

Incident Report

I1
December 2024

Use of this Form

This form is to be completed by a 'Scout Manager' for any 'Reportable' or Routine incident that occurs in the course of a Scouting activity in accordance with the Scouts Australia (SA Branch) Reportable Incident Policy and Procedures © 2013.

Should the incident involve an accident, please note that no liability is to be admitted.

| Details of Injur | ed P | erson | | | | | | | | | |
|------------------------|---------|---------------------------------|---------------------|------------------|------------------|------------|--------|--------|----------|-------|------|
| Family Name | | | | Given Na | mes | | | | | | |
| Formation | | | | | App | ointme | nt | | | | |
| Address | | | | | Stat | te | | | | | |
| Suburb | | | | | Pos | tcode | | | | | |
| Home Phone | | | Work Phone | | | | Mobi | ile | | | |
| Email | | | | · | | | | | | | |
| Details of Repo | orting | g Person | | | | | | | | | |
| Family Name | | | | Given Na | mes | | | | | | |
| Formation | | | | | App | oointme | nt | | | | |
| Home Phone | | | Work Phone | | | | Mobi | ile | | | |
| Details of Scou | ıting | Activity – Youth Pro | gram or Busir | ness | | | | | | | |
| Activity Name | | | | | Person in Charge | | | | | | |
| Location | | | | | | | | | | | |
| Details of Incid | ent | | | | | | | | | | |
| Date | | | | Т | ime | | | | | | |
| Location | | | | | | | | | | | |
| Description of | Occu | rrence | | | | | | | | | |
| Include as applicable | e: Acci | dent details, Injuries sustaine | d, Person providing | g First Aid, Pro | perty Lo | ost or Dan | naged, | Comple | aint Rec | eived | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Details of Othe | r Par | ties involved, includ | ding witnesse | es | | | | | | | |
| Include as applicable | e: Nam | es, Contact Phone Numbers, | , Addresses and Ve | ehicle Numbers | S. | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Receipt by nex | t hig | hest 'Scout Manage | r' | | | | | | | | |
| Name | | | | | Δnr | ointme | nt | | _ | | |

Date

Signed



Reporting Procedure

December 2024

INCIDENT OCCURS

FATALITY SERIOUS INJURY LIFE THREATENING PROPERTY LOSS > \$20,000 NEGATIVE MEDIA

The incident is a 'reportable' incident

Business hours:

Phone Scouts SA Head Office on (08) 7134 1200

Outside business hours:

Call the Scouts SA Incident Report Line on (08) 8378 2412

Incident Report (I1) to be completed after making initial, immediate report

Report Form sent to Scouts SA Head Office (Head of Member Services) on every occasion

> Advise next highest Scout Manager in the reporting chain

MINOR INJURY PROPERTY LOSS < \$20,000 ACCIDENT WITHOUT INJURY VEHICLE ACCIDENT

The incident is a routine incident

Incident may wait until the next available working hour for reporting by phone

Incident Report (I1) to be completed as soon as possible and sent to the next highest Scout Manager

Next highest Scout Manager deals with incident and stops the reporting process (or, deals with the incident and continues to report for information)

Report Form to be forwarded to Scouts SA Head Office where report involves accidents/injury and/or damage

THE INCIDENT INVOLVES A CHILD PROTECTION ISSUE OF A SEXUAL NATURE

Refer to Scouts SA Safeguarding Children and Young People Policy

Any person suspecting that abuse has occurred may seek confidential advice directly from the Child Abuse Report Line or Scouts SA Head Office.

Child Abuse Report Line Phone: 131 478 (24 Hours)

Scouts SA Head Office Business Hours (08) 7134 1200

Scouts SA Head Office outside business hours Call the Scouts SA Incident Report Line (08) 8378 2412

Report must be made to
Child Abuse Report Line and to
Scouts Australia (SA Branch)
Reports can be made
anonymously
No person should dissuade
another from reporting an incident,
or suspicion of, child abuse

Any Member, Helper or Staff
Member who is approached by the
Police or Department for Child
Protection in relation to any matter
involving child protection is to
immediately inform Head Office
(through the Head of Member
Services or direct to the CEO/
Chief Commissioner)

Complete Scouts Australia (SA Branch) Incident Report (Child Protection) – I2

Forward report to Head of Member Services as soon as possible