



BOYS & GIRLS CLUBS
OF THE MIDLANDS

GUIDELINES – Reporting Suspected Criminal Activity, Child Abuse, and/or Child Neglect

1. If you have knowledge that, or suspect, any child has been subjected to child abuse or neglect, or you observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, or you suspect any child may be subject to any criminal activity, you 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.
2. If you become aware of such information you must ***notify the Club Director immediately. A minimum of 2 adult staff must complete this process from start to finish.***
3. Call and report the information to law enforcement or Child Protective Services immediately. If in doubt about which office to call – either one will direct you to the correct contact.

Criminal activity includes an act or the commission of an act that is forbidden or the omission of a duty that is commanded by a public law and that makes the offender liable to punishment by that law; especially a gross violation of law. Examples may include: carry/ use of a weapon, possession or selling illegal drugs, threats, etc...

Child Abuse and/or Child Neglect: A person commits child abuse if he or she knowingly, intentionally, or negligently causes or permits a minor child to be:

- a. Placed in a situation that endangers his/her life or physical or mental health.
- b. Cruelly confined or punished.
- c. Deprived of necessary food/clothing/shelter/care.
- d. Left unattended in a motor vehicle if minor child is 6 years or younger.
- e. Sexually abused.
- f. Sexually exploited by allowing, encouraging, or forcing child to solicit for or engage in: prostitution, debauchery, public indecency, obscene/pornographic photography/films, or depictions.

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4. **Investigation and notification of parents.** It is not your job to investigate any suspected incident. Investigations are to be handled by the authorities after a report is made. If you lack information to make a reasonable determination as to whether an incident has occurred you may make a limited investigation. See the separate Minimal Facts Interview sheet for guidance. Note that you may contact the authorities, see numbers below, if you have any question as to how to proceed. With regard to parents or guardians of the minor, see the separate guideline on Communication with the parent.
5. The reporter (person with firsthand knowledge) will call in the report with the assistance of the Club Director.

The Police/CPS will need Kidtrax information.

Reporting numbers

- **Police 911**
- **Child Protective Services (NE) 1-800-652-1999**
- **Child Protective Services (IA) 1-800-362-2178**

If Child Protective Services is unavailable contact: 911 (let them know you were unable to get through to Child Protective Services).

For: Day Care licensed Clubs only:

Also, call *or leave a message* with Meghan Brewer (Child Care Inspection Specialist): 402-616-0045. After making the 911 call (again, in the event you weren't able to get through to Child Protective Services).

6. Club Director should notify DO/COO immediately to inform him/her of the situation. Note: If DO/COO is unavailable, contact CEO.
7. Complete reports. You may be required to provide a report to the authorities and assist in preparing one for the records of Boys & Girls Clubs. The reports must be prepared and submitted within 24 hours. The B&GC form is to be submitted to the DO/COO. When the process is complete, a copy of the B&GC report must be filed in each member's folder.

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Communicating with the parent.

Parent/guardian is off site:

- a. Do not contact the parent/guardian.
 - Done by law enforcement/Child Protective Services.
 - If parent arrives, refer them to law enforcement/Child Protective Services.

Parent is present:

- a. Be direct with parent/guardian.
- b. Do not release child to parent.

Do's:

- a. Explain in simple terms who you are.
- b. Attempt to determine child's developmental age.
- c. Know that children believe they have to answer all questions, whether true or not.
- d. Be aware of what child is going through.
- e. Let child know they are safe with you.

Don'ts:

- a. Pressure the child for information.
- b. Ask leading questions.
- c. Ask why the abuse occurred – infers blame.
- d. Make promises you can't keep.
- e. Tell the child nothing bad will happen to you.
- f. Judge their behaviors.

Reporter's Involvement:

- a. Your name may be released to:
 - Appropriate law enforcement agency.
 - County Attorney.
- b. You may be called to testify.
 - If court action is taken.

Mandatory Reporting Form

Use to document suspected criminal activity, child abuse, and/or child neglect reports

Read guidelines before completing

Date: _____ Club: _____

Staff completing report: _____

Type of report: Suspected Child Abuse/Neglect: ____

Suspected Criminal Activity: ____

List person/s involved (specify – member, staff, parent, etc...).

Note: Include relationship of alleged perpetrator and alleged victim/s as well as phone numbers, birthdates, and addresses (use Kidtrax if necessary):

A description of how staff learned of the alleged abuse, neglect or criminal activity:

Minimal Facts Interview – What to ask child victim:

- 1) What happened/how did it happen? *Where on body was child touched and the child's story?*
- 2) When did it happen? *Indicates if medical attention is needed. Aids investigators in assessing priority.*
- 3) Who did it? *Name. Adult or child.*
- 4) When is the next time you will see them? *Access of the child to alleged perpetrator. Assesses safety.*

Purpose of Minimal Facts Interview

- 1) Reduces trauma to the child and inconsistencies in responses when a more detailed interview will be conducted soon.
- 2) Assesses child safety
 - 1) *From suspect.*
 - 2) *From protective (non-offending) parent.*
- 3) Only gather enough information to decide next course of action.

Follow up as needed; in case of criminal activity – determine status of member.

ACTION TAKEN: Call Police (911) or

Child Protective Services (Nebraska) 1-800-652-1999

Child Protective Services (Iowa) 1-800-362-2178

Called Police: ____ At (date): _____ Time: _____ or...

Called CPS ____ At (date): _____ Time: _____ or...

CPS was unavailable. After calling 911, Contacted Megan Brewer

At (date): _____ Time: _____ (Day Care licensed Clubs only)

At (date): _____ Time: _____

Notified my supervisor at (date): _____ Time: _____

Notified my Club Director at (date): _____ Time: _____

DO/COO notified at (date): _____ Time: _____

DO; Josh Towey: work# 402-342-1600 cell# 402-690-1362 or...

COO; Tom Kunkel: work# 402-342-1600 cell# 402-306-5684 or...

CEO; Richard Webb: work# 402-342-1600 cell# 402-708-3898

DO/COO or Designee

Must notify BGCA Director of Organizational Development

Immediately (no later than 24 hours).