

Birmingham PHAB Camps

Incident Record Keeping Policy

Each Camp will have an incident/accident book to log any incidents. It's very easy to forget which day a child 'grazed their shin' or what dose of medicine a parent told you over the phone. Incidents, accidental or behavioural, can be exaggerated after Camp and therefore it is important that we keep clear records that we can revisit.

For this reason we require all volunteers to contribute to the incident book throughout the week and record anything they notice at the start of the week (grazes, scabs on knees, broken wheelchairs etc.) no matter how trivial. It's important to also record aftercare or any time that an incident is revisited.

Behavioural cases, incidents of bullying, significant fall-outs or cases where some form of discipline was required should also be recorded in the book - your leader can advise on this and should be made aware of any such incidents.

The incident book is made up of individual incident forms which the leader will provide at each evening meeting. This is when volunteers will be given time to fill out incident reports or aftercare. Volunteers must always remember to do this each evening and ask if they need a form. Once completed, signed and dated, return the volunteer returns the form to the Leader. Wherever possible they should ask another volunteer who was present at the incident to check and sign what is written.

Leaders will review the forms each day and assess action taken / still required and act or close-off accordingly.

Incident forms will be kept for up to five years in a safe place to be agreed / provided by the Chair.

Last reviewed July 2015

(NB: if amended - please update in the volunteer handbook, Leader Handbook and Safeguarding policy accordingly)