

Accident and Incident Report Procedure



Current 2024 inclusive

THE RATIONALE:

From time to time while conducting sporting events there are incidents of which School Administrators and SSV need to be aware of. The convener of an event should investigate these incidents and send a report to the principal of the schools involved and relevant School Sport Officer or the Executive Officer of SSV. These guidelines have been developed for dealing with complaints promptly and effectively.

Such incidents may involve:

- Personal Conflict
- Discipline Issues
- Accidents involving staff and students

THE POLICY:

The convener of an event should investigate these incidents and send a report to the principal of the schools involved and relevant School Sport Officer or the Chief Executive Officer of SSV. These guidelines have been developed for dealing with complaints promptly and effectively.

When filing a report the convener should do so in line with natural justice. Natural justice includes the right to know the nature of any allegation made against any person, the opportunity to respond and the decision making obligation to respond in good faith.

ACCIDENT/INCIDENT REPORT

The complaint procedure should:

- Address the complaint quickly
- Avoid emotional distractions
- Ensure confidentiality of sensitive issues
- Be procedurally fair to the complainant
- Deal with the event at the appropriate level
- Have an effective reporting system

DOCUMENTING ACCIDENTS/INCIDENTS

• These incidents may sometimes result in serious consequences. It is important when filing a report, the person doing so should be aware that these documents may be used in litigation proceedings. Emotional or judgmental comments may have undesirable consequences and should not be used.

PLEASE RECORD ONLY FACTS AND OPINIONS BASED ON FACTS.

• When completed copies of the report should be sent to the principal of the schools concerned and to the relevant School Sport Officer or the Executive Officer of SSV.

TYPES OF ACCIDENTS/INCIDENTS TO BE REPORTED

Those that cause:

- Damage to property.
- Personal injury.
- Serious breaches of SSV Code of Conduct.

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school.sport.victoria@education.vic.gov.au



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OBJECTIVES OF THE INVESTIGATION

The report should contain:

- Identification of when and where the accident/incident occurred.
- A description of all casual factors.
- Details of any interview of persons involved and witnesses.
- Documentation of the chain of events leading to and following the accident/incident.
- The facts of the accident/incident.
- Documentation of what occurred as a result of the accident/incident
- Details of any corrective action already taken.

IMPLEMENTATION:

1. This policy reflects current practice.
2. This policy can be found on the SSV website
3. All schools and all coordinators will be notified of any changes via the SSV website, Social Media and SSV Newsletter.

ENDORSEMENT

This policy was endorsed by the School Sport Victoria, Chief Executive Officer in January 2021

REVIEW:

This policy will be reviewed every three (3) years



ONLINE VERSION



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