

Incident Reporting Requirements

Incident Reporting Tools: www.scouting.org/health-and-safety/incident-report/

All incidents should be reported within the time-frame requirements below, but even if late an incident report must be filed. Scout executives are responsible for:

- Reporting into [Riskconnect](#) all incidents that occur within the council.
- Assigning [Riskconnect](#) licenses within their council.
- Follow-up on all incidents, including incidents reported through the public portal.

SERIOUS INCIDENTS

- Immediate notification required from Scout executive to the appropriate National Service Territory director or vice president. Directors and VPs should notify their ACSE, or the CEO/CSE and Legal team if ACSE is not available.
- Notify the PR@Scouting.org email. This will initiate an immediate response.
- Complete incident entry into [Riskconnect](#) within 24 hours.
- Serious incidents include:
 - Fatalities
 - Sexual or physical abuse
 - Potentially life-threatening injuries (e.g., amputation, brain injury, loss of sight, paralysis, etc.)
 - Those requiring air transportation or medivac
 - Communicable disease (e.g., measles, norovirus, etc.)
 - Significant damage to property (e.g., wildfire, tornado, hurricane, etc.)
 - Any for which media attention is anticipated.
- Applies to all Scouting activities, including transportation to and from an event.

If immediate assistance is needed in the handling of a sexual-abuse allegation, contact Scouts First Helpline: 1-844-SCOUTS1.

SERIOUS YOUTH PROTECTION POLICY VIOLATIONS AND MEMBERSHIP STANDARDS INFRACTIONS

- Complete incident entry into [Riskconnect](#) within 72 hours.
- Serious Youth Protection Policy violations and Membership Standards infractions include:
 - Code of Conduct violations
 - Threats or acts of violence
 - Arrest for a crime that, if convicted, would disqualify the individual from participation in Scouting (e.g., listing on sex-offender registry, etc.)
 - Situations in which a member, leader, parent, or volunteer is required to cease participation pending an investigation.

LESS-SERIOUS INCIDENTS

- Complete incident entry into [Riskconnect](#) within 72 hours.
- Less-serious incidents include:
 - Treatment beyond Scout-rendered first aid
 - When a licensed health care official provides medical attention at the health lodge
 - Intervention of emergency response personnel
 - Those requiring a visit to a licensed health care provider
 - COVID exposures and positive test results.

NEAR-MISS INCIDENTS

- Complete incident entry into [Riskconnect](#) within 72 hours.
- Near-Miss incidents include:
 - Incidents that did not result in injury, illness, or damage but had the potential to do so.

OCCUPATIONAL INJURY REPORTING

- All work-related injuries of National Council staff must be reported as a workers' compensation claim. Scout executives are reminded to notify their council's workers' compensation insurer per their requirements.
- All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or the loss of an eye. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours. Fatalities must be reported within 8 hours.



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