

# Reporting Accidents/Incidents

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## Introduction

This factsheet provides a brief summary of the procedure required by SSAGO for reporting accidents and incidents. Full information about this can be found in the 'Accident and Incident Reporting' Policy Document.

Please note that this applies to SSAGO events only. If you are a SSAGO member who has a volunteering role with The Scout Association or Girlguiding and an accident/incident occurs during this, you must follow the requirements of the appropriate association.

## Who do I report a serious accident to?

The more serious an accident the more people need to be informed. Should an accident involve serious injury, fatality or the likelihood of attracting media interest then it needs to be reported in the first instance to the Scout Association Duty Press Officer on the following numbers:

**England & Wales** 020 8433 7100 / Out of office hours 020 8433 7100

**Scotland** 01383 419 073 / Out of office hours 020 8433 7100

**Northern Ireland** 02890 492 829 / Out of office hours 07973 301 195

It should then be reported to the following people:

Girlguiding's Emergency PR number: 020 7592 1733 / Out of office hours 07990 553 940

The SSAGO National Executive number: 020 7060 5724

The Scout Association Info centre telephone number: 0845 300 1818

Try not to panic when making these calls, the people you are phoning are there to help you in the situation. If you have queries and questions about what to do next, then ask them for help and advice.

## Who should I report an accident to that does not involve a serious injury?

All accidents that do not involve a serious injury, fatality or do not have a likelihood of attracting media attention need to be reported to the Scout Association Info Centre: 0845 300 1818. Please note this keeps office hours so accidents should be reported as soon as possible, although it is acknowledged this may not be immediately.

The SSAGO National Executive should also be informed as soon as possible preferably by telephone: 0844 478 0025.

### What am I required to do once I have reported an accident?

When phoning the Scout Info Centre make sure you have details of the person(s) involved in the accident. You may be asked for the person's district, this would be their SSAGO club. Once the incident is reported you will be required to fill out an incident form for the Scout Association. For this you will be required to provide information about the accident, how it occurred, the injuries sustained and treatment given. You will also need to provide witness statements, usually from two witnesses. It is therefore advisable at the time of the accident to gather names and contact details of those who have witnessed the accident.

The SSAGO Accident Notification Form must also be filled out (available in the resources section of the SSAGO website) and sent to the SSAGO secretary. This provides SSAGO with information about the accident should we need to approach the Scout Association about it or should they come to us with questions.

### What happens if I don't report an accident?

If an accident remains unreported it may nullify SSAGO insurance. Therefore the whole organisation may suffer from one person not reporting an accident as necessary.

If you experience problems collecting and putting together the information required for the incident report form please contact the National Executive who will do their best to help.

### Reporting Incidents

An incident is something which occurs during a SSAGO event that members feel may require action under disciplinary procedures. This should be reported to the SSAGO National Executive 020 7060 5724 in the first instance.

Do not be surprised if you are asked to provide information in writing about the incident but it is best to call the executive first where possible to seek advice. Where necessary the executive will take action under the SSAGO disciplinary procedures and inform headquarters as necessary.