



Youth Program Reporting Procedures for Parents, Guardians, and/or Youth

This procedure outlines the steps for parents, guardians, or youth to report incidents of abuse, inappropriate or suspicious behavior, or youth-to-youth sexual behavior during university youth programs. This procedure ensures that parents, guardians, and youth can report incidents safely and effectively, with prompt attention and appropriate actions taken by the university. The goal is to ensure all incidents are appropriately documented, reported, and addressed to maintain the safety and protection of youth participants.

1. Identifying Incidents to Report

Parents, Guardians and Youth should report any of the following:

- **Abuse:** Any form of physical, emotional, sexual, or neglectful mistreatment.
- **Inappropriate or Suspicious Behaviors:** Any behavior by an adult or youth that appears concerning, violates Youth Protection policies, or could be perceived as grooming or boundary-crossing.
- **Youth-to-Youth Sexual Behaviors:** Any sexual behaviors between youths that are non-consensual, coercive, or inappropriate given the age and development of the youths involved.

2. Reporting Process

Step 1: Reporting to Program Staff

- **Immediate Reporting:** Parents, guardians, or youth should report incidents as soon as possible after they occur.
- **Who to Contact:**

Reports can be directly given to any program staff member, supervisor, Program Director, Program Coordinator or Risk Management. Reporters will be guided through the reporting process to ensure the incident is documented.

Step 2: Submitting an Incident Report

Parents, guardians, or youth may complete the university's Youth Protection Program Reporting Form or ask a staff member to assist in filling it out.

Forms can be submitted directly to Risk Management via youthprograms@calpoly.edu or in person.

The form should include as much detail as possible, such as the date, time, and location of the incident, parties involved, and a description of what occurred.

Step 1: Document the Incident Immediately

3. Confidentiality, Record-Keeping and Safety

(if you wish to remain anonymous xxx)

All reports and subsequent documentation will be handled with care, and the identity of the youth and reporting parties will be kept confidential, except as required by law. Cal Poly SLO will protect the confidentiality of anyone who reports allegations or disclosures of abuse, or other violations of law or policy to the extent possible under law. Legal and civil authorities (police, child protective services) may require confidential information in order to investigate any report of illegal conduct, but this does not eliminate the requirement to maintain confidentiality within the organization and its employees, volunteers, and consumers.

Copies of the completed forms will be stored securely by Risk Management for a minimum of **5 years** from the date of the incident.

The university will take immediate action to ensure the safety of the youth involved and prevent further incidents.

4. Follow-up

The **Program Coordinator** and **Risk Management** will review the report and take appropriate action within **48 hours** of receiving it or becoming aware of the incident. This may involve further investigation, contacting authorities, or providing support services.

Parents, guardians, or youth who submit a report will receive a follow-up within **5 business days** to ensure their concerns are addressed and to discuss the outcomes.