



Call 911 in an emergency. Meet reporting obligations AFTER a situation is stabilized.

→ An incident may fit definitions in more than one category. In order to meet reporting obligations, you may need to make more than one report. ←

Category	Type of Incident	Reporter	Reporting Procedure
Mandatory Reports by Law or Policy (refer to definitions on page 2)			

<p>Child Abuse and Neglect</p> <p>per Executive Order #54</p> <p>Applies to: All minors (under age 18) Any location</p>	<p>Physical Abuse, Physical Neglect, or Threat of Abuse or Neglect</p> <p>Emotional Abuse</p> <p>Sexual Abuse</p> <p>Abuse by Manufacture of Methamphetamine</p>	<p>All Authorized Adults</p> <p>(It is not enough to tell a supervisor. Those who witness or suspect abuse or neglect must make the report.)</p>	<p>All: Report by telephone or in person to local police or Child Protective Services (CPS)</p> <p>Also: If the incident occurred on campus or in a UW sponsored activity or involves a UW employee or agent, then also report to campus. Refer to youthsafety.wisc.edu/report-child-abuse</p>
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<p>Sexual Harassment and Sexual Violence</p> <p>per UW–Madison campus policy</p> <p>Applies to: All minors and adults Any location</p>	<p>Sexual Harassment, Sexual Exploitation, and Retaliation</p> <p>Sexual Violence, including: Dating Violence, Domestic Violence, and Stalking</p> <p>Sexual Assault, including: Rape, Fondling, Incest, and Statutory Rape</p> <p>Sexual Assault witnessed on campus or of a UW–Madison student</p>	<p>Authorized Custodians and Authorized Assistant Custodians</p> <p>(those with custodial care or supervision of minors)</p> <p>All Authorized Adults</p>	<p>Complete the online Campus Reporting Form</p> <p>go.wisc.edu/report</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report an incident that is both Sexual Harassment/Sexual Violence and a Clery Crime on a single form.</p> </div>
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<p>Clery Crimes on Campus</p> <p>Applies to: All minors and adults Clery Campus Geography</p>	<p>Sexual Violence, including: Dating Violence, Domestic Violence, and Stalking</p> <p>Sexual Assault, including: Rape, Fondling, Incest, and Statutory Rape</p> <p>Homicide, Aggravated Assault, Robbery, Burglary, and Arson</p> <p>Hate Crimes, including: Simple Assault, Intimidation, Property Damage, and Theft</p>	<p>Authorized Custodians and Authorized Assistant Custodians</p> <p>(those with custodial care or supervision of minors)</p>	<p>Complete the online Campus Reporting Form</p> <p>go.wisc.edu/report</p>
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Campus Reports

<p>General Incidents</p> <p>Each youth activity may have additional reporting requirements based on sponsoring unit, physical location, type of activity, and other attributes. The Authorized Custodian must determine applicable reporting requirements.</p>	<p>Accidental injury during the activity that</p> <ul style="list-style-type: none"> • may or may not require medical attention • does not include illness 	<p>All Authorized Adults *</p>	<p>Submit the Notice of Injury Form https://businessservices.wisc.edu/documents/non-employee-incident-report-form/</p>
	<p>Suspicion of communicable disease</p>	<p>All Authorized Adults *</p>	<p>Follow current campus requirements</p>
	<p>Cybersecurity risk or violation, such as:</p> <ul style="list-style-type: none"> • Compromise of sensitive data • Loss or theft of device • Violation of UW data security policies 	<p>All Authorized Adults *</p>	<p>Follow instructions for reporting an incident to IT Security it.wisc.edu/reporting-an-incident-to-it-security</p>
	<p>Youth activity level incidents, such as:</p> <ul style="list-style-type: none"> • Peer conflicts • Behavioral issues • Violation of program rules • Incidents that do not fall under mandatory reporting obligations 	<p>All Authorized Adults *</p>	<p>Follow instructions from the Authorized Custodian</p>

* Authorized Custodians determine if Authorized Adults should submit general incident reports directly to campus partner offices or to the Authorized Custodian first.

Multiple Reports

An incident may fit definitions in more than one category. In order to meet your reporting obligations, you may need to make more than one report.

Definitions of Child Abuse and Neglect

more definitions and instructions
youthsafety.wisc.edu/report-child-abuse

Physical Abuse: Physical injury of a child by other than accidental means.

Physical Neglect: The failure, refusal, or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care so as to endanger the physical health of the child.

Sexual Abuse includes the following crimes defined in state statutes:

- Sexual intercourse or contact with a child age 16 or 17 without consent
- Sexual intercourse or contact with a child age 15 or younger
- Sexual intercourse or contact with a child placed in substitute care; child sex trafficking; sexual exploitation of a child; allowing a child to view or listen to sexually explicit conduct; or indecent exposure to or of a child (age 17 or younger)
- Note: Not all sexual crimes against children are included in the legal definition of sexual abuse.

NOT sexual abuse in WI statutes:

- Consensual intercourse with age 16 or 17 (misdemeanor, not abuse)
- Consensual contact with age 16 or 17 (neither a crime nor abuse)

Emotional Abuse: Emotional damage for which the child's parent, guardian or legal custodian has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms.

Threat of Abuse or Neglect: refers to behaviors or conditions that may be dangerous to a child and are likely to result in abuse or neglect, including verbal threats if you believe the person is serious about acting on them.

Definitions of Sexual Harassment and Sexual Violence

more definitions and instructions
compliance.wisc.edu/titleix

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Sexual Exploitation: Attempts or threats to take nonconsensual advantage of another individual, including but not limited to the use of photographs or videos, exposure of intimate body parts, induced incapacitation, or coercion.

Definitions of Clery Crimes on Campus

more definitions and instructions
wvpd.wisc.edu/clery-crime-definitions

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Hate Crimes: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Definitions used by both Sexual Harassment and Sexual Violence AND Clery Crimes on Campus

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent (a minor age 15 or younger is not able to give consent)

- **Rape:** Sexual penetration or intercourse without consent (age 16 or older); sexual penetration or intercourse with a minor age 15 or younger
- **Fondling:** Sexual contact without consent (age 16 and older); sexual contact with a minor age 15 or younger
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees where marriage is prohibited by law
- **Statutory rape:** Sexual penetration or intercourse with a person who is under the statutory ages of consent (in Wisconsin, this applies to age 17 or younger)

Domestic Violence: A crime of violence committed by an adult that the victim has lived with or currently lives with; an adult that the victim shares a child with; an adult that is responsible for the care of another adult; or any other person against an adult or youth victim who is protected under domestic or family violence laws.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical violence or the threat of such violence.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of another; or suffer substantial emotional distress. This conduct can include directly or indirectly following, monitoring, surveilling, observing, threatening, communicating to or about a person, or interfering with a person's property.

Required Trainings

Register for required online trainings for mandatory reporting at
youthsafety.wisc.edu/compliance/program-staff-trainings