

Incident/Accident Reporting Policy

The Boys & Girls Club of Greater Ventura is committed to ensuring the safety of its members, staff and volunteers.

Any employee or volunteer of Boys & Girls Club of Greater Ventura 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
- Major Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple youth
- Threats made by or against staff, volunteers, and/or members
- Physical assaults and injuries, including fights
- Allegations of abuse
- Criminal activity, including theft and robbery

Please note that this is a living document and may be updated from time to time as needed.