



100 YEARS STRONG

INCIDENT REPORTING AND MANAGEMENT POLICY

This policy outlines the procedures for reporting, documenting, investigating, and managing incidents within CLFC. Its goal is to ensure a safe environment for all members, including players, committee members, volunteers, and visitors. The policy aims to comply with NSW laws and regulations to protect the health, safety, and well-being of everyone associated with CLFC.

SCOPE

This policy applies to all incidents during CLFC activities, both on and off the field. It covers incidents involving:

- Committee members, coaches, players, volunteers, or anyone participating in CLFC activities.
- Events related to injuries, property damage, bullying, harassment, child protection concerns, or any other misconduct or safety violation.

DEFINITIONS

Incident

An event that results in injury or property damage or risks the safety, well-being, or legal rights of any individual involved in CLFC activities.

Near Miss

An event where no harm or damage occurs, but there is potential for harm.

Critical Incident

A severe event, such as a fatality, life-threatening injury, or serious child protection issue, that requires immediate reporting and detailed follow-up procedures.

RESPONSIBILITIES

CLFC Management

Responsible for ensuring the implementation and enforcement of this policy. Management will oversee the investigation of incidents and ensure appropriate corrective actions are taken.

Incident Coordinator

CLFC will appoint an Incident Coordinator who will oversee the incident reporting process. This includes ensuring that all incidents are documented, investigated, and managed in accordance with this policy.

Committee members and Volunteers

Responsible for promptly reporting incidents or near misses, following established reporting procedures, and cooperating during investigations.

Players and Participants

Expected to report incidents or concerns about their safety or well-being during CLFC activities.

TYPES OF INCIDENTS

Injury related Incidents

Any accident resulting in physical injury to players, committee members, or volunteers (e.g., fractures, cuts, sprains)

Health and Safety Violations

Accidents caused by unsafe equipment, facilities, or behaviours.

Bullying or Harassment

Any behaviour involving bullying, harassment, or discrimination.



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Child Protection Issues

Any incident raising concerns for the safety or welfare of a child or vulnerable individual.

Property Damage

Equipment, vehicles, or club property damage.

Critical Incidents

Serious or life-threatening incidents requiring immediate emergency response

REPORTING AN INCIDENT

Immediate Action

If an incident results in injury or poses an immediate risk, the affected individual or a witness should:

1. Call emergency services **000** if necessary
2. Administer basic first aid as required
3. Ensure the safety of everyone involved
4. Notify the Club's Incident Coordinator immediately

Incident Report Form

All incidents, regardless of severity, should be documented using CLFC's Incident Report Form. This form must be completed by the individual reporting the incident or a designated club official and should include:

1. The date, time, and location of the incident
2. The names of individuals involved and any witnesses
3. A detailed description of the incident and any immediate actions taken.
4. Any injuries sustained or property damaged.
5. The name of the person reporting the incident.

Submission

The completed Incident Report Form must be submitted to the Incident Coordinator within 24 hours of the incident.

INVESTIGATING AN INCIDENT

Initial Review

Upon receiving an incident report, the Incident Coordinator will conduct a preliminary review to assess the incident's severity and nature.

Investigation Process

- The Incident Coordinator will review the circumstances for minor incidents and determine if corrective action (such as additional training or equipment checks) is needed.
- For more serious incidents, the Incident Coordinator, in consultation with management, may initiate a formal investigation. This process may involve interviewing witnesses, reviewing CCTV footage (if available), and gathering relevant information from the parties involved.
- If the incident raises child protection concerns, the NSW Department of Communities and Justice (DCJ) and NSW Police must be notified immediately, and a report should be filed with Child Protection Services.



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CORRECTIVE ACTIONS AND FOLLOW UP

Risk Management

Corrective actions should be implemented based on the investigation findings. These actions may include:

- Reviewing and improving safety procedures or equipment
- Providing additional training for committee members, volunteers, or participants
- Updating policies or procedures to prevent similar incidents
- Addressing any issues related to bullying or harassment

Follow Up

The Incident Coordinator will ensure that all parties involved in the incident receive appropriate support. This could include medical follow-up for injuries and counselling if needed. The implementation of corrective actions will be regularly monitored.

CONFIDENTIALITY

All incident reports, investigations, and outcomes will be handled confidentially. Personal details of individuals involved in the incident will only be shared as necessary for investigation or legal purposes, in compliance with privacy laws and regulations.

REPORTING TO EXTERNAL AUTHORITIES

Work Health and Safety (WHS)

According to the Work Health and Safety Act 2011 (NSW), specific incidents, such as severe injury or death, must be reported to SafeWork NSW within 48 hours.

Child Protection

Any suspected abuse, neglect, or exploitation of children must be reported immediately to the NSW Department of Communities and Justice (DCJ). Additionally, the incident may need to be reported to the NSW Police.

Insurance

If an incident results in significant injury or property damage, it must be reported to CLFC's insurance provider. Claims should be processed following the terms of the insurance policy.

MONITORING AND REVIEW

The Incident Reporting and Management Policy will be reviewed annually or sooner to ensure its effectiveness and compliance with relevant legislation. Committee members, volunteers, and participants are encouraged to provide feedback to help improve the policy.

RESOURCES

[NSW Work Health and Safety \(WHS\) Act 2011](#)

[NSW Department of Communities and Justice \(Child Protection\)](#)

[SafeWork NSW \(Incident Reporting Guidelines\)](#)

[NSW Police](#)

Incident Report Form <https://www.canterburylionsfc.com.au/coaches-managers-volunteer-resources>