

## INCIDENT REPORTING POLICY

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### Objective

The purpose of this policy is to set forth Boys & Girls Clubs of the Midland's policy and procedures for reporting suspected abuse and the process associated with reporting.

### Mandatory Reporters:

Boys & Girls Clubs of the Midlands staff/volunteers that have knowledge, or suspect, any child has been subjected to child abuse or neglect, or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, or suspect any child may be subject to any criminal activity, are required to report the information. Failure to report may constitute a violation of Nebraska/Iowa Law and may be grounds for discipline, up to and including termination/dismissal.

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### Policy:

Boys & Girls Clubs of the Midlands require documentation of all safety incidents that may impact staff, volunteers, members, and others that visit the Club. Additionally, Boys & Girls Clubs of America requires all member organizations to report the following critical incidents within 24 hours:

- A major medical emergency with a child, staff or volunteer at a Club site or Club sponsored activity leading to extended hospitalization, permanent injury or death or a mental health crisis with a child requiring outside care.
- A child who may be abducted or missing from a Club site or Club sponsored activity.
- An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation against any child (Club- related or not) by a current employee or volunteer or any Club-related instance by a former employee or volunteer.
- An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or Club sponsored activity.
- A known or suspected felony criminal act committed at a Club site or Club sponsored activity.
- The misappropriation of organizational funds.
- A felony criminal action or civil legal action that would be reportable to an insurance carrier involving the organization, its employees or volunteers, or the change in status of an open court case.
- Negative media that could compromise the reputation of the organization or the Boys & Girls Club brand.

- Any other incident deemed critical by the organization.

The Boys & Girls Clubs of the Midlands is committed to ensuring the safety of its members, staff and volunteers. Any employee or volunteer of Boys & Girls Clubs of the Midlands who becomes aware of an incident, as defined in this policy, **shall immediately report it to Club leadership. Unless otherwise instructed, leadership is responsible** for reporting the incident to authorities and BGCA and executing the organization's Crisis Communication Plan.

Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple youth
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers, and/or Club members
- Physical assaults and injuries, including fights
- Allegations of abuse
- Criminal activity, including theft and robbery

<b>DEPARTMENT:</b>	Human Resources	<b>POLICY TITLE:</b>	Incident Reporting Policy
<b>EFFECTIVE DATE:</b>	01/2024	<b>APPROVAL DATE:</b>	01/2024
<b>APPROVED BY:</b>	BGCA	<b>REVISION DATE:</b>	10/10/2025