

# Incident Management Policy

Clear reporting policies and procedures are important in responding to incidents that might occur in Clubhouses. Staff and volunteers must, at a minimum, immediately report and document all safety incidents that might affect them, 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;
- Allegations of abuse;
- Extensive 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 involving local authorities
- Other incidents as deemed appropriate by Executive Management.

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 communicate with the Club Leadership and the Risk Management Team. The Risk Management Team will submit the incident to Executive Management and the Safety Committee.

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.)

## EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of Greater Tampa Bay follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, School Readiness, and DCF for licensed organizations) for the protection and safety of youth. Types of incidents reported include, but are not limited to:

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

## BGCA CRITICAL INCIDENT REPORTING

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours. 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.

- 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 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 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 Member Organization or the Boys & Girls Clubs of America brand.
- Any other incident deemed critical by the Member Organization.

Through adherence to the Incident Management policy, the Boys & Girls Clubs of Greater Tampa Bay reaffirms its dedication to maintaining strict reporting standards. This commitment ensures the provision of a safe and secure environment characterized by integrity for all members, staff, and volunteers.