




Reporting Risks and Incidents

Created on: 5 September, 2018

Reviewed by: SH/JL

Adopted by the Board of Directors on: SEP 18 2018

Initials: _____

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This policy aims to assist the Bow Valley Rugby Club (BVRC) to keep people safe, and meet legal and policy requirements of occupational health and safety and workers compensation laws, and covers the following topics:

- Inclusiveness
- Complaints
- Crime and Police
- Child Protection
- Suicide
- Non-violence
- Critical Incident Response.

This policy brings together in one place all the internal reporting requirements in all the other policies.

This policy requires volunteers to report internally a wide range of incidents and information, so that BVRC can provide a proper assessment and make an appropriate response. BVRC will report any allegations or evidence of child abuse to the appropriate authorities.

Procedure

Report risks and serious incidents

All volunteers must report to a member of coaching staff or to any member of the board all risks, hazards and serious incidents:

- on BVRC property



- during BVRC activities
- where the perpetrator or the victim is a volunteer or a young person who is a member or associated member of BVRC

If reported to a coaching member, that member will notify the Head Coach or a member of the board of directors the same day. It will then be the head coach or a member for the board of directors to assess the situation and decide on the appropriate response.

If the Head Coach is not available, you should:

- tell them as soon as they are available
- ask a member of the board for immediate support and guidance following a stressful or serious incident
- ask other volunteers or members of the board for immediate guidance about how to manage a risk.

Do not keep any risk or serious incident to yourself.

Below are **some examples** of hazards and serious incidents, which you should report.

Incidents

General incidents

- any incident where emergency services are called or present
- drug overdose or unconsciousness
- any incident which might be a critical incident for BVRC, regardless of whether it occurred on BVRC premises or during scheduled activity time, or not.

Accidents

- incorrect medication taken
- medical treatment
- accidental fires (however brief)
- a serious incident or emergency on an excursion or tour.

Crime

- any crime on CRAA property or during activities provided by BVRC
- information about any more serious crime wherever it happens

Violence

- assault or other violence
- verbal abuse, aggressive or threatening behaviour



- if a person has a weapon with them without a satisfactory reason
- violence against property
- deliberately lit fires.

Domestic violence involving a young person (as perpetrator, victim or child living in a household where it occurred)

- the victim has serious injuries
- the perpetrator has a weapon and has threatened to use it
- the perpetrator has assaulted or threatened anybody involved with BVRC
- the perpetrator has made threats to or against member of BVRC.

Threats

All threats regardless of how serious or not you judge the risk, including verbal threats, phone threats, threats passed on by another person, threats against property, threats of suicide or self-harm, threats against other people outside the agency, or any situation where you feel unsafe.

Discrimination or harassment

Discrimination against, and harassment of, any person. Report it regardless of whether the offender or victim is a young person, a staff member, a volunteer or anyone else in the agency.

Poor volunteer interactions with young people and the public

If you believe that the attitude of a volunteer of BVRC may seriously increase the risk of violence.

Complaints and allegations

- complaints and negative comments or feedback about BVRC volunteers (written or spoken).
- allegations of unprofessional conduct with regards to BVRC volunteers (written or spoken).

Risks and hazards

Social/environmental hazards eg:

- new ways that young people use the space and facilities which create new risks
- too many young people in the space
- lack of stimulating activities for young people leading to boredom or frustration
- tension among young people.

A person's safety

- any concerns that a young person may be suicidal at any time in the future



- if you believe that a person (a young person using the agency, or someone else) should not be in possession of a gun because of the risk of violence or suicide (you don't have to know whether they actually have a gun or not)
- a serious and imminent threat to the life or health of any person (a young person, staff member or someone else).

Child protection

All disclosures, incidents, allegations, complaints and other information which relate to child protection or a child or young person's safety, welfare or wellbeing, regardless of your views about its accuracy or seriousness involving:

- children (under 16)
- young people (16-17)
- adult young people (over 18)
- incidents which may have already occurred and
- information which may suggest the possibility of a future incident.