Child Abuse and Suicide Threat Reporting Policy

Staff and Volunteers are bound to comply with the California Mandated Reporter Guidelines for the safety of all CYT participants. By signing below we wish to make clear the expectations of our strict policy in regards to any abusive or sexual misconduct.

- Staff and volunteers must immediately report any disclosure, knowledge or suspicion of physical or sexual abuse using the following internal and external procedures in compliance with the California Mandated Reporter law.

**Procedure for Reporting Child Abuse**

1. Call San Diego Child Abuse Hotline (800-344-6000) to give all known information and follow all of the dispatcher’s instructions. If a Law Enforcement or Social Services investigator is assigned- request “Forensic Interview & Forensic Medical Exam” at nearest Rady’s Children’s Hospital Chadwick Center or the Palomar Medical Center Child Advocacy Center.
2. Contact your Immediate Supervisor, Chapter Coordinator or Managing Director as soon as possible to give verbal notice of the report and discuss urgent next steps and all instructions that were given to you by the dispatcher.
3. Within 12 hours- email immediate supervisor documenting disclosure or observations and detail of the response measures you took and the instructions given by the Child Abuse Hotline. If any issues cannot be comfortably disclosed to Supervisor- contact Managing Director as soon as possible.
4. Complete and submit Suspected Child Abuse Form “SS8572” within 48 hours. Keep copy for your records. This can be printed online or requested from your Chapter Coordinator or Managing Director.

- Supervisory staff members working on site with children as well as all artistic team members are required to receive Mandated Reporter Training as instructed upon hire. All other staff and volunteers are still required to comply with the policy and may request the training if desired.

- Staff and volunteers will immediately report suspicion or knowledge of Mental Health Concerns such as self-harm or suicidal thoughts by calling the 24-hour Crisis Line (888) 724-7240 to ask for further aid how to get the appropriate help/response and then report those instructions and coordinate a path forward with their Immediate Supervisor. Signs of self-harm may include wearing long pants or sleeves even in hot weather, retreating from friendship groups, or fresh cuts or burns. Signs of suicidal thoughts include mood shifts, withdrawn behavior, acting recklessly, or idealizing stories of suicide.

Staff and volunteers agree to report any violations of this policy to their Immediate Supervisor, Chapter Coordinator, or Program Director. Any violation of this Policy may result in termination.

__________________________________________ (Signature)

__________________________________________ (Printed Name)

__________________________________________ (Date)