

**WESTSIDE UNITARIAN UNIVERSALIST CHURCH POLICIES AND PROCEDURES
CHILD AND YOUTH PROTECTION POLICY**

Section 9

REPORTING ACCIDENT/INCIDENT

PROCEDURE

Should an accident occur during a Religious Education sponsored event:

1. Attend to the child/youth
2. Prevent further danger as much as possible
3. Inform parents/guardian in a timely manner
4. Complete the following form
5. Give the form to the Director of Religious Education (DRE) or RE committee person
6. DRE and the RE committee will determine follow-up action, i.e. notify board, determine corrective actions, etc.

ACCIDENT REPORT (Use back or additional sheet of paper if needed.)

| | | | |
|---|--|-------------------|-------|
| Date of Accident: | | Time of Accident: | |
| A. Who was involved? | | | |
| B. Who witnessed the accident? | | | |
| C. What happened? | | | |
| D. Where did it occur? | | | |
| E. What injuries were sustained? | | | |
| F. What treatment was received? | | | |
| G. When was family notified? | | Date: | Time: |
| H. Who notified family? | | | |
| I. Who will follow-up with family? | | | |
| J. When will follow-up with family occur? | | | |
| K. When was minister notified? | | Date: | Time: |
| L. Who notified minister? | | | |
| M. Please provide any additional information that may be helpful. | | | |

| | Signature | Date |
|-------------------------------|-----------|------|
| Volunteer completing form | | |
| DRE or member of RE Committee | | |
| Parent/Guardian | | |

No copies of this completed application form will be made. All information will be kept in a secure file cabinet.
Date Form Approved by Board June 30, 2002