



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 Injured Person

Family Name		Given Names			
Formation			Appointment		
Address			State		
Suburb			Postcode		
Home Phone		Work Phone		Mobile	
Email					

Details of Reporting Person

Family Name		Given Names			
Formation			Appointment		
Home Phone		Work Phone		Mobile	

Details of Scouting Activity – Youth Program or Business

Activity Name		Person in Charge	
Location			

Details of Incident

Date		Time	
Location			
Description of Occurrence			
Include as applicable: Accident details, Injuries sustained, Person providing First Aid, Property Lost or Damaged, Complaint Received			

Details of Other Parties involved, including witnesses

Include as applicable: Names, Contact Phone Numbers, Addresses and Vehicle Numbers.

Receipt by next highest 'Scout Manager'

Name		Appointment	
Signed		Date	



Reporting Procedure

December 2024

