



Incident Reporting Policy

In the event of any incident involving participants and / or Volunteers or other adults engaged in activities as part of the Duke of Edinburgh's Award in Bermuda (the Award), an incident report must be completed. This form can be found on the resources page of www.theaward.bm and attached.

An incident is defined for our purposes as:

"An event, occurrence or circumstance that may give rise to a claim for compensation for personal injury or property damage."

In the event of an incident occurring on any Award planned activity, approved Award Centers and Registered Certified Leaders must:

- seek appropriate help and/or render appropriate assistance;
- give consideration to any legal requirements or obligations that may apply;
- refer to their own organisation's policy, practices and procedures;
- complete the Award's Incident Report Form within twenty days of the incident or as soon as possible thereafter; and
- forward copies of any incident reports, papers or other relevant documents to the National Award Office at the following address: Programme Director, The Duke of Edinburgh's Award, PO Box HM 1577, Hamilton, HM GX, Bermuda or email it to karen@theaward.bm;
- the National Office will advise the brokers and underwriters of the incident and provide them with the information supplied; and
- the Incident Report shall provide a description of the incident including all information that may be relevant to any claim, including: weather, date, time of day, condition of party, witnesses, provocation, prior warning and whether specific instructions were provided (e.g. to do, or not to do something).

N.B. Failure to provide an incident report within a reasonable time (generally 30 days) may invalidate any subsequent claim under the Award's personal accident policy.



Incident Report Form

PLEASE COMPLETE THIS REPORT IMMEDIATELY UPON NOTIFICATION OF AN EVENT, OCCURRENCE OR CIRCUMSTANCE THAT MAY GIVE RISE TO A CLAIM FOR COMPENSATION FOR PERSONAL INJURY OR PROPERTY DAMAGE.

DO NOT ADMIT OR ACCEPT ANY LIABILITY.

PLEASE REFRAIN FROM PROVIDING ANY PERSONAL COMMENT AND STATE FACTS ONLY.

DofE Region:			
Date of incident:		Time:	
Type of incident:	Accident <input type="checkbox"/>	Lost <input type="checkbox"/>	
	Behaviour <input type="checkbox"/>	Near miss <input type="checkbox"/>	
	Illness <input type="checkbox"/>	Recurring injury <input type="checkbox"/>	
Other <input type="checkbox"/> Please give details below			
National Award Office (VPO and/or AVPO):			
VP Officers	National Award Office Staff or Council Member		
Contact name			
Position	Directors		
Address	PO Box, HM 1577, Hamilton, HMGX, Bermuda		
Telephone no.	537 4868 (Karen) or 737 8959 (Fiona)		
Email	karen@theaward.bm or fiona@theaward.bm		
Award Unit / Approved Activity Provider details:			
Award Unit / AAP			
Contact name			
Position			
Address			
Telephone no.			
Email			
Reporting Informant's details			
Contact name			
Position			
Telephone no.			
Email			
Participant/Leader (casualty) details:			
DofE Award level	Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>		
Section	Expedition <input type="checkbox"/> Volunteering <input type="checkbox"/> Physical <input type="checkbox"/> Skills <input type="checkbox"/> Residential <input type="checkbox"/>		
Name			
Sex			
Age			

Details of Incident	
Reporter - Actions Taken and/or follow-up treatment required	
NAO - Actions Taken and follow-up	
Please email:	karen@theaward.bm or fiona@theaward.bm
Or forward to:	The Directors, The Duke of Edinburgh's Award, Bermuda PO Box, HM 1577 Hamilton, HMGX Bermuda
The DofE will keep this information confidential but are required by law "duty of care" to report to the appropriate social services organisations if necessary.	

This is a reporting document. All incidents will be reviewed but you should not necessarily expect a response from the DofE.