

ACCIDENT/INCIDENT REPORTING PROCEDURES

In the event of an accident/incident, the following reporting procedure will be carried out:

- The adult supervisor/Club Secretary/Manager will contact emergency services/ GP if required
- The adult supervisor/Club Secretary/Manager will make contact with the parents/guardians of the child/ren concerned.
- The adult supervisor will complete the [Accidents and Incidents Reporting Form](#) available from the Club office. In doing so, they will record in detail all facts surrounding the accident, witnesses etc.following the guidelines for reporting accidents/incidents
- This form will be completed for all accidents /incidents. The club will retain the completed form for its records in the club office.

IN THE EVENT OF AN ALLEGED INCIDENT ADULT SUPERVISORS/LEADERS SHOULD

- Stay calm.
- Listen & hear. Give the person time to say what they want.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.
- Record in writing what was said as soon as possible.
- Report to the relevant person and the children's officer.

THEY SHOULD NOT

- Panic
- Promise to keep secrets

- Enquire into the details of the abuse (if applicable)
- Make a child repeat the story unnecessarily.
- The children's officers will be contacted (See [Club Contacts](#)) and required to verify and sign off the action required

Throughout this process confidentiality will follow a "need to know basis" only.