



Incident Report

I2

V2021 11 04

Use of this Form

Reporting an Offence

This form is to be submitted for any Breach of the Code of Conduct or the Child Protection Policy. Please follow the advice:

- If reporting an offence, the completed I2 must be immediately emailed to the Incident Liaison Officer (ILO) at ilo@scoutswa.com.au.
- Additional to submitting the I2 form via email, the ILO must also be notified of the offence by phone, on **0400 525 629**.
- Should the matter pose ongoing danger to a youth member, the ILO must be contacted by phone regardless of the time. This phone is constantly monitored.
- The ILO will notify the Police in the case of Child Abuse.
- Confidentiality is to be maintained regarding Offence reports for the benefit of all concerned. Please do not share any information with any other parties apart from the ILO.
- Do not approach the alleged perpetrator.

Reporting an Accident

Please complete form and should you require any assistance, contact the ILO on 0400 525 629. In cases of medical emergency, call 000.

TYPED SUBMISSIONS PREFERRED OR IF NOT POSSIBLE PLEASE PRINT CLEARLY

Reason for Report

Accident/Injury <input type="checkbox"/>	Child Abuse <input type="checkbox"/>	Sickness <input type="checkbox"/>	Breach of Code of Conduct <input type="checkbox"/>	Concern for Youth Member <input type="checkbox"/>
Dispute/Grievance <input type="checkbox"/>	Behavioural <input type="checkbox"/>	Near Miss <input type="checkbox"/>	Deviation from Two Deep Policy <input type="checkbox"/>	Other <input type="checkbox"/>

Details of Scouting Activity

Date of Incident		Time of Incident	AM/PM
Activity Location		Activity Name	
Person in Charge		Appointment	

Details of Person Lodging the Report

Name		Membership No	
Formation / Group		Appointment	
Mobile		Email	

Details of Person Impacted Upon

Name		Membership No	
Formation / Group		Appointment	
Mobile		Email	

Details of Offending Person Being Reported – *If Applicable*

Name		Membership No	
Formation / Group		Appointment	
Address			
Mobile		Email	

SCOUTS WA

133 Scarborough Beach Rd MT HAWTHORN WA 6016

Tel: (08) 6240 7700

Email enquiries@scoutswa.com.au

Website: www.scoutswa.com.au

Details of the Incident

Please complete your report into the field below; and include details of all parties involved, including witnesses names contact details.

Please complete form and should you require any assistance, contact the ILO on 0400 525 629. In cases of medical emergency, call 000.

Medical/Hospital Report

Medical Attention Sought <input type="checkbox"/>	Ambulance Used <input type="checkbox"/>	Hospitalisation Required <input type="checkbox"/>
Please attach any documentation relating to any Medical, Ambulance or Hospital Report.		