

# Youth Programs – Incident Reporting Protocol

## ABUSE AND NEGLECT

### Abuse and Neglect

- Sexual
- physical
- Mental
- Emotional

**Abuse** is *Mental, emotional, physical, or sexual injury to a child or failure to prevent such injury.*

**Neglect** is *Failure to provide a child with food, clothing, shelter and /or medical care Leaving a child in a situation that places them at risk of harm.*

- Report immediately to Texas DFPS 1-800-252-5400 or <https://www.txabusehotline.org/Login/Default.aspx>
- Report to Youth Program Support Manager
- Report to parent, if not implicated
- If of a sexual nature, call Title IX office at 956-665-2103 even if this happened off campus
- If abused occurred on campus, call UTRGV police department 956-665-7157 or 956-882-7777(UTRGV)
- If alleged abuser is a staff member, contact HR for appropriate guidance
- Keep a file of incident Report
- Submit Incident Report via Maxient in the Camps Website

## BEHAVIORAL

- Fighting
- Bullying
- Tobacco

- Notify parent immediately
- Seek Guidance from Youth Program Support Manager
- Contact UTRGV Police Department depending on severity upon discretion of camp director
- Submit Incident Report via Maxient in the Camps Website

- Property damage
- Theft
- Substance , drugs, alcohol abuse

- Contact UTRGV Police Department
- Notify parent immediately
- Submit Incident Report via Maxient in the Camps Website

## MEDICAL

### Acute injury/ illness

- Call 911 - Ensure the camp medical release and medical history form are provided to emergency personnel
- Notify parent immediately
- A UTRGV staff member must accompany injured camper to emergency treatment until parents arrive
- Submit Incident Report via Maxient in the Camps Website

### Non-emergency care beyond camp can Provide (Student Health Service )

- Injury
- Nausea
- Cold/ Cough/Fever

- Notify parent immediately
- Take camper to Student Health Services to assess and provide first aid and take Medical Release form
- Complete an internal incident report

### Scratches, Minor Cuts, falls resulting in not major injury

- Provide care based on medical release forms
- Notify parents
- Report to Camp Director
- Complete internal incident report