific location
Hallway Lobby Parking Playgro Stainwel Sports F Childcar Child Wa	Lot und l rield re: Before/After re: Preschool		<u></u> ○		Transportation Wellness Cente Off Site Location	er		Specific location
Lobby Parking Playgroo Stairwel Sports F Childcar Childcar Child W	Lot und l rield e: Before/After e: Preschool		<u></u> ○		Wellness Cent Off Site Location	er		Specific location
Parking Playgrow Stairwel Sports F Childcar Childcar Child W	ind l field e: Before/After e: Preschool		<u></u> ○		Off Site Location			Specific location
Playgrood Stairwei Sports F Childcar Childcar Child W	ind l field e: Before/After e: Preschool		<u></u> ○			on:		
Stairwel Sports F Childcar Childcar Child W	ield		o		Other:			
Sports F Childcar Childcar Child W	re: Before/After		o					
Childcar Childcar Child W	e: Before/After		o					
Childcar Child W	e: Preschool	-	0				_	
Childcar Child W	e: Preschool			pen	Gym			Sports
Child W		Childcare: Before/After Personal Training			Щ٤	Sports Team		
— — — — — — — — — — — — — — — — — — — 	atch		Tutoring			∐2	21st Century	
Group F			Special Events / field trips		trips	Ш٧	/irtual Programming	
	Itness Class		s	ocla	l outreach		Other:	
					Horseplay		Пв	Pushed / pulled / bumped
Exer	Exertion		Г	Struck by / against		$\overline{}$	Theft	
H	al Taunting/Teasir	na	Intimidation			Other:		
\blacksquare	from, onto, Into, o	_						
·	lle / use / touch		,	Г	Participation / p	playing		
				Ħ	Equipment: DI	avaround	\equiv	Object (ball / bat / toy / etc.)
	Blood / body flui	lde		Н		ayground	$\overline{}$	Person (another)
·	1 -	lus		Н			$\overline{}$	Self
⊢	1	un baat		\vdash			Wall / vertical surface	
om _	1 .		, ec.,	\vdash			$\overline{}$	ovali / vertical surface Other -
of	Equipment Ex	ercise						
По		Danie.	pje	ase			_	eft O upper O lower Mouth / lips / teeth
─ -			_			H	\rightarrow	···
→ -	— Н		S			H	$\overline{}$	None / not applicable
— — □						пеап	Ц,	Other
		Groin			Nose			
	Si Si	Door Environment (s Equipment: Ex Shoulder Chest Stomach Side	Environment (sun, heaf f Equipment: Exercise Shoulder Back Chest Buttock Stomach Hlp	Door Environment (sun, heat, etc.) Equipment: Exercise ple Shoulder Back Chest Buttocks Stomach Hlp Side Groin	Door Environment (sun, heat, etc.) Equipment: Exercise please Shoulder Back Chest Buttocks Stomach HIp Side Groin	Blood / body fluids Floor / Ground Door Furniture Environment (sun, heat, etc.) Insect / animal Equipment: Exercise Locker / cabine please check if applicable Shoulder Back Face Chest Buttocks Ear Stomach Hip Eye Side Groin Nose	Door Furniture Environment (sun, heat, etc.) Insect / animal Equipment: Exercise Locker / cabinet please check if applicable ==> O right Shoulder Back Face Head Chest Buttocks Ear Neck Stomach Hip Eye Heart Side Groin Nose	Blood / body fluids Floor / Ground F

Revised 5/26/22