



YOUTH DEVELOPMENT INCIDENT REPORTING FRAMEWORK

LEVEL 1 REPORTING

Level 1 • Incidents

- Loss of personal items
- Unhappy/disengaged (alone, no friends, squatting, wandering, avoiding, etc.)
- Fears/homesickness
- Disagreement with friend(s)/conflict with peer(s)
- Horseplay/name calling/teasing
- Explicit language
- Refusing to follow directions
- General rule breaking
- Basic first aid (ice pack, bandage)
- Sunburn/skin irritation/bug bite
- Physical health complaint
- Hygiene concern (1st)

Level 1 • What to Do

ALL INCIDENTS:

1. Responding staff addresses concern with camper or participant.
2. Responding staff reports to Head Counselor, Site Coordinator or Director.
3. If reported to Head Counselor or Site Coordinator, they must report to Director.
4. A phone call or face-to-face conversation with parent or guardian before or at Rides Out.
5. Documentation must be made in Huddle Up's Daily Notes.
6. Within 24 hours a minor Camper Disciplinary Action form must be completed (if needed).

LEVEL 2 REPORTING

Level 2 • Incidents

- Theft of or damage to personal items/food
- Nutrition concern (picky eater, forgotten lunch, multiple days of not eating, etc.)
- Persistent unhappiness/disengagement
- Persistent fears/homesickness
- Repeated disagreements or conflict with peer(s)
- Repeated use of explicit language
- Repetitive rule breaking
- Aggressive horseplay, contact with intent to harm or change others' behaviors
- Injury that leaves a mark
- 2+ reports to staff of same physical health complaint
- Mental health complaint (1st)
- 2+ hygiene concerns
- Aquatics rescue/incident not requiring first aid

Level 2 • What to Do

ALL INCIDENTS:

1. Responding staff immediately addresses concern with camper or participant.
2. Responding staff reports incident to the Head Counselor, Site Coordinator or Director.
3. The Head Counselor or Site Coordinator addresses concern with camper or participant.
4. If reported to Head Counselor or Site Coordinator, they must report incident to the Director.
5. Within 4 hours of the incident occurring there needs to be a phone call or face-to-face conversation with parent or guardian by the Head Counselor, Site Coordinator or Director.
6. An Incident Report must be completed the same day.
7. A minor or major Camper Disciplinary Action form must be completed the same day (if needed).

The YMCA is committed to early reporting and communication on the part of our staff. While this document was created to assist in your reporting procedures, a part of every emergency action plan includes notifying your supervisor or Branch leadership.

LEVEL 3 REPORTING

Level 3 • Incidents

- Broken hearing device/glasses/braces/tooth
- Eating disordered behaviors
- Bathroom/menstrual period incidents
- Bullying
- Threats to physical/mental/emotional safety of others
- Running away/hiding/being in unauthorized spaces
- Destructive behavior
- Inappropriate use of technology
- Continuous issues with following rules/refusal to participate
- Hits to head/face/neck/genitals
- Significant physical injury
- Health concerns (heat related, insect sting/bite, mild allergic reaction, vomiting/diarrhea, temperature above 100.1, medication issue, lice, rash, suspected illness, suspected broken bone, suspected concussion, severe sunburn, etc.)
- 2+ reports to staff of mental health complaint
- Aquatics rescue/incident in which there is concern that child swallowed/inhaled water
- Discussions of camper sexual orientation or gender identity

Level 3 • What to Do

ALL INCIDENTS:

1. Responding staff notifies Head Counselor or Site Coordinator.
2. The responding staff and Head Counselor or Site Coordinator immediately address concern with camper or participant.
3. Head Counselor or Site Coordinator immediately reports the incident to the Director.
4. The Director, if onsite, addresses concern with camper.
5. Director reports to Senior Director or Youth Associate.
6. Within 1 hour of the incident occurring the Director has a phone call or face-to-face conversation with parent or guardian.
7. An Incident Report must be completed within 4 hours.
8. A major Camper Disciplinary Action form must be completed within 4 hours (if needed).
9. First-person staff statements must be turned in prior to end of their shifts (if needed).
10. Others to contact:
 - Risk Management
 - Branch Executive Director
 - People Team (if needed)

LEVEL 4 REPORTING

Level 4 • Incidents

- Reported or suspected abuse/neglect
- Missing child
- Behaviors resulting in immediate suspension or dismissal
- Discriminatory language (religious, gender-based, sexually oriented, ethnic, racial, and socio-economic bullying or slurs)
- Staff/volunteer to camper misconduct
- Sexual misconduct
- Significant physical altercation
- Repetitive bullying
- Repetitive running away/hiding/being in unauthorized spaces
- Destructive behavior resulting in property damage
- Significant physical injury that requires medical care
- Self harm/suicidal ideation
- Severe health concerns (allergic reaction requiring emergency medication, respiratory distress, seizure, diabetic emergency, compound bone fracture, loss of consciousness, etc.)
- Events requiring rescue breathing, CPR, AED, or O₂ use, including aquatics rescue

Level 4 • What to Do

ALL INCIDENTS:

1. Responding staff calls 911 (EMS, police and/or fire), if needed.
2. Responding staff notifies Head Counselor or Site Coordinator.
3. Responding staff and Head Counselor or Site Coordinator immediately address concern with camper or participant.
4. Head Counselor or Site Coordinator immediately reports to Director.
5. Director, if onsite, addresses concern with camper or participant.
6. Director reports to Senior Director or Youth Associate.
7. Director notifies parent or guardian.
8. Senior Director or Youth Associate reports to Branch Executive Director.
9. Within 1 hour an Incident Report must be completed.
10. Within 1 hour a major Camper Disciplinary Action form must be completed (if needed).
11. Within 1 hour first-person staff statements should be submitted (if needed).
12. A CPS report should be made (if needed).
13. A police report should be filed (if needed).
14. Others to contact:
 - Risk Management
 - Avance Care (if needed)
 - Operational Vice President
 - Y-USA (if needed)
 - People Team