



## **CHILD ABUSE/NEGLECT PREVENTION & REPORTING YMCA of Metropolitan Milwaukee Association Standard**

**Standard Owner:** *Safety & Risk*  
**Date Established:** 8/2018  
**Updated/Reviewed:** 3/2019

### **Standard:**

- At the first report / allegation / sign that child abuse has occurred per the YMCA of Metropolitan Milwaukee (YMCA) Child Abuse Prevention Policy established on 08/2018, the employed staff person / volunteer who received the report will notify the Program Director. The Program Director will then review the incident with either the Senior Director Aquatics, Senior Director of Youth Development, Praesidium Guardian or his/her designate. If the Program Director is not immediately available the Branch Executive or Branch Safety and Risk Manager should review the incident with the above named individuals. If any of the above named positions are not immediately available this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters.
  - The professionals named as Mandated Reporters in Wisconsin Statutes 48.981(2) include but are not limited to: School Teachers, School Administrators, School Counselors, School Employees not otherwise specified, Child-care workers in a child care center, group home, or residential care center for children and youth, child care providers.
    - **All YMCA employees are considered Child Care Providers due to the youth-involved nature of the YMCA and thus considered Mandated Reporters.**
- The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

### **What Needs to be Reported:**

Wisconsin law 48.981(2) indicates that any mandated reporter who has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected, or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur is required to make a report.

### **How to Report:**

- Reports of suspected child abuse and neglect can be made to the county

where the child resides or to the law enforcement of where the possible abuse and/or neglect occurred, e.g.:

- *The Division of Milwaukee Child Protective Services*
    - *To Report Child Abuse / Neglect: 414-220-SAFE(7233)*
  - *Washington County Human Services Department*
    - *Hotline: 262-335-4888*
    - *After Hours Hotline: 262-365-6565*
  - *Ozaukee County Department of Human Services*
    - *Office Hours: 262-238-8200*
    - *After Hours: 262-238-8436*
- Persons making reports in good faith are immune from criminal or civil liability.
  - A person who is mandated to report suspected child abuse or neglect will be informed by the county what action, if any, was taken to protect the health, safety, and welfare of the child who is the subject of the report.
  - Penalty: Persons required to report but intentionally fail to do so may be fined up to \$1,000 or imprisoned for up to 6 months or both.

### **Process:**

- The YMCA staff involved fills in an incident report with the help of the Program Director / supervisor and scan it to [claims@ymcamke.org](mailto:claims@ymcamke.org).
- The YMCA staff will document the following, and include it in the report of suspected child abuse / neglect to both the YMCA and County Authorities:
  - **Who:**
    - Is completing the report?
    - Who reported observations?
    - Who is involved in the incident?
    - Who else witnessed the incident or who else can verify the information?
  - **What - stay with the facts:**
    - What caused you to become concerned or to document the information?
    - What did you observe? Take photographs if possible (without violating the child's right to privacy)
    - What happened before, during, and after the incident or accident?
    - Be Specific when listing what you observed – don't surmise or speculate
    - List only what you know
    - What are the signs or symptoms that you observed?
  - **When:**
    - Day, Time, Activity
    - Fill in the report immediately while the details are fresh
  - **Where:**
    - Facility, Program Area, Specific place in the room
    - Where on the child's body did you observe signs?

- If the suspected abuse happened at a YMCA branch, YMCA program site, or by a YMCA staff member the '*Crisis Communication Call Tree*' is to be initiated immediately after a report is made to the appropriate authorities.
  - If there is negative backlash from a report made in good faith, the '*Crisis Communication Call Tree*' is always to be initiated to handle media requests and public statements.

### **Administrative / Privacy Concerns:**

- In the event the reported incident involves a program volunteer, employed staff, or YMCA member, the Center Executive or HR manager will immediately, without exception, remove the volunteer or staff person from the program in which an allegation occurred, and suspend the volunteer or staff from the YMCA until an investigation is complete. If the incident involves a member or program participant, Y leadership will decide whether further participation by that member or program participant is appropriate.
  - Note that this includes suspected cases of child-on-child abuse. If further investigation is needed, both children will be removed from the program during the investigation period.
- The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If a parent is suspected of the alleged abuse, the directions of the relevant state or local agency have to be followed. If more than one set of parents is involved (e.g. child-on-child abuse), the YMCA's responsibility is to keep the names and contact information of those involved confidential. People may learn that information some other way, such as through other children, but YMCA staff and volunteers can not provide it. The YMCA needs to protect itself from disclosing information on a minor.
- Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth involved nature of the YMCA).
- Reinstatement of the program volunteer, employed staff person, or YMCA member will occur only after all allegations have been cleared to the satisfaction of the Human Resources Manager.
- All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with their program director, Branch Executive, Senior Director Aquatics, Senior Director Youth Development, Praesidium Guardian, or Human Resources Manager.

### **Required Staff Trainings:**

- Prior to hire all YMCA employees are required to take a child abuse prevention tutorial:
  - This tutorial covers a multitude of subjects including but not limited to:
    - Types of abuse

- Types of situations that lead to abuse
- Abuse signs and indicators
- Their responsibility in reporting abuse
- How to help prevent abuse
- This training is required to be completed yearly as part of our annual safety update. All YMCA employees are obligated to take and pass the online child abuse training each year.
- All First Responders and Salary Exempt Program Staff are also required to take an additional Child Abuse Recognition & Prevention training through West Bend Mutual Insurance.
- In addition to the above trainings additional training is held in licensed child care departments such as: Resident Camp, Day Camp, Before & After School Care, and Early Childhood Education.
- Youth specific program areas such as Aquatics and Youth Sports also train staff in additional situations specific to their areas through staff manuals and departmental trainings.

### **Background Screening:**

The YMCA requires background screening of all employees and volunteers. Please refer to Background Screening Policy, updated on 08/2018.

### **RELATED POLICY/STANDARD:**

Child Abuse Prevention Policy  
 Code of Conduct Policy  
 Reporting, Investigation, and Corrective Action Policy  
 Background Screening Policy