



Incident Reporting in a Virtual Environment

This document outlines reporting requirements for youth program staff operating in a virtual environment. Program staff continue to be Mandated Reporters of Child Abuse and Neglect. Because programs are operating virtually with fewer program staff who interact with minors, all youth program staff are also Responsible Employees for reporting sexual misconduct and Campus Security Authorities under the Clery Act.

It may be more difficult to recognize child abuse or neglect, sexual misconduct, or crimes on campus during online programming. However, you may notice things in the background of an online session that make you suspect abuse or neglect. You may also recognize sexual harassment or cyberbullying during online interactions. If you notice or learn about behaviors outlined in the reporting requirements below, you must report in order to meet your legal obligations.

Trainings: This document supplements required online trainings for Mandatory Reporting for Child Abuse and Neglect (OYPC), Preventing Sexual Harassment and Sexual Violence, Title IX Responsible Employee, and Campus Security Authority. Register at youthsafety.wisc.edu/compliance/program-staff-trainings.

Multiple Reports: Some incidents may fall under more than one of the reporting categories described in Mandatory Reporting for Child Abuse and Neglect (Executive Order 54), the UW-Madison Policy on Sexual Harassment and Sexual Violence, and the Clery Act. In order to meet your reporting obligations, you may need to make more than one report for the same incident.

Report Child Abuse and Neglect (Executive Order 54)

As a Mandated Reporter for Child Abuse and Neglect, you must report the incidents below in person or by calling **local law enforcement or Child Protective Services**. Simply notifying your supervisor does not meet your legal obligation. You must make the report yourself.

Reminder: You must report when you have reasonable cause to suspect that child abuse or neglect has occurred or will occur, either within or outside of a youth program.

Child abuse or neglect:

- Physical abuse
- Neglect
- Sexual abuse
- Emotional abuse
- Threatened abuse or neglect

Examples of child abuse or neglect include:

- A minor tells you that their uncle is hitting them at home.
- An adult shows pornographic images to a minor.
- A minor is exposed to physical abuse between two adults.
- An unsupervised 9-year-old is responsible for younger siblings while the parents work away from home.

Find Child Protective Services contact information by county at dcf.wisconsin.gov/reportabuse. If you are unsure of the location of a child, you may call UW–Madison Police Department at 608-264-2677.



If the child abuse or neglect involves a UW employee or volunteer, occurs during a youth program, or occurs on UW–Madison property, you must also report the incident to campus. See youthsafety.wisc.edu/report-child-abuse for additional information.

Report Sexual Harassment and Sexual Violence

As a Responsible Employee for reporting sexual misconduct, you must report violations of the UW–Madison Policy on Sexual Harassment and Sexual Violence that affect a participant or staff member by completing the **Campus Incident Reporting Form** at go.wisc.edu/report.

Sexual misconduct:

- Sexual harassment
- Sexual assault
- Dating violence
- Domestic violence
- Sexual exploitation
- Stalking

Examples of sexual misconduct include:

- Someone uses sexual photos or information to threaten or blackmail a program staff member.
- A participant makes unwanted comments about another participant's body size, shape, or physique in a sexually suggestive manner.
- A 16-year-old participant shares that their 17-year-old boyfriend touched an intimate body part without consent.

Report Crimes on Campus

As a Campus Security Authority, you must report the incidents below by completing the **Campus Incident Reporting Form** at go.wisc.edu/report or by calling the UW–Madison Police Department at 608-264-2677.

Reminder: The Clery Act requires the university to gather statistics about crimes that occur on campus. Report these incidents only if an individual is **physically located on UW–Madison property while sending or receiving the communication.**

Clery Act crimes:

- Stalking (through electronic communication)
- Intimidation as a hate crime (through electronic communication)

Examples of Clery Act crimes include:

- A program staff member on campus repeatedly sends unwanted messages to a program participant causing them to be fearful for their safety.
- A guest speaker from a UW-Madison lab makes an intimidating threat about a program participant's race, causing the participant to be fearful for their safety.



Reporting for most crimes under the Clery Act is not applicable in a virtual environment. If these or similar scenarios occur during a program, but neither individual is physically located on UW–Madison property, you must still report the incident to your Program Director.

Document General Incidents within the Program

Keep records of incidents, behaviors, or concerns about program participants or staff that do not fall into the categories listed above. Follow the guidelines provided by your Program Director.

Examples of general incidents:

- Violations of technology rules
- Cyberbullying
- Derogatory language or cursing
- Suspicious behavior by other staff members
- Lack of attendance or participation



Report mental health concerns to your Program Director immediately:

Concerns include participants with suicidal thoughts, feelings of hopelessness, and talk of self-harm or harm of others.

Call the UHS 24-hour Crisis Services at 608-265-5600 (Option 9) for additional support.