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REVISED JANUARY 1986

INCIDENT REPORTING

PROCEDURES FOR INCIDENT REPORTING OF UNUSUAL EVENTS AT
WINLATON YOUTH TRAINING CENTRE, NUNAWADING, VICTORIA.

When an unusual incident occurs at Winlaton, a written report requested by the School Principal; Secretary, Principal Youth Officer or Chief Youth Officer (through her/his supervisory officers) shall be forwarded to the Winlaton Manager no later than 24 hours after the incident.

The report shall not be considered as a final report, but should include pertinent facts and a summary of the incident. The report should be written as briefly as possible and still provide essential information. The report should be clearly worded so that every paragraph can have only one meaning. Facts should be differentiated from allegations and judgements.

REPORT WRITING SHOULD INCLUDE:

WHO did it?

WHAT happened?

WHEN did it happen?

WHY did it happen (How did it happen?)

WHAT steps have or will be taken to resolve issues resulting from the incident?

WHAT steps can be taken to minimise reoccurrence?

PLEASE REFER TO INCIDENT REPORT SHEET (ATTACHED) FOR GUIDANCE ON REPORT WRITING.

Unusual incidents would include homicide, more than three runaways, suicide or a serious attempt at it, injury, grand theft, assaults, sudden death by natural causes while in custody/care or on duty, major property loss or damage, a riot, employee or inmate actions which could lead to criminal charges, (ie. assault, narcotics, etc.) fire, or any sensitive issue or an unusual disturbance.

In such cases, immediate action shall be taken to involve medical staff and/or the police, as situation warrants. Comprehensive telephone communication by the Winlaton Manager or Executive Officer is expected as appropriate with the proper supervisor.

The Manager of Winlaton is not authorised to report incidents of an unusual nature to the local news media nor to represent the Department to the press, unless directed to do so. This decision is guided after contact has been made by his/her supervisor with the Director-General in consultation with the Minister of Community Services.

Following a disturbance, riot, lock up or serious personal injury to youths or staff which may be reported in the press, the Manager of Winlaton or other Executive Officer should contact the President of the Winlaton Community Support Group to brief her/him on the incident and clarify facts on the chance that he/she may be asked about the incident by the other volunteers in Winlaton.

cc: School Staff Meeting for inclusion in their Procedures.
Winlaton Manual of Instructions.