

10.2 - INCIDENT REPORTS

1. 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), the details must be reported to the Branch Office using the relevant form.
2. It is the responsibility of the Section/Team Leader to report the details without delay to the Group/Team Leader who will complete and forward the Incident Report Form 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. Such claims may legally be made up to seven years after the event, or seven years after attaining the age of 18 years. (An injured six year old Joey Scout could therefore make a claim 19 years later).
4. The Incident Report Form may also be used by the Group/Team Leader to record details of other untoward incidents such as use of illegal substances, vandalism, serious arguments, harassment, etc.

AUTHORITY

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