



Wakeman Boys & Girls Club (WBGC) is committed to the safety of its members, employees, volunteers and visitors. As part of that commitment, this Incident Reporting Policy sets forth how staff and volunteers must 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;
- Inappropriate actions involving a guardian at the club;
- 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;
- Smoke or fire incidents;
- And other incidents as deemed inappropriate by Club leadership.

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

EXTERNAL INCIDENT REPORTING

CONNECTICUT MANDATED REPORTING

WBGC follows all applicable mandated reporting statutes and regulations, and all applicable federal, state, and local laws for the protection and safety of youth. In accordance with Connecticut law, any employee who in the ordinary course of such person's employment has reasonable cause to suspect or believe that any child under the age of eighteen years:

- has been inflicted with physical injury or injuries other than by accidental means,
- has injuries that are at variance with the history given of them, or
- is in a condition that is the result of maltreatment, including, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, cruel punishment, abuse or neglect, shall report by telephone or in person to the Connecticut Department of Children and Families (**800-842-2288**) or a law enforcement agency, and make a report to the Director of Safety & Leadership Development.

Note that the law requires the WBGC staff member, not the supervisor, to make the required notification.

The Connecticut Mandated Reporter Online Reporting Portal for Non-Emergent CPS Reports can be found at <https://portal.dcf.ct.gov/Portal/CPSOR#home>.



BGCA SAFETY HOTLINE

Boy & Girls Clubs of America maintains a hotline that may be used to report issues regarding child safety. This Safety Helpline, provided by Praesidium, is a free and confidential resource to report any concerns regarding possible inappropriate behavior towards a Club member: **866-607-SAFE (7233)**

BGCA CRITICAL INCIDENT REPORTING

Staff members shall immediately report any allegation of abuse or any potential criminal matter to the Connecticut Department of Children and Families or law enforcement as specified above. In addition, staff members 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 extended 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 failure to comply with requirements set forth by child care 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 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 the Club or the Club brand.
- Any other incident deemed critical by the Member Organization.

The following procedures govern this reporting:

- WBGC employee will always include their direct supervisor when they believe a critical incident report should be made through BGCA. The supervisor will make the report if applicable. If the employee is unable to include their supervisor, they should communicate with another member of the WBGC Leadership Team.
- To make a report the employee will visit BGCA.net and follow these directions: On the BGCA.net home page located on the left side tool bar there is a red caution sign button. Click there, scroll over to "report a critical incident," and then complete the form. OR visit BGCA.net and on the home page located on the top tab click on the red "Child Safety" button. Then follow the "report critical incident" button and complete the form.
- Within the day the Club employee will receive an email/call from BGCA Safety Staff following up to discuss relevant details or next steps based on the circumstance.

The employee's supervisor should also be notified.

INTERNAL INCIDENT REPORTING



In addition to the above, any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately notify their supervisor or director. An incident report will be completed and then reviewed by supervisor.

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.).

All incidents will be entered into a central database maintained by the Club.

If an incident occurs at a partner's facility or premises (Example: a school partner), WBGC staff will promptly communicate basic information to partner liaison and communicate follow-up information as determined by WBGC Director of Safety & Leadership Development or WBGC COO.

INCIDENT INVESTIGATION

The Club takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations, and internal investigations by the Safety Committee or staff. 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 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. All incident investigations will include an analysis of actions the Club should take to prevent the future occurrence of similar safety incidents.

SAFETY COMMITTEE REPORTING

The Chairman of the Safety Committee of the Club Board of Trustees will be notified of all critical incidents. Additionally, the Chairman will be provided access to all Club safety incident reports. At each general meeting of the Safety Committee, the Unit Directors shall discuss any significant safety events that occurred since the last meeting.

INCIDENT REPORT GENERAL PROCEDURES

- Staff will let director/supervisor know about the incident.
- Staff will write the incident report.
- Staff will give the incident report to their supervisor.
- Director/Supervisor will talk to the child and/or guardian.
- Director will notify the Director of Safety & Leadership Development and Safety Committee Chair.

If DCF is involved:

- Staff will let director/supervisor know about the incident.
- Staff will fill out DCF form.
- Staff will make the call to the DCF Hotline with the support of their Supervisor/Director.
- Director will notify the Director of Safety & Leadership Development and Safety Committee Chair.

Follow up:

- Supervisor will talk to staff to let them know the outcome of the incident.
- Supervisor will give tools to help facilitate proper behavior moving forward.
- Supervisor will connect with the guardian again as necessary.