

# Boys & Girls Clubs of Portland Metro (“BGCP”)

## Mandatory Reporting Policy

---

Effective date: 10/2/18

BGCP has instituted a Mandatory Reporting Policy in order to keep Members safe, to maintain reporting requirement, and abide by all applicable federal and state laws. As part of this policy, the following is hereby implemented for all Club/School sites:

1. All Staff will be trained, at a minimum, on an annual basis.
  - a. Staff participation will be documented and tracked.
  - b. Staff will sign-off on training acknowledgment and agreement to abide by Mandatory Reporting requirements and this Policy.
2. If Staff is notified by a Member or any person, that a child or young person, Member or not a Member, who is or may be subject to significant harm as a result of neglect or any physical or sexual abuse, the Mandatory Reporting requirement is automatically in effect.
3. Staff must report to Oregon DHS and/or law enforcement, same day, after forming a factual determination that a child or young person is in need of protection from significant harm as a result of neglect or any physical or sexual abuse.
  - a. The Staff who received such notification must be a participant of the notification to Oregon DHS and/or law enforcement.
4. A Notification Report will be completed after reporting a Mandatory Reporting incident to Oregon DHS and/or law enforcement. (Refer to Incident Reporting Policy)
5. Notify your supervisor (i.e. Club/Site Director, Area Director, Senior Director, etc), ensuring those in your chain-of-command are notified of the incident.
6. No Staff, regardless of BGCP title or position, shall direct other Staff to not make required notification to Oregon DHS and/or law enforcement.
7. If Staff feels threatened, provoked to violate this policy, or directed to not make required notification, immediately notify the Senior Director of Safety & Facility Operations.

# **Boys & Girls Clubs of Portland Metro (“BGCP”)**

## **Mandatory Reporting Policy**

---

Effective date: 10/2/18

8. The Senior Director of Safety & Facility Operations, in consultation with the Chief Financial Officer and/or the Chief Executive Office, has full authority to override any management decision that is made adverse to this policy.