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## Policy Document:

### Accident and Incident Reporting

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#### 1. Overview

- 1.1. Accidents or incidents may occur when taking part in a local or national SSAGO activity. It is vitally important that when these take place, the correct people and organisations are informed to ensure the necessary response is made. This ensures any concerned individuals receive the correct treatment, our insurance remains valid, and the reputation of SSAGO, The Scouts or Girlguiding is not jeopardised.
- 1.2. This document outlines the key actions that those who are involved in an accident or incident should take to ensure it is fully and properly reported, and should be read in conjunction with:
  - The Scouts Policy, Organisation and Rules (POR) 'Rule 7.4 Accident reporting'
  - Girlguiding's 'Personal Accident and Medical Expenses policy'
  - Section three of the 'Memorandum of Agreement Between The Scout Association and SSAGO'

#### 2. Accident Reporting

- 2.1. The national SSAGO Executive Committee (SSAGO Exec), The Scouts and Girlguiding must be informed at the earliest possible opportunity, if any person on a SSAGO event, whether a member of SSAGO or not:
  - suffers personal injury or illness where that injury or illness necessitates medical treatment (i.e. treatment by a doctor, dentist, nurse, paramedic or at a hospital). Minor injuries or illness not requiring such treatment must be recorded locally, with the above organisations being informed if they subsequently receive medical attention;
  - requires rescuing (where rescue involves any Emergency Service, i.e. Police, Fire, Ambulance, Mountain Rescue or Coastguard);

- or dies; in the course of, or arising out of, a SSAGO activity or while on, or in conjunction with, any Scout/Guide property.
- 2.2. If an accident during a SSAGO activity results in third party damage, the SSAGO Exec and The Scouts must be informed at the earliest possible opportunity. The SSAGO Exec will inform Girlguiding as appropriate.
- 2.3. In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by the SSAGO Exec or The Scouts.
- 2.4. On receipt of information about an accident, The Scouts will issue any necessary instructions.
- 2.5. You should not engage with the media unless advised to do so by The SSAGO Exec or The Scouts.

### **3. Procedure for Accident Reporting**

- 3.1. Where necessary, the appropriate medical provisions should always be made before following reporting procedures.
- 3.2. The flowchart in Factsheet 51 details the contact information and order in which all parties should be informed of an accident.
- 3.3. When reporting an urgent incident the choice of reporting to The Scouts or Girlguiding first should be made based on which is likely to be able to provide immediate support. This should be The Scouts if the incident is likely to generate any media attention.
- 3.4. When reporting you will need to be able to provide basic information about the incident including information about the injured party, what happened, where it happened and who is reporting the incident.
- 3.5. The SSAGO Accident & Incident Reporting Form can be found at: <http://ssago.org/resources/forms>.
- 3.6. Upon completion, the relevant accident forms must be sent to The SSAGO Exec (via [pink@ssago.org](mailto:pink@ssago.org)) and copies should be sent to The Scouts and Girlguiding following the process specified on the form.
- 3.7. Contact with Emergency Contacts will be set out by an event's InTouch procedures.
- 3.8. Accidents taking place outside the UK may require additional notifications as outlined by insurance and should be agreed as part of the InTouch procedures.
- 3.9. Accidents may also have to be reported to the host clubs' Students' Unions or Universities, the injured parties Students' Union or

University and/or the venue at which the accident took place.

**4. Incident Reporting:**

- 4.1. Occasionally incidents can occur within SSAGO which may require action from the SSAGO Exec, The Scouts or Girlguiding.
- 4.2. These must be reported in the first instance to the SSAGO Exec via the hotline (020 3885 0450), text message (07537 152190) or by email ([pink@ssago.org](mailto:pink@ssago.org)). A SSAGO Accident & Incident Reporting Form (downloaded from: <http://ssago.org/resources/forms>) must be completed and submitted to [pink@ssago.org](mailto:pink@ssago.org).
- 4.3. Where possible, incidents should be reported by a relevant club or event committee member.
- 4.4. Upon receiving an incident being reported, the SSAGO Exec will notify both The Scouts and Girlguiding.

**5. Other Reporting:**

- 5.1. Where you have concerns about the safety of an ongoing incident this should be reported to the activity leader immediately, if these concerns are not addressed then they should be raised immediately to the SSAGO Exec.
- 5.2. If you feel a situation or incident could have resulted in injury, illness, damage or other reportable incident, but didn't on this occasion you may report these as near misses using the SSAGO Accident & Incident Form. This includes issues with how the activities are run, the equipment used or the process followed.
- 5.3. Should activities not be run in line with the SSAGO "Activity Guidelines & Nights Away" policy this should be reported to the National SSAGO Exec following the "Complaints" policy.