



Youth Protection Work Aid

Reporting Occurrences in Origami Risk

Process: Proceed to the [POM homepage](#) and select the right column quicklink: *Report a University Occurrence*, then *submit a VU incident*.

Timing: Reports should be submitted within 24 business hours if possible. In an emergent situation related to immediate child safety, report to VUPD/911 for emergencies and call 615-936-5935.

Types of Occurrences:

- **Illness:** Participant becomes ill during program activities and requires medical attention or is removed or isolated from other due to contagion.
- **Inappropriate supervision:** Lapses in staff supervision due to oversight, planning or adult actions. Does not have to result in an incident.
- **Injury or Accidents:** Participant is injured due to slip, trip, fall or other planned or unplanned activity. Injury results in medical referral, head or face injury, more than minor wound care on site, or transport to medical facility is provided by program or EMS.
- **Lab Safety incident:** Injury or near miss incident in a research lab which results or could result in injury. Inappropriate safety measures or training in place for a minor participant.
- **Medical incident:** Participant develops symptoms resulting in medical referral/emergency care while in the program – would include seizure or allergy reaction.
- **Medication Errors:** Participant fails to take a prescribed medication at the right time or the medication taken differs from the prescribed type/amount.
- **Misconduct or conduct code concerns by adult supervising or other personnel:** Inappropriate, illegal or unethical behavior or interactions with youth that violate the POM conduct code or effective supervision practices. Or place youth in unsafe environments due to poor adult decision making.
- **Misconduct or conduct code concerns by participant:** Participants showing repeated patterns of not following behavior expectations or putting others at risk. Participant dismissals from programs due to incidents (not illness).
- **Participant mental health concerns:** Statements of self-harm, suicide ideation, erratic or severely changed behavior that differs from prior behavior. Threats to harm self or others.

Other unexpected occurrences not listed above.

In the report, please include the following;

- Details of incident: how you were made aware? What actions were taken during and after?
- Was the parent notified? What was the response?
- Did the participant return to the activity/program or were they absent or dismissed?
- Were other reports made to VU offices or externally; which departments and who?
- Are there remaining risks or concerns surrounding the participant or the program activities?
- What risk control measures will be taken to address the incident and prevent others from occurring?

After submission, the report will be reviewed within 1 business day and should additional information be needed or if there is follow up requested, a member of the youth protection team will reach out to the reporter. Additional details to be added to the report can be sent to protectionofminors@vanderbilt.edu.