



# Incident 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.

The Incident Reporting Policy includes reporting for both Accident/Injury events and Behavioral Issues and is to be used to identify potential areas of safety risk based upon one-time or recurring issues, as well as to notify parents of ongoing behavioral issues or our insurance company of potential accident/injury related claims.

## Definitions

**Accident/Injury/Incident Definition:** *This could be a medical issue that requires immediate special attention from Medical volunteers, Police/EMT, First Aid (e.g. cuts, broken bones, open wounds, seizures, allergic reactions) 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).* The Accident/Injury/Incident Report must be completed and submitted by Facilities Lead.

**Behavioral or Incident Issue Definition:** A behavioral concern that you would like to make staff and/or parents aware of, you'd like staff to observe, or behavior leading to a disciplinary issue. The Behavioral Report must be completed by Kids staff and/or volunteer leaders. Any incidents that are a safety or security risk, should also be documented and reported via the Accident/Injury/Incident report form.

## 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/or e-mailed to the following individuals:

- **Behavioral Reports** (Kids Ministries – only)
  - Kids Pastor/Leader to scan and upload to the appropriate folder on the **O:/ drive** (No emailing required)
  - Scanned documents should be saved using the following naming system, “**FirstNameLastNameBRMM.DD.YY**” (example: **JoeySmithBR5.30.18**)
    - A note should also be added to notes section of the kids MyEBC profile
- **Accident/Injury/Incident Reports** (Adults/Students/Kids Ministries):
  - Email digital copy to the PoCO for your campus as well as the INCIDENT REPORT (e-mail group in Outlook)
  - Scanned documents should be saved to appropriate folder on the **O:/ drive** using the following naming system, “**FirstNameLastNameIRMM.DD.YY**” (example: **DaveJohnsonIR6.12.18**)

Once the report has been scanned and uploaded and/or 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.

**Reports must be filled out the day of the incident and submit within 24-hours.**