

## Reporting Incidents/Accidents/Fire/Theft

### ***Procedure that WNC staff should follow when an incident or accident occurs at WNC or off-site during Program time on a field trip or outing:***

An incident /Property Damage “Contentious Report Issues Form” should be filled out by all staff/students/volunteers and any witnesses involved in any incident which involves a child, youth or adult/senior where there is harm, death, fire or disasters occurring on the premises or offsite; all incidents involving complaints, allegations, accusations, or charges against a staff member, or another program participant, an individual person, physical assault, the use or sale of narcotics, any incident involving an individual banned under the Trespass to Property Act, suspected child abuse, theft and damage to property etc.

911 and Corporate Security (416.397.000) must be contacted regarding any serious incident involving assault with or without a weapon, death, fire or disasters occurring on the premises or off-site where WNC staff or participants of a program are involved, when there is a major theft or serious damage to WNC property, as well as any time an individual requires serious medical attention.

Toronto Police 14 Division must be called (416.222.1400) when there is a situation of minor wilful damage or minor theft of WNC property. Police should also be called for any breach or violation of suspension of an individual who is trespassed by the Centre. In the above situations, corporate security should also be contacted as a backup to police. Security and assist with trespass enforcement security and building repairs and in any emergency situation.

Staff should inform their Manager immediately if not on-site for any incident where 911/Police and/ Corporate Security are called. On-site staff including Reception, Adult Programmer and or Evening/Weekend Caretaker and any other relevant Program Staff should also be informed of the incident immediately.

In cases of all serious incidents i.e. serious injury, death, suspected child abuse, 911 or Police intervention, serious damage to facility etc., inform Program Manager (if not in building), he/she will notify Executive Director and/or Assistant Executive Director.

An incident /Property Damage “Contentious Report Issues Form” should ALWAYS be filled out by those involved at the time of the incident including witnesses or by staff prior to leaving the building at the end of their shift. A separate sheet(s) should be attached to the form where required.

Original copy given to Executive Director, copy to Assistant Executive Director and one copy placed in Red filled out report form in the Reception office.

All forms must be completed objectively and include all relevant details i.e. time of incident, people involved, first aid given, parents notified, etc.

Any witnesses should be asked to complete a Witness Report Form.

Where a participant is involved in an incident which includes theft, physical assault, possession of a weapon, sale or use of alcohol or narcotics etc., there will be an automatic ban for a minimum period of 2 weeks depending on the severity of the incident.

When children are involved, parents of the child/ren involved are generally required to sign the report. In the case of a serious accident, 911 should be called. For minor injuries, the Parent should be contacted to take the child to a clinic or emergency. During Summer Camp the City must be notified accompanied by a Serious Occurrence Form.

#### Field Trips and Outings

Any youth or child under age 16 are required to have their parents or guardian sign off-site permission form for any activity or field trip off WNC property. Staff accompanying the youth should leave a list of the participant's names and ages with the reception staff as well as their destinations and their expected time of return. Staff taking participants on a field trip are also required to accompany their participants back to WNC after the event and ensure they are safely home if WNC is closed. Program staff are required to take an up-to-date medical form with parent and emergency contact numbers which is part of each program registration form with them at all times. (see guidelines for field trips and outings.)

#### **Reporting Incident/Accident/Fire and Theft Acknowledgment**

**Date:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_

**I have read and understood the policy related to Reporting Incident/Accident/Fire and Theft.  
(attached forms – Incident/Property Damage/Contentious Issue Form and Witness Report Form)**

**Staff Signature:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_