

STANDARD OPERATING PROCEDURE 2 (SOP2)

Action to be taken in the event of an accident or unforeseen incident

1) Immediate action

- i) The most senior member of CYP staff present will be the scene of action controller (SAC), until relieved by a more senior member of staff. The SAC's priority will be to minimise the effects of the incident and ensure the safety of all persons present.
- ii) At the scene of the incident, the SAC must:
 - a. Request assistance from the appropriate emergency services
 - b. Isolate the incident or casualty and call on the first-aid officer to apply first aid as necessary
 - c. Establish a control point and record all action taken, including:
 1. The nature and severity of injuries to all persons
 2. The nature and severity of damage to all property
 3. The locations to which casualties are taken
 4. The locations to which damaged property is removed
 - d. Notify the leader in charge and identify the casualty's next-of-kin
 - e. Notify the appropriate senior constituent organisation officer
 - f. Notify CYP's head of young people's services for the appropriate area
 - g. Notify CYP's chief executive, or, failing that, a CYP director
 - h. Notify the next of kin if you are authorised to do so. You should seek authorisation from (g), or (f) if (g) is unavailable, etc.
 - i. Complete an incident/accident report form (CYP form S6)
 - j. Take any other action which is appropriate to the circumstances, including visits to the casualties
- iii) If the local or national media request information the SAC must:
 - a. Advise the CYP chief executive and/or the director of communications about the media interest
 - b. Report only the facts witnessed, not opinions. The director of communications will provide the SAC with a press release as soon as possible. Names of casualties must not be given until authorised by the next-of-kin.
 - c. Provide a single, authoritative point of media contact, requesting that no other leaders or participants speak to the media.
 - d. Obtain full details of the media representatives to whom information is given.
 - e. Make sure that the facts are properly recounted and that CYP's and constituents' best interests are protected

- iv) Within one week of the incident, the SAC must forward the incident report form to CYP's chief executive, supported by any other information and action taken.

2) Follow-up action

- i) Immediately on receipt of the SAC's report the chief executive, normally in consultation with the director of young people's services, will initiate investigation of the accident or unforeseen incident and the factors that led to its occurrence. The primary objective of the investigation will be to prevent re-occurrence.
- ii) The chief executive / director of young people's services will prepare a supplementary report which will recommend procedures to be put in place to prevent re-occurrence and any action to be taken against clubs, constituent organisations or individuals. These may include disciplinary action or bans from future events for specified periods.
- iii) The recommendations contained in the supplementary report will be submitted to the Rules Action Group for consideration and to the Programme Committee for ratification.

3) Suspected or alleged child abuse

- i) If child abuse is suspected or alleged, the following additional action should be taken. The investigation of child abuse is a highly skilled process, which must be left to competent professional staff. It is seldom an area in which youth workers are fully trained, so their role is only to report and pass on suspicions and allegations.
 - a. If child abuse is suspected:
 - (a) Record the facts which support your suspicion
 - (b) Report these facts to a senior person quickly
 - b. If child abuse is reported / alleged:
 - (a) Listen to the young person without interruption
 - (b) Do not investigate
 - (c) Try and alleviate feelings of guilt, but do not pass judgement
 - (d) Say that you will offer support but must pass the information on discreetly
 - (e) Record all pertinent facts
 - 1. Report these to a senior person quickly
 - 2. Ensure that no-one alleged to be involved is placed in a position which could cause further compromise
- ii) All suspicions and allegations that occur at a CYP event must be passed on, without investigation, to the chief executive following the procedures in 3.1 above. They must act on the suspicions or allegations immediately, in close consultation with the chief executive of the appropriate constituent organisation.

ACCIDENT/INCIDENT REPORT FORM

This form should be completed in accordance with the procedures in SOP2 (Standard Operating Procedure 2).

CYP Event Date

Nature of incident:

Details of injuries and/or damage to property:

Name, address and telephone number of injured person(s):

Name, address and telephone number of owner(s) of damaged property:

Action taken, persons notified, including times:

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Sketch map of incident area (use separate sheet if necessary):

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Names, addresses and telephone numbers of witnesses:

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Details of first-aider, doctors and hospitals involved:

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Any other relevant details:

SAC's (Scene of Accident Controller's) signature

Name:

Address:

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Tel:

Date report sent to Chief Executive, CYP:

Date report received by Chief Executive, CYP:

Supplementary report:

Date sent to Rules Action Group:

Date recommendation sent to Programme Committee

Action taken, and notified to appropriate parties: