



Supervisor and Administrator Response to Red-flag or Inappropriate Behaviors and/or Policy Violations

If a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from an employee, volunteer, youth, or parent/guardian, the supervisor is instructed to do the following:

- Report to the next level supervisor or administrator.
- Speak with the employee or volunteer who has been reported.
- Review the file of the employee or volunteer to determine if similar complaints were reported.

Youth Protection Program Reporting forms must be used for all incidents and area of concern regarding youth programs.

The Youth Protection Program Reporting form should be directed to youthprograms@calpoly.edu, as this is directed to both Risk Management and CRCO and is the designated reporting channel for youth programs per the CAP Youth Protection Policy. These two teams will coordinate appropriate investigation and consultation with relevant stakeholders.

Determine the appropriate response based on the report.

Take into consideration factors such as:

1. Context of red-flag or inappropriate behavior or policy violation;
2. Severity of red-flag or inappropriate behavior or policy violation;
3. History of red-flag or inappropriate behaviors or policy violations;
4. Trainability of employee or volunteer.

Document the Youth Protection Program Reporting form to Cal Poly Risk Management.

- If at any point in gathering information about a report of red-flag or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents/guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the following may be required:

- Increase monitoring or supervision of the employee, volunteer, and/or program.
- If policy violations with youth(s) are confirmed, the employee or volunteer must be subject to disciplinary action up to and including termination and prosecution.
- Disciplinary action will follow the Progressive Disciplinary Process outlined by Cal Poly.
- If more information is needed, interview and/or survey other employees and volunteers or youth.

Organizational Response: After the internal review of the red-flag or inappropriate behaviors or policy violations, determine if system changes are necessary, such as:

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.