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Dear Scouter:

Thank you for completing the BSA Online Youth Protection Training Course. It should be helpful to you to provide a safe environment for young people, whether participating in Scouting activities or other activities in your community. After all, we are advocates for children and healthy youth development.

If you are a registered Scout leader, your fulfillment of this course validates you as a youth protection-trained leader. I encourage you to urge the other adult volunteers in your Scout unit to complete the course as well.

Thank you for your interest and participation in protecting our children – our world's most valuable resource.

Sincerely,

John R. Andrews
Scout Executive
Northern Star Council, BSA

SUMMARY OF PROCEDURES FOR REPORTING ABUSE

Who reports child abuse

Scouting volunteers should notify the Northern Star Council if they suspect child abuse or neglect of a child has occurred. This can be done, by contacting the Director of Field Service at the Northern Star Council at (651) 254-9110. Our Director of Field Service can help to determine the next course of action.

In addition, anyone may voluntarily report abuse or neglect to the appropriate authorities as outlined below. It is the right thing to do, and the action may very well save the life and spirit of a child, and provide a family with much needed support.

When to report

The law requires mandated reporters to make a report if they know or have reason to believe a child is being neglected or abused or has been neglected or abused within the last three years. Mandated reporters must file a written report within 3 working days of the oral report.

- ♦ If you know or suspect that a child is **in immediate danger** or the child is abandoned, contact your local law enforcement department right away by dialing 911. Law enforcement officers can remove a minor from a threatening environment in order to protect that child.
- ♦ If the child is **not in immediate danger**, and the alleged perpetrator is a **parent, guardian, family childcare provider, family foster care provider, or juvenile correctional facility staff person**, call the child protection unit of your county social service agency.
- ♦ If the child is **not in immediate danger** and the alleged perpetrator is **someone outside the family and not a licensed facility staff person**, contact your local law enforcement agency.
- ♦ If the child is **not in immediate danger**, and the alleged perpetrator is a **staff member of a licensed facility, that is, a school, day care, hospital, group home, and so forth**, please refer to the Department of Human Services website www.dhs.state.mn.us or call at 651-296-8337 for general information about child protection.

Reporting to local authorities

Any child abuse must be reported in the county where it occurred. For instance, if an incident takes place on a camping trip, local authorities for that area must receive the report. Local Law Enforcement can be contacted by dialing 911.

What to report

- ♦ Your name, phone number, and relationship to the family
- ♦ What happened to the child and when the incident occurred
- ♦ Identification of any witnesses to the incident
- ♦ A description of any injuries or the present condition of the child
- ♦ The current location of the child and whether the child is in immediate danger
- ♦ Names and addresses of the child, and parents or caretakers
- ♦ Any additional information you have about the child or family that may be helpful

If the child is in immediate danger, call the police first by dialing 911. Any reports of and/or suspicions of child abuse are to be referred immediately to both Scouting and County Child Protection Offices:

FIRST: The Director of Field Service, Director of Program Services, or Scout Executive at the Scout Office (651-224-1891) or at the numbers listed on the next page.

The Scouting Staff must be called FIRST:

1. He/she may be aware of other confidential information that must be taken into account.
2. It is possible that action must be taken by the BSA, regardless of action taken by law enforcement.
3. If the media or other officials contact BSA leadership, we must be prepared to respond with competency.
4. The Scout Executive is experienced in such issues, and is legally obligated to take the necessary action.

SECOND: The County Child Protection Office (phone numbers listed on the next page).

Scouting volunteers are not mandated reporters and are not required to call law enforcement officials first. The following directory lists the telephone contact for each county within Indianhead Council. Anyone reporting a suspected case of child abuse is to call the county where the incident allegedly occurred, after calling BSA staff.

MINNESOTA		
Anoka County	Health & Social Services	763-422-7125
Carver County	Community Social Services	952-361-1600
Chippewa County	Dept of Family Services	320-269-6401
Chisago County	Human Services	651-213-0324
Dakota County	Human Services	952-891-7480
Goodhue County	Social Services (Phillippo Scout Res.)	651-385-3232
Hennepin County	Social Services	612-348-3552
Isanti County	Family Services	763-689-1711
Kandiyohi County	Family Services	320-231-7800
Lac Qui Parle County	Family Services	320-598-7594
LeSueur County	Human Services	507-357-8217
Lincoln County	Human Services	507-694-1452
McLeod County	Social Services	320-864-3144
Meeker County	Social Services	320-693-5300
Ramsey County	Human Services	651-266-4444
Redwood County	Human Services	507-637-4050
Renville County	Human Services	320-523-2202
Rice County	Social Services	507-332-6115
Scott County	Human Services	612-445-7751
Stearns County	Human Services	320-656-6000
Washington County	Social Services	651-430-6457
Wright County	Social Services	763-682-7400
Yellow Medicine County	Family Services	320-564-2211
WISCONSIN		
Burnett County	Social Services	715-349-2131
Pierce County	Human Services	715-273-6766
Polk County	Social Services	715-485-8400
St. Croix County	Human Services	715-246-8285
Washburn County	Social Services (Tomahawk Scout Res.)	715-468-7878

COUNCIL EMERGENCY CONTACT PERSONNEL

Director of Field Service	Doug Nelson	Office, 763-231-7210 Cellular, 612-710-0471 Home, 715-531-1546
Director of Program	Mike McCarthy	Office, 763-231-7261 Cellular, 612-839-2466
Scout Executive	John Andrews	Office, 651-254-9140 Home, 651-747-1401 Cellular, 651-485-1711