

## 10.2 - INCIDENT REPORTS

1. Incident reports are required whenever an incident occurs at a Scouting activity which results, or could result, in medical attention being required, or in subsequent legal action (however unlikely).
2. It is the responsibility of the Leader in charge of the activity/event to report the details as soon as practicable to the Scouting Manager on the prescribed form and send it to the Branch Office.
3. The purpose of the report is to provide information which would be relevant in the event of any liability insurance claim. Claims may be made in perpetuity as there is no statute of limitations on some claims.
4. The Report Form may also be used by the Scouting Manager to record details of other untoward incidents such as use of illegal substances, vandalism, serious arguments, harassment, etc.
5. Where incidents involve suspected child abuse, the AFP must be informed immediately. See ACT Branch Child Protection policy 10.10.

### AUTHORITY

This policy or amended policy was approved by the Branch Executive Committee on 16 June 1997, 24 August 2017 and 22 August 2019.