

Procedure Regarding Child Abuse

In most states, either all or certain classes of persons are legally required to report child abuse to authorities.

Where classes of persons are defined, they normally include teachers, law enforcement personnel, childcare custodians, and health practitioners.

Each state has made its own determination as to who is a legally mandated reporter, and in some states, a volunteer is a mandated reporter.

Pony Club Parents, Leaders and Volunteers should check their state's laws regarding the definitions of child abuse and identifying who are mandated reporters.

[Visit the US Department of Health & Human Services' website](#) that collects state laws regarding the reporting of child abuse.

USPC is utilizing the U.S. Center for SafeSport online training to fulfill the Member Protection training requirement. However, U.S. Center for SafeSport does not handle any reports of abuse or enforcement of policy for Pony Club. Please follow the steps below to report a case of abuse.

Anyone who suspects or has reason to believe that child abuse has occurred at or during any USPC program or activity OR becomes aware of information that a staff member, Pony Club member, or Pony Club volunteer has been arrested, charged or pled guilty to any type of child abuse is to follow the procedure below:

1. Report the incident to the authorities. If the child is in immediate danger, call 911.
2. Intervene to prevent continuing abuse if the circumstances do not create an unreasonable risk of personal injury, although requirements to intervene may be governed by state or local law.
3. Under all circumstances and as soon as practical, contact any of the following by telephone (859/254-7669) and/or e-mail the [Executive Director](mailto:youthprotection@ponyclub.org) (youthprotection@ponyclub.org) or email the [USPC President](mailto:president@ponyclub.org) (president@ponyclub.org) to report the incident and provide specifics regarding the persons involved and the circumstances, including the following: name of the child, present location of the child, nature and extent of the injury, and any other information, including that which led the person to suspect child abuse.

4. Within two days, fill out and return to the Executive Director the [USPC](#)

[Report of Suspected Child Abuse or Incident Form](#).

5. Cooperate fully with any investigation by USPC or by federal, state or local authorities.
6. Maintain the confidentiality of any information reported as required by state law.

Any intentional and/or malicious false report of child abuse may result in a suspension from USPC activities for the accuser. USPC will make required reports to the appropriate authorities of all incidents of child abuse of which it becomes aware.

Observe these best practices at all times:

- Always have another adult with you when interacting with youth members (Two Deep Rule).
- Avoid one on one situations.

- If a one on one situation is needed it must take place in view of other adults, or the public, where it can be observed and easily interrupted.
- If a meeting has ended and a member has not been picked up by his/her parent, be sure to have at least two adults wait until a parent arrives.
 - Do not drive the member home without the specific permission of the parent(s) and then only if there is another adult in the vehicle with you.
- Respect members' right to privacy at all times.