

CSSM ministries

INCIDENT REPORT

Date: _____ Time: _____

Specific place: _____

Individuals involved:

Incident: _____

Action taken: _____

Administered by: _____

Witnesses: _____

Compiled by:

Print

Signature

Reported to: _____ Date: _____,
20____

INCIDENT REPORT INSTRUCTIONS

PURPOSE

1. The use of this incident report is a precaution in the event of litigation arising out of something that may have happened in the course of camp activities. These details may be of great value in the event we are required to review an incident.
2. It may ease the concerns of parents should they have questions as to how their child was treated in an emergency or other situation(s).
3. If there is a need to make an insurance claim, the incident report will provide details for that purpose.

USE

1. When there is any type of serious injury, allegation, accusation or abuse situation.
2. In the event of a problem of a serious nature associated with any program activity. (Staff would be wise to report anything fitting this category, to their director.)
3. Work related situations.

PROCEDURE

1. Director must be notified immediately of any incidents.
2. Camp Director must complete an incident report with complete details. **(Abuse situations must be handled according to legal process.)**
NOTE: Provincial Director MUST be notified immediately of all abuse related incidents and advised of actions. Provincial Director is required to oversee and follow-up all abuse incidents.
3. General incidents should be recorded and kept on file.
NOTE: Incidents of a more serious situation must be reported to Provincial Director as soon as possible.