



Presbyterian Youth Victoria

Reporting An Incident Policy & Form

With the running of camps comes incidents. Sometimes they are intentional, sometimes not.

PYV asks that leaders document incidents where they feel a record of what happened is needed. Not every incident will need recording.

Why Are We Doing This?

- *To protect PYV* - At some stage in the future an incident from a camp may resurface. Documentation allows PYV to have an accurate record of the incident which can then be used to explain what happened and the remedy that was applied.
- *To protect the campers* - If a camper is involved in incidents across multiple camps, documentation of these will assist when talking to the camper and/or their parents about their behaviour.
- *To protect the leaders* - PYV's leaders are all volunteers and PYV is therefore responsible for the actions of leaders on camps. Clear records and following PYV guidelines allows PYV to protect its leaders.

What Is An Incident?

Incidents can include (and are not exclusive to):

- Bullying
- Racism
- Talking back to leaders
- Disobedience by campers
- Inappropriate language
- Breaking of camp rules
- Going into the opposite sex's dorms
- Use of alcohol or drugs
- Inappropriate behaviour by couples
- Smoking at inappropriate times / places

What Do I Do If An Incident Occurs?

If an incident occurs, it is not your role to take sides. Follow the steps below:

- *Listen* - Do not add anything to the aggrieved person's story
- *Clarify* - Ask non-leading questions to determine exactly what happened and who was involved
- *Be Neutral* - Do not minimise the allegation or convey disbelief by anything you do or say
- *Think* - Determine if you can work through the incident by yourself or if you need further assistance
- *Inform* - Provide details to the aggrieved person of what will happen next

Incidents where sexual abuse is disclosed to a leader are to be handled separately to a normal on camp incident. Please see the "Abuse Disclosure Policy".

How Is An Incident Remedied?

In the event of an incident occurring, PYV empowers leaders to make decisions on how the incident is handled and remedied. Leaders may:

- Deal with the incident themselves
- Seek assistance and/or advice from other leaders
- Consult with or pass the issue onto the Camp Convenor

Not all situations will require a remedy or require the Camp Convenor being informed. If you feel that a record of the incident is needed, please document and pass it to the Camp Convenor.

Camp Convenor

The Camp Convenor is responsible to PYV Council for all that happens on a camp. They have been given the authority to make decisions regarding camper discipline, including the power to send campers home. The Camp Convenor also presents a summary of reported incidents to the PYV Council following camp, including the details and remedy of incidents they deem serious.

For severe incidents the Camp Convenor should be advised at the earliest possible opportunity and be involved in the determining a remedy to the situation.



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Reporting An Incident Form

WHO was involved?	
WHO reported it?	
WHERE & WHEN did it happen?	
WHAT happened?	
HOW was it handled	
What was the FOLLOW-UP?	

Incident Reporting Checklist

Have you done the following:

- Collected details from both parties in the incident?
- Liaised with other leaders about what course of action to take (if needed)?
- Informed the Camp Convenor (if needed)?
- Contacted the camper's parents (if needed)?
- Followed up the camper's parents after camp (if needed)?

Your Name	
Your Role at the PYV Camp/Event	
Date of this Incident	
Date of this Report	
Your Signature	
Camp Convenor's Name	
Camp Convenor's Signature	
CENC Representative's Name	
CENC Representative's Signature	
Date CENC Received Report	

PYV OFFICE USE

PLEASE HAND COMPLETED FORMS TO THE CONVENOR AT THE EARLIEST OPPORTUNITY