



## Youth Program Reporting Procedures for Third-Parties

This procedure outlines the steps to ensure that all third-party organizations conducting youth programs on university property, or in collaboration with the university, promptly report incidents to the university. This procedure ensures that third-party organizations are held to the same reporting standards as university staff and volunteers, protecting the safety and well-being of all youth participants.

### 1. Incident Reporting Requirement

- All third-party organizations are required to report any incidents of abuse, inappropriate or suspicious behavior, youth-to-youth sexual behavior, or safety concerns during youth programs to the university.
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### 2. Reporting Process

- **Immediate Reporting:** Third-party staff must report incidents directly to their organization's designated representative and Cal Poly's Risk Management. ([link to reporting page](#))
  - Forms can be submitted directly to Risk Management via [youthprograms@calpoly.edu](mailto:youthprograms@calpoly.edu) or in person.
    - Incidents must be reported within **24 hours** of the incident occurs or program staff becoming aware of the incident.
  - **Use of Reporting Form:** Third-party organizations must use the university's Youth Protection Program Reporting Form to document and submit the details of the incident.
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### 3. University Contact Information

- Third-party organizations must be provided with the contact information for Cal Poly's Risk Management at the start of the program for prompt communication and submission of incident reports.
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### 4. Consequences for Non-Compliance

- Failure to report incidents in a timely manner may result in termination of the third-party organization's agreement with the university and removal from campus programs.
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