

Incident Reporting Procedure

Purpose: To identify and record events, or 'incidents' which resulted in or narrowly avoided resulting in undesirable outcomes. By reviewing these events Ross River Anglican Church will use this information to improve safety and risk management of future programs and activities.

1. An incident is any event where an undesirable outcome occurs or is narrowly avoided (a Near Miss).
2. An incident or near miss must be reported if it meets the following criteria:
 - a. An outside emergency service is contacted (Police, Ambulance, State Emergency Service etc.).
 - b. An individual is taken to hospital, doctor's surgery, emergency dental surgery, or other medical professional.
 - c. An injury results in a participant being unable to participate for 24 hours.
 - d. There is an alleged illegal act, a participant sent home, serious leader dispute, damage or loss of property.
 - e. The situation relates to Child Protection (disclosure of abuse, allegation of abuse, or report based on reasonable grounds).
 - f. Other situations where the Team Leader/Member judges a report to be appropriate. In situations where doubt exists complete a report
3. Incidents are to be reported via Safety Management Online or the *RRAC Incident Report* form which is to be submitted to the Co-ordinator or RMO.
4. Incident Report forms are to be made easily available at activities and programs and via the SMO resources section.
5. If the incident or 'near miss' is or involves abuse of any kind by a leader towards a child or another leader, this must be reported verbally to the RMO or coordinator or the Director of Public Standards (1800 242 544), ALONG with the SMO or written incident report. The Canons, Policies and Procedures of the Diocese of North Queensland are to be followed especially Policy 8: Child Protection Policy and 'Protocol for Dealing with Complaints of Sexual Abuse'.
6. Submitted *RRAC Incident Report* forms are to be recorded on Safety Management Online (SMO) by the Team Leader, coordinator or RMO who receives them.
7. The RMO is responsible to ensure that Incidents are reviewed regularly, and reports prepared on SMO are to be part of the 6 monthly report to Ross River Anglican Church Ministry Unit Council.
8. Incident Analysis should be completed at least annually according to the Standards set out in SP3 A ChildSafe Organisation.