# **FIRST AID/INCIDENT REPORTING**

**It is critical that you document every injury.** Seemingly minor bumps can be major injuries. Reports must be filled out by full-time staff only (Executive Director unless he/she is not on site when the injury occurs. They must be timely (within 24 hours); thorough detailed and submitted via In Case of Crisis Platform – Director’s Reporting Platform.

**If there is any kind of injury to the head, neck, or spine and you are not sure whether to call EMS –** if the parent is unable to get there immediately (within 5-10 minutes), call 911. Emergency personnel will evaluate the injury and determine next steps. If it is obvious that emergency medical treatment is needed call 911 immediately, even before calling the parent.

**Parents must sign the first aid report and be given a copy for their records.** It is essential you get the parent signature on the first report to document that they have been made aware that their child was injured and received first-aid treatment. Parents do not receive a copy of the incident report. Incident reports are internal organizational documents. This is essential to protect the safety of all members involved in an incident. You can meet with the parent and explain that the incident is still under investigation and keep them informed as need be of your findings without compromising the safety of any other member.

# **CHILD ABUSE REPORTING**

## **J-7 PROTECT YOURSELF FROM ALLEGATIONS**

The best way to avoid allegations is to follow BGCMA policies and state law. Keep in mind that innocent actions or behaviors can be misconstrued by others and can lead to false accusations. It is also important to note that BGCMA cannot indemnify a staff or volunteer for his/her own acts. Once a person is accused and under investigation by law enforcement, they will receive no protection from BGCMA. For this reason, BGCMA has set forth the following policies for the protections of staff and volunteers working with BGCMA members. Any staff member who violates the following policies will face disciplinary action, up to and including termination.

* **Know Your Boundaries.** All staff must adhere to the Know Your Boundaries policy. The policy must be acknowledged by employees annually and is signed by new employees upon hire. This document can be accessed in ADP, our human services management platform by any staff member or a hard copy may be provided by the organization.
* **Never take a member out of the Club without permission.** Taking a child out of a BGCMA facility except in connection with an official function or program is prohibited and a serious violation of BGCMA policy. Any staff person taking a child out of a BGCMA facility without authorization and/ or consent of parent or guardian will be subject to immediate termination.
* **Never be alone in a closed area with a member.** All interactions with youth should be in a group setting. When traveling, arrange transportation such that you are never left alone with a member in the van. In the case that a member is left at the Club after operating hours, a minimum of two staff members should wait for the child to be picked up. As far as possible, stay within sight of others when working one-on-one with youth (tutoring, counseling, disciplining, etc.).
* **Avoid physical contact with members that may be perceived as inappropriate** (i.e. holding hands with youth, tickling, frontal hugging, kissing, allowing members to sit on your lap, etc.).
* **Never allow members in your personal vehicle.**
* **Involvement with members outside of the Club and outside of Club hours is strictly prohibited.** This includes cell phone conversations, texting, and social networking sites. If a member needs to be contacted outside of the Club, parent or guardian must be contacted. This includes special events, speaking engagements, YOY, Career Bound events, etc.
* **Staff members may not give members personal gifts.** If a need arises (i.e. graduation) you must get pre-approval from your Regional Director and the gift must come from the Boys & Girls Club, not from an individual.

## **ALLEGATIONS AGAINST A CLUB STAFF OR VOLUNTEER**

Because of the serious nature and implications, all allegations of child abuse against BGCMA staff or volunteers are to be dealt with immediately in this way:

1. **All allegations, no matter how trivial they may seem, are to be viewed as real incidents and immediately reported** to the immediate supervisor and comply with the crisis communication plan. Once reported, the incident must be documented immediately in writing before the close of the club day.
2. **It is the responsibility of the department head, or Executive Director to compile a report with written statements from the children/adult(s) making the allegation and/or a statement from the youth affected as well as the alleged perpetrator.** Every precaution must be taken not to further traumatize the youth affected. If applicable, fully cooperate with police or other authorities. Written statements outlining the allegation(s) must be forwarded to the immediate supervisor, VP of Field Operations, HR Representative, or other designated representative within 24 hours, or as soon as possible after the incident.
3. **Once an allegation is made against a staff member or volunteer, that person is to be immediately suspended from all duties,** asked to prepare a written statement regarding the incident, and placed on suspension with pay pending an investigation.
4. **For the person's own protection, as well as those affected, this individual is to be denied any contact whatsoever with the youth affected or any other youth in our care.** They should also be cautioned not to return to the facility until their immediate supervisor contacts them. Once this step is taken, the Chief Programs and Operations Officer or his/her designated representative is to be contacted immediately and briefed on the incident. In keeping with the law, we are obligated to report all allegations of abuse to the appropriate authorities and to the parent(s)/ guardians(s).
5. **Within 24 hours of the incident, or as soon as possible after a written account of the incident has been submitted, a meeting between the alleged perpetrators, supervisor, and Chief Programs and Operations Officer (or designated representative) must be convened.** All attempts will be made to have the CEO/President at that meeting. In any case, the President, legal counsel, and personnel committee chairperson (or the acting chairperson) are to be briefed by the Chief Programs & Operations Officer (or designated representative) immediately. A determination must be made by the administration as the status of the employee at the conclusion of the meeting. The alleged perpetrator will be allowed to have legal counsel at this session.
6. After the meeting with the alleged perpetrator has taken place, the Vice President of Field Operations, and/or the Chief Programs and Operations Officer and the immediate supervisor or their designated representatives will **schedule a meeting with the parent(s)/guardian(s) of the children affected.**
7. **A full report of the incident is to be placed in the individual's personnel file.** A copy will also be forwarded to the appropriate authorities. If the youth affected is in our facilities, the appropriate state and local agencies are to receive full reports as required by their reporting procedures.
8. **Reports determined to be unfounded are to be expunged from all BGCMA record holding activities.**
9. The CEO/President is responsible for all official external communications and must approve in advance, all press releases, responses to media inquiries, and all interviews with the media. **No BGCMA employee shall provide any information or documents to the media without the President's prior approval.**

**NOTE:** When **a member makes an allegation against another member,** both members cannot return to the Club at the same time until the incident is fully investigated. One or both members must be suspended until the investigation is closed and it is deemed safe for them both to return.

# **J-8 CHILD ABUSE REPORTING**

Under Georgia law you are mandated reporters if you think a member is a victim of physical abuse, neglect, sexual abuse, or sexual exploitation. If a member discloses something to you or you suspect abuse **do not investigate the situation yourself.** Your responsibility is to report it to the Department of Family and Children Services (DFCS). Asking questions could interfere with the DFCS investigation.

Reports must be made to DFCS immediately, no later than 24 hours when there is reasonable cause of any suspected abuse. Don’t worry about being “wrong” about the suspected abuse. There is only harm in not telling as immunity is provided to reporters when the report was made in good faith and with concern for the child’s well-being.

**If you suspect abuse, then report it and let DFCS take it from there.**

**The number to call is 1-855-422-4453.**