

INCIDENT REPORTS

30th January, 1986

- Whenever any serious incident, irregularity, breach of security, occurs all staff members involved (including teachers, cooks, trade instructors, youth officers, etc.) or responsible for the young person involved, are required to submit an Incident Report prior to completing their shift.
- An Incident Report consists of a thorough, detailed, written reconstruction of the events leading up to the incident, the incident itself, and the immediate aftermath of the incident. The report should contain the immediate relevant words and actions of all involved persons (staff, youth and any others), and the actions of all staff responsible for the control and supervision of any trainees involved, or areas where the incident occurred.
- Language used is also important, e.g. to say "a person hit another" is too general. Use more detail like "he was hit hard with an open hand to the face"
- An Incident Report may be written on a pro-forma, or on an ordinary sheet of foolscap or A4, but it must contain the following specific details:-

Writers Name:

Date:

Area Incident Occurred:

Time of Incident:

Staff Present:

Trainees Present:

Others Present:

Injuries Incurred as a result of incident:

Action taken re injuries:

Action taken re incident (at the time to prevent any further occurrence).

Action recommended re incident.

- An incident report is in addition to any daily report required.
- An incident report is designed to:
 1. provide a record of what happened
 2. provide an analysis as to why it happened
 3. provide sufficient information to enable a decision to be made as to what, if any, action should be taken, or if the matter should be further investigated by the Superintendent, the Department or the Police.
 4. provide a record of any security/supervision/programme problems, and impetus to overcome any gaps or problems.
 5. copies should include comments/action from Officer in Charge of the shift wherever possible prior to being passed on to PYO/Managers.
- The originals will be kept on file, the copies will be returned to the Section or to the Officer in Charge of the area in which the incident occurred.

- Examples of incidents which should be reported on:

1. Death
2. Injury
3. Assault of staff by young person
4. Assault of young person by staff
5. Life endangering situation
6. Physical control of client
7. Drug/Poison overdose
8. Uncontrolled group/individual behaviour
9. Theft of staff or government property
10. Alcohol consumption/drugs usage in institution
11. Arson/Accidental fire on premises
12. Self-inflicted injury/suicide attempts