



SSAGO

*Student Scout and
Guide Organisation*

POLICY DOCUMENT:

**ACCIDENT AND INCIDENT REPORTING
(JULY 2007)**

POLICY DOCUMENT

ACCIDENT REPORTING

The National SSAGO Executive, The Scout Association and Girlguiding UK must be informed, if any person on a SSAGO event, whether a Member of SSAGO or not:

- i) Suffers personal injury (where injury necessitates treatment by a doctor, dentist or at a hospital);
- ii) Requires rescuing (where rescue involves any Emergency Service, i.e. Police, Fire, Ambulance, Mountain Rescue or Coastguard);
- iii) Dies in the course of, or arising out of, a SSAGO activity or while on, or in conjunction with, any Scout/Guide property.

If an accident during a SSAGO activity results in third party damage, The SSAGO National Executive and The Scout Association must be informed.

Full clarification of this can be found in Policy, Organisation and Ruler (POR) rule 7.4.

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 Scout Association.

On receipt of information about an accident, The Scout Association will issue any necessary instructions.

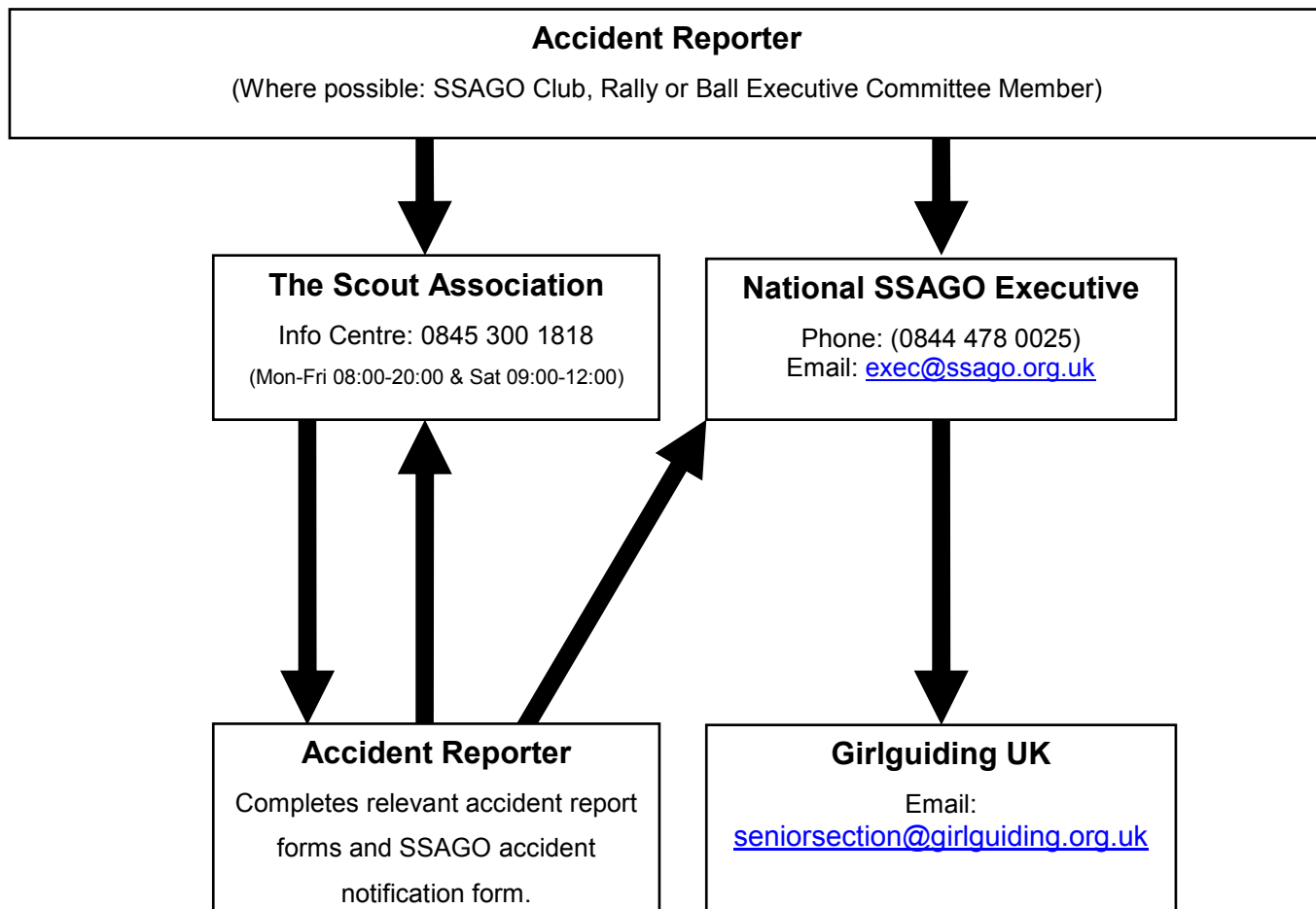
Accidents are divided into two groups for the purposes of reporting, those that involve serious injury, persons seriously at risk a fatality or/and a situation that will attract media interest then all parties, and those that do not. Detailed instructions are given below for those two groups, with the information summarised in a flowchart. In any circumstance, where it is necessary the appropriate medical provisions should be made before following these reporting procedures.

In both circumstances, The Scout Association will provide the accident reporter with the appropriate accident report forms for completion. In addition the SSAGO Accident Notification form must be completed and sent to the National SSAGO Executive c/o the National SSAGO Secretary (secretary@ssago.org.uk).

FAILURE TO REPORT ACCIDENTS MAY NULLIFY OUR INSURANCE.

