



# Regulation 6.2 – Incident Reporting Procedure.

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Effective date: June 2025

## **Acknowledgements**

MUSC CIC would like to express our thanks to the following organisations who have assisted in the development of this policy

## **POLICY STATEMENT**

Mariners United Sporting Club CIC (MUSC CIC) is committed to ensuring that all incidents, accidents, near misses and concerns arising from its activities are reported, recorded and responded to appropriately. Effective incident reporting supports the safety and welfare of participants, staff, volunteers and members of the public and enables MUSC CIC to learn from incidents and continuously improve its practices.

This procedure sets out how incidents should be reported, managed and reviewed.

### **1. INTERPRETATION**

For the purposes of this regulation, an incident refers to any event or occurrence arising from MUSC CIC activities that results in, or has the potential to result in, injury, illness, harm, distress, damage, loss or risk. This includes accidents, injuries, near misses, safeguarding concerns, medical emergencies, behavioural incidents, property damage and security issues.

This procedure applies to all MUSC CIC directors, staff, volunteers, participants, contractors and any individual acting on behalf of MUSC CIC.

### **2. SCOPE**

This procedure applies to incidents occurring during MUSC CIC training sessions, competitions, events, workshops, meetings, travel, accommodation, online activities and any situation where MUSC CIC has a duty of care.

Safeguarding concerns involving children, young people or vulnerable adults must be managed in line with MUSC CIC's Safeguarding Policy and take precedence over this procedure where immediate action is required.

### **3. IMMEDIATE RESPONSE**

Where an incident occurs, the immediate priority is the safety and welfare of those involved. Appropriate action must be taken to provide first aid, medical assistance or emergency services where required and to prevent further harm.

Where an incident presents an immediate safeguarding or serious safety risk, MUSC CIC reserves the right to suspend activities, remove individuals from the environment or escalate the matter to external authorities as necessary.

### **4. REPORTING AN INCIDENT**

All incidents must be reported as soon as reasonably practicable to an MUSC CIC staff member, volunteer lead, event lead or designated responsible person. Incidents should be reported regardless of perceived severity, including near misses.

Incidents must be recorded using the MUSC CIC Incident Report Form or equivalent reporting mechanism, providing clear and factual information about what occurred, when and where it occurred, who was involved and any action taken.

### **5. SAFEGUARDING AND SERIOUS INCIDENTS**

Any incident involving safeguarding concerns, allegations of abuse, serious injury, serious misconduct or potential criminal behaviour must be reported immediately to the Designated Safeguarding Lead or a senior MUSC CIC representative. Such incidents will be managed

in accordance with MUSC CIC safeguarding procedures and may involve referral to local authority safeguarding services, emergency services or other statutory bodies.

Where applicable, statutory reporting obligations will be followed.

## **6. INVESTIGATION AND MANAGEMENT**

MUSC CIC will assess reported incidents promptly and determine whether further investigation is required. Investigations will be proportionate to the nature and seriousness of the incident and may involve reviewing records, speaking with those involved and identifying contributory factors.

The purpose of investigation is to establish facts, identify risks and implement appropriate actions, not to apportion blame, except where misconduct or policy breaches are identified.

## **7. RECORD KEEPING AND CONFIDENTIALITY**

All incident reports will be recorded securely and handled in accordance with data protection requirements. Access to incident records will be restricted to authorised persons only. Information will be shared on a need-to-know basis, particularly where safeguarding, health and safety or legal obligations apply.

## **8. FOLLOW-UP ACTIONS AND LEARNING**

MUSC CIC will identify and implement any actions arising from incidents, including changes to procedures, training, risk assessments or supervision. Where appropriate, feedback will be provided to those involved, subject to confidentiality constraints.

Incident data may be reviewed periodically to identify trends, emerging risks or areas for improvement.

Reporting Contact

All incidents, concerns or reports should be submitted to Mariners United Sporting Club CIC via email at [marunitedsc@outlook.com](mailto:marunitedsc@outlook.com), unless an alternative reporting route is specified for safeguarding or emergency matters.

## **9. NON-RETALIATION**

Individuals who report incidents in good faith will not be subject to retaliation or disadvantage as a result of reporting. MUSC CIC encourages a culture of openness where concerns can be raised without fear.

## **10. REVIEW AND COMPLIANCE**

This procedure shall be reviewed periodically by the MUSC CIC Board to ensure it remains effective, compliant and aligned with safeguarding and health and safety requirements. Failure to comply with this procedure may be treated as a breach of MUSC CIC policies and codes of conduct.

## **11. RELATED DOCUMENTS**

This procedure should be read in conjunction with MUSC CIC's Safeguarding Policy, Incident Report Form, Health & Safety Policy, Venue & Event Risk Assessment Policy, Complaints Policy & Procedure and Whistleblowing Policy.