

Reporting an Accident or an Incident

POLICY

Most Girl Scout events go smoothly, and most girls, volunteers, and parents conduct themselves in accordance with the Girl Scout Promise and Law. Occasionally, however, events will occur that require some additional attention and support from the council.

Girl Scouts Western Pennsylvania considers an accident to be an event that results in damage or injury to a person. Minor accidents do not warrant an Accident/Incident Report (ex. bumps and bruises or minor lacerations requiring no more than a band-aid or basic first aid). If an accident occurs that requires more advanced care (even after the event) or prolonged time to heal, an Accident/Incident Report should be completed as soon as possible.

Girl Scouts Western Pennsylvania considers an incident to be an atypical occurrence that is the result of improper conduct by a girl or adult which warrants additional support. An incident may be the result of a broken policy/procedure, inappropriate behavior, and/or a failure to follow the Girl Scout Promise and Law. Disagreements do not require a report unless they escalate to a specific moment where special attention is required to address the situation.

If emergency services are contacted, an Accident/Incident Report should always be completed.

If an incident at a Girl Scout event makes you fear for your safety or the safety of anyone else, you should always call the police first.

PROCEDURE:

Anyone (volunteer, parent, or staff member) can file an Accident/Incident Report.

1. The [Accident/Incident Report](#) can be found on our website's [Forms and Documents](#) page.
2. Please fill out as much of the requested information as possible. It is not necessary to know the answer to every question to file the report.
3. When the council receives the report, it will be assigned to the appropriate department for review and follow-up.
4. If you have anything to add to your report after it has been filed, please contact customer care at 800-248-3355 or customercare@gswpa.org for further guidance.