



Youth Program Reporting Procedures

This procedure outlines the steps staff and volunteers must follow to report incidents of abuse, inappropriate or suspicious behaviors, or youth-to-youth sexual behaviors using the Youth Protection Program Reporting Form. 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

Staff and volunteers are responsible for documenting incidents involving, but not limited to:

- **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. Responsibility for Reporting

- **Witnesses or First Responders:** The person who directly witnesses the incident or has first-hand knowledge is personally responsible for completing the Youth Protection Program Reporting Form. This may include staff, volunteers, or supervisors.
- **Program Directors and Coordinators:** If the incident is reported to a Program Director, Coordinator or other supervisor by another party, the Program Director or Coordinator or other supervisor must ensure that the form is completed in a timely manner, but the initial witness is ultimately responsible for documenting the incident.

3. Reporting Process

Step 1: Document the Incident Immediately

As soon as an incident is witnessed or a concern is raised, the person with direct knowledge of the event should complete the Youth Protection Program Reporting Form. The form should be completed no later than **24 hours** after the incident occurs or staff/volunteer becoming aware of the incident.

Step 2: Provide Detailed Information

- The report should include:
 - Date, time, and location of the incident.
 - Detailed description of the behaviors or incidents.
 - Names of all involved parties (including youth, staff, or volunteers).

- Names of any witnesses.
- Actions taken by the witness or staff to address the situation.
- Any follow-up actions or further concerns.

Step 3: Submit the Report

- Once the form is completed, it should be submitted to the following:
 - **Program Director or Coordinator:** The immediate Program Director or Coordinator of the staff or volunteer should receive the report first.
 - **Risk Management:** A copy of the form must also be submitted to youthprograms@calpoly.edu for further review and action.

4. Timetable for Completing Reports

All incidents should be documented and reported within **24 hours** of the incident occurring or the staff/volunteer becoming aware of the incident.

The reporting form should be submitted to the appropriate parties as soon as it is completed, within **24 hours** of the incident occurring or the reporting party becoming aware of the incident.

5. Procedure for Follow-up on Reported Concerns or Complaints by Program Coordinators and Other Entities

Step 1: Initial Review

Both the **Program Coordinator, Risk Management** and **Civil Rights & Compliance Office (CRCO)** are responsible for reviewing the submitted Youth Protection Program Reporting Form. The review must be completed within **48 hours** of receiving the report or becoming aware of the incident.

Actions:

- Review the details of the incident thoroughly, including the involved parties, the nature of the complaint, and any immediate actions taken by staff or volunteers.
- **Assessment:**
 - Determine whether the reported incident warrants further investigation based on program policies and the nature of the concern.
 - Assess if immediate action, such as separating involved parties or addressing safety concerns, is required.
 - Identify if the behavior falls into a category that requires contacting law enforcement or other authorities.
- **Criminal Behavior:** If the report includes indications of abuse, assault, or other criminal activity, contact local law enforcement immediately to initiate external investigation and ensure the safety of all individuals involved.

Step 2: Coordination with Other Entities

- **Responsibility:** Risk Management leads the coordination with internal and external parties, depending on the nature of the incident.

Actions:

- **Human Resources:**

If the reported concern involves inappropriate behavior by a staff member or volunteer, the Program Coordinator will collaborate with Human Resources to determine next steps. This could include suspension, investigation, or termination depending on the outcome of the review.

- **Parents/Guardians:**

For incidents involving youth, the Program Coordinator must notify the parents or guardians of the affected youth as soon as possible, providing them with relevant information while maintaining confidentiality regarding the situation.

- **Other Relevant Parties:**

Depending on the circumstances, the Program Coordinator, Risk Management, and/or CRCO may involve other stakeholders, such as child protective services (CPS), mental health professionals, or legal counsel, as needed to address and resolve the issue.

Step 3: Action and Follow-up

- **Responsibility:** Program Coordinators and Risk Management ensures that all necessary actions are taken based on the severity of the incident and that the resolution process is fully documented.

Actions:

- **Corrective Actions:** Depending on the investigation's findings, corrective actions may include:
 - Formal warnings or further training for staff or volunteers.
 - Suspension or dismissal of involved individuals.
 - Adjustments to program procedures or supervision to prevent future incidents.

- **Support for Affected Parties:**

Provide support for the youth, family, or staff involved in the incident, which may include counseling services, additional supervision, or changes to participation as necessary to ensure comfort and safety.

- **Documentation:**

Ensure that the outcomes of the investigation, including any corrective actions taken, are fully documented. Keep a record of all communication with involved parties and authorities.

- **Follow-up with Families:**

Within **5 business days** of the incident, follow up with the affected youth and their parents/guardians to provide them with an update on the situation and ensure that all concerns have been addressed.

If further steps are required, outline the timeline and provide contact details for ongoing support.

Step 4: Monitoring & Prevention:

Implement any additional preventive measures identified during the review, such as updating policies or enhancing staff training to prevent similar incidents in the future.

6. Confidentiality and Record-Keeping

All reports and subsequent documentation must be kept confidential. Copies of the completed forms will be stored securely by Risk Management for a minimum of **5 years** from the date of the incident.

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.

7. Failure to Report

Staff and volunteers who fail to report an incident or follow this procedure may be subject to disciplinary action, up to and including termination or removal from the program.