



Incident/Accident/Injury Reporting Policy

Purpose

Our goal is to make sure we uphold the integrity of security and safety within our ministries. We want to create an environment where adults and kids feel confident and safe in our spaces.

Incident Reporting Policy

The Incident Reporting Policy includes reporting for all Incident/Accident/Injury and is to be used to identify potential areas of concern and/or safety risk based upon one-time or recurring issues, as well as to notify our insurance company of potential claims.

Incident/Accident/Injury Definition: *This could be a medical issue that requires immediate special attention (Medical volunteers, Police/EMT, First Aid (e.g. cuts, broken bones, open wounds, seizures, allergic reactions), an Incident that requires a call to parents, call to police, crime or other more significant incidents, or an injury that does not involve blood (e.g. a bruise, a trip or fall, or any other type of event that you feel may require follow-up at a later time) Incident/Accident/Injury Report must be completed by a staff member.*

Process and Form Reporting

Reporting should be completed when any of the above events occur. If in doubt, please file a report.

The completed report should be scanned and e-mailed to the following individuals:

- Incident/Accident/Injury Reports (Adults/Students/Kids Ministries):
 - Scan Incident Report and send to your work email address
 - Scanned documents should be re-named using the following naming system.
"FirstNameLastNameIRMM.DD.YY" (example: DaveJohnsonIR6.12.18)
 - Email digital copy of completed Incident Report to the INCIDENT REPORT (email group in Outlook) and copy your campus PoCO

Once the report has been scanned and e-mailed, the original document should be shredded. Paper copies should not be retained. If the report contains information that could be considered sensitive (e.g. child abuse, mental illness, etc.), please take extra care in guarding privacy.

All Incident Reports must be filled out the day of the incident and submit within 48-hours.