For an accident which does NOT involve serious injury, persons seriously at risk, a fatality or a situation that will attract media interest. The accident reporter must report the accident FIRST to The Scout Association by telephoning the Scout Information centre on 0845 300 1818. This must be as soon as possible given their office hours, Mon-Fri 08:00-20:00 & Sat 09:00-12:00. SECOND the accident must be reported to the National SSAGO Executive by TELEPHONE (0844 478 0025) where possible, or by EMAIL where not (exec@ssago.org.uk).

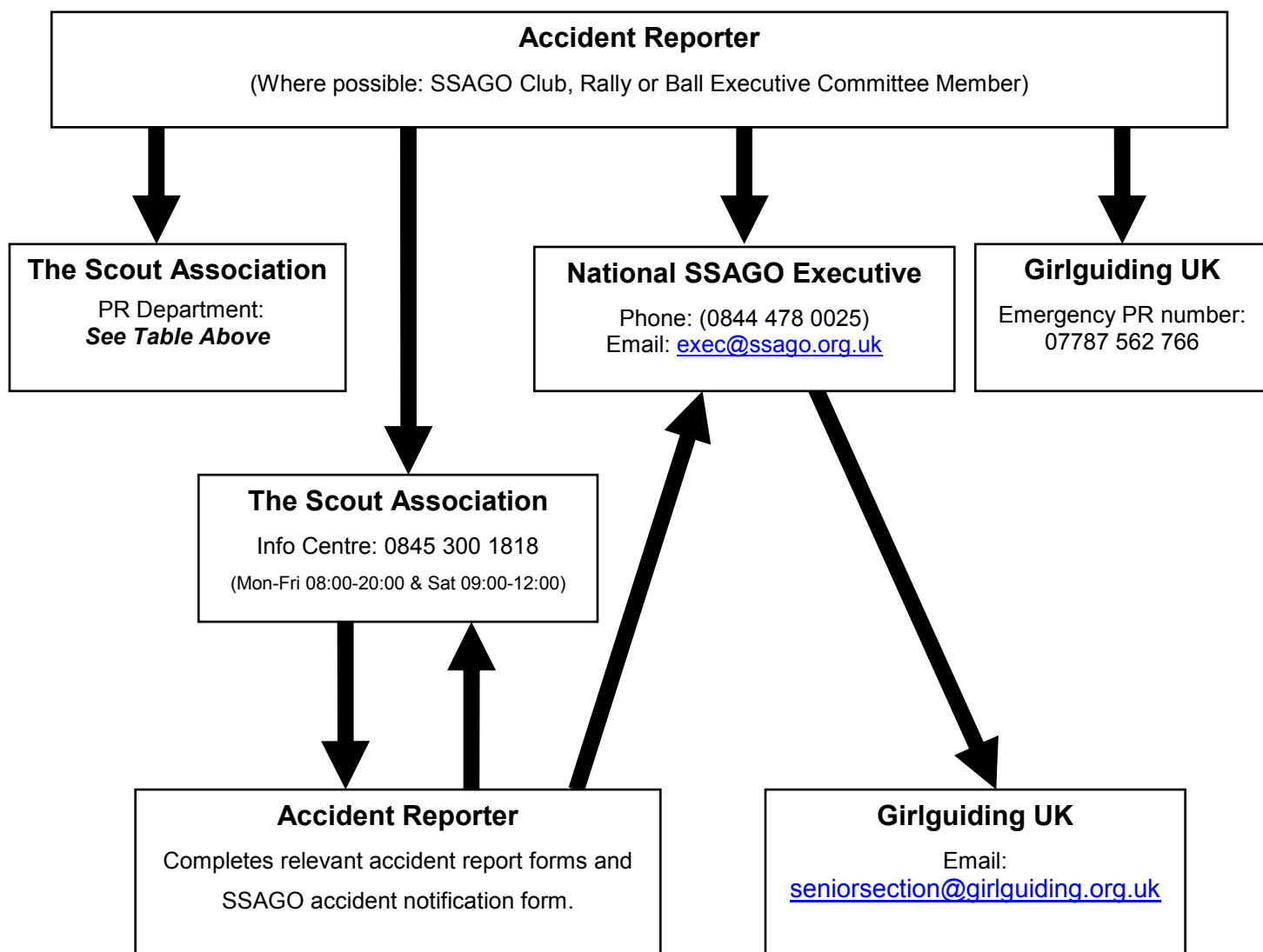
The National SSAGO Executive MUST notify Girlguiding UK of any accident occurring by email (seniorsection@girlguiding.org.uk), additionally the National SSAGO Executive should ensure that the accident has been reported to The Scout Association.



For an accident which DOES involve serious injury, persons seriously at risk, a fatality or a situation that will attract media interest. The accident reporter must report the accident FIRST to The Scout Association Duty press officer. The duty press officer can be contacted dependent on location and time outlined in the table below:

Location	Office Hours (Mon-Fri 09:00-17:00)	Outside Office Hours
England & Wales	020 8433 7100	020 8433 7100
Scotland	01383 419 073	020 8433 7100
Northern Ireland	02890 492 829	07973 301 195

IMMEDIATELY after contacting The Scout Association PR department the accident must be reported to Girlguiding UK on the Emergency PR Number **07787 562 766**. After the notification of both Headquarters PR teams the accident must be reported IMMEDIATELY to the National SSAGO Executive by TELEPHONE (**0844 478 0025**). Finally The Scout Information Centre must be informed by telephoning 0845 300 1818. This must be as soon as possible given their office hours, Mon-Fri 08:00-20:00 & Sat 09:00-12:00.



INCIDENT REPORTING

In addition to accidents, incidents, which may require action under disciplinary procedures must also be reported. These must be reported in the first instance to the National SSAGO Executive who will subsequently notify both Headquarters.

INCIDENT REPORTING FLOW CHART

