

INCIDENT REPORTING

The safety of the youth we serve is our highest priority.

- ***When an incident occurs***
 - Take care of the injured/find a safe place.
 - Preserve and document the evidence/take photos if appropriate.
 - Complete an incident report and notify your local council.

Timely, clear, concise, and complete incident reports allow for an appropriate response and an opportunity for analysis while promoting continuous improvement of our programs. You can report incidents, near misses, and youth protection/membership infraction incidents to your local council or enter them yourself.

The best source of information on incident reporting (and on all health and safety issues) is our national council's Scouting Safety website.

For details on incident reporting and tools to make incident reporting quicker and easier, check out the page devoted to that topic: [Incident Reporting](#)

Incident Reporting Requirements

Incident Reporting Tools: www.scouting.org/health-and-safety/incident-report/

All incidents should be reported within the time-frame requirements below, but even if late an incident report must be filed. Scout executives are responsible for:

- Reporting into [Riskonnect](#) all incidents that occur within the council.
- Assigning [Riskonnect](#) licenses within their council.
- Follow-up on all incidents, including incidents reported through the public portal.

SERIOUS INCIDENTS

- Immediate notification required from Scout executive to the appropriate National Service Territory director or vice president. Directors and VPs should notify their ACSE, or the CEO/CSE and Legal team if ACSE is not available.
- Notify the PR@Scouting.org email. This will initiate an immediate response.
- **Complete incident entry into [Riskonnect](#) within 24 hours.**
- Serious incidents include:
 - Fatalities
 - Sexual or physical abuse
 - Potentially life-threatening injuries (e.g., amputation, brain injury, loss of sight, paralysis, etc.)
 - Those requiring air transportation or medivac
 - Communicable disease (e.g., COVID-19, measles, norovirus, etc.)
 - Significant damage to property (e.g., wildfire, tornado, hurricane, etc.)
 - Any for which media attention is anticipated
- Applies to all Scouting activities, including transportation to and from an event.

If immediate assistance is needed in the handling of a sexual-abuse allegation, contact Scouts First Helpline: 1-844-SCOUTS1.

SERIOUS YOUTH PROTECTION POLICY VIOLATIONS AND MEMBERSHIP STANDARDS INFRACTIONS

- **Complete incident entry into [Riskonnect](#) within 72 hours.**
- Serious Youth Protection Policy violations and Membership Standards infractions include:
 - Code of Conduct violations
 - Threats or acts of violence
 - Arrest for a crime that, if convicted, would disqualify the individual from participation in Scouting (e.g., listing on sex-offender registry, etc.)
 - Situations in which a member, leader, parent, or volunteer is required to cease participation pending an investigation.

LESS-SERIOUS INCIDENTS

- **Complete incident entry into [Riskonnect](#) within 72 hours.**
- Less-serious incidents include:
 - Treatment beyond Scout-rendered first aid.
 - When a licensed health care official provides medical attention at the health lodge.
 - Intervention of emergency response personnel
 - Those requiring a visit to a licensed health care provider

NEAR-MISS INCIDENTS

- **Complete incident entry into [Riskonnect](#) within 72 hours.**
- Near-Miss incidents include:
 - Incidents that did not result in injury, illness, or damage but had the potential to do so.

OCCUPATIONAL INJURY REPORTING

- All work-related injuries of National Council staff must be reported as a workers' compensation claim. Scout executives are reminded to notify their council's workers' compensation insurer per their requirements.
- All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or the loss of an eye. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours. Fatalities must be reported within 8 hours.



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