



## **Boys & Girls Club of the Coastsides Incident Report**

<b>Date:</b>	<b>Time:</b>	<b>Staff Person:</b>
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**Where did this incident occur?**

**Person(s) involved:**

**What occurred?**

**Action steps taken:**

**Anyone injured?**

**If yes, person(s) injured:**

**Type of injury:**

**Treatment:**

**Parent/ Guardian notified?**

**Time Notified:**

**Disciplinary (if any) measures taken:**

**Comments:**

**Report filed by:**

**Supervisor's initials:**

Return copy to Jill Jacobson, Executive Director at [jill@bgccoastside.org](mailto:jill@bgccoastside.org) or [execdirector@bgccoastside.org](mailto:execdirector@bgccoastside.org) within 24 hours.

Questions? 650-712-9710 (office) or 650-740-4487 (cell)

## **Appendix B.**

### **Crisis Communication Procedure**

**Direct all inquiries to the right contact:** Roger Estella, Chair of our Board Safety Committee at 650.255.8916.

All others are requested to say: *“I’m sorry, but I’m not authorized to speak for the organization. If you give me your name and email, I will have Roger contact you ASAP.”*

#### **NEVER:**

- Say “No Comment.”
- Argue with a reporter.
- Talk off the record with a reporter.
- Engage in a phone or on-camera interview with a reporter.

#### **ALWAYS:**

- Get the reporter’s email and escalate to the correct internal contact as rapidly as possible.
- Be polite and courteous.
- Remember the impact of positive body language and authentic tone.

#### **Key Responses**

- Any allegations of abuse are heartbreaking to us all and we very saddened by the news of possible inappropriate behavior.
- Safety of our Club members is and always has been our highest priority.
- We know our Club is a safe place for young people in our community and we are committed to continuing to make it so.

## **Appendix C – Boys & Girls Club of America Resources and Partnerships**

**24-hour Toll-free Child Safety Hotline:** Boys and Girls Club of America provides a confidential, toll-free Child Safety Helpline to all current or previous Club staff, members or families to report any incident or situation in which they feel unsafe. To access the Child Safety Helpline, call 866-607-SAFE (7233) or email **SafeClub@Praesidiuminc.com**.

Boys & Girls Clubs of America works with leading experts in the areas of safety, security, and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, comprised of local Club leaders charged with providing input on the safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

Boys & Girls Clubs of America has advocated the passage of the **U.S. PROTECT Act**, which improved background screening systems and access.

The national organization has also partnered with the **FBI**, the **National Center for Missing & Exploited Children** and the **Centers for Disease Control** to contribute to the development of safety practices that benefit ALL youth-serving organizations.

## **Appendix D – Cunha Student User Agreement for Classroom Technology**

**Appendix E – Cunha Intermediate School Site Safety Plan**

*Not included in this draft to keep the length manageable.*

