

NEWSLETTER



Reporting incidents is one of the most important ways we keep Scouting safe. Whether it's a minor injury, a behavior concern, or something that just doesn't feel right, documenting it helps us respond, support our members, and strengthen our program. Reporting isn't about getting anyone in trouble—it's about protecting our Scouts, volunteers, and families.

All documentation forms are available at cpcscouting.org. If you need clarification or would like a training on incident reporting, please don't hesitate to reach out.

Don't ignore it, just report it. That's how we protect and support.

— Emily Whittle-Perkins, Council Safeguarding Officer, CPC

INCIDENT REPORTING MYTHS DEBUNKED!

BLACK HOLE MYTH:

- **Myth:** I sent my IR to the council, and the Council hasn't done anything about it.
- **Fact:** Incident reports don't disappear—each one is reviewed and routed to the right level for follow-up. You may not always see the behind-the-scenes work, but the process is active, not ignored.

ADVERSE CONSEQUENCES MYTH:

- **Myth:** My unit will be penalized or disbanded if I submit too many incident reports.
- **Fact:** Your unit won't be penalized for reporting. The Council may use your incidents as training opportunities.

SNITCH MYTH:

- **Myth:** Reporting will get someone in trouble.
- **Fact:** Reporting isn't about getting someone in trouble—it's about keeping kids safe and giving adults the support they need to do better.

'WHEN IN DOUBT' MYTH:

- **Myth:** If I'm not 100% sure it's a problem, I shouldn't report it.
- **Fact:** If you're unsure, report. We'd rather have more information than miss something important.

BYSTANDER EFFECT MYTH:

- **Myth:** Someone else will report the incident.
- **Fact:** If you saw it, you should report it. Safety depends on the person who knows something saying something.

TMI MYTH:

- **Myth:** The incident report form is too long and requires too many details.
- **Fact:** The form asks for details so we can respond appropriately—but it's perfectly okay to give what you know and leave the rest blank.

F- MYTH:

- **Myth:** Incident reports are viewed as a failure of any individual, unit, or program.
- **Fact:** An incident report isn't a failure—it's a sign of a healthy unit that takes safety seriously.

PHYSICAL INCIDENTS MYTH:

- **Myth:** Incident reports are only for physical injuries.
- **Fact:** Incident reports aren't just for injuries—they're for any safety concern: emotional, behavioral, environmental, or procedural.

FLOWCHART

FOLLOW THE FLOWCHART WHEN...

- Any injury or illness requiring medical attention
- Physical aggression, threats, or unsafe behavior
- Any youth protection concern or policy violation
- Any allegation or suspicion of abuse
- Near-misses or significant safety hazards
- Emergency services involvement (police, fire, EMS)
- Missing or unaccounted-for youth
- Vehicle or transportation incidents
- Substance use concerns
- Any situation that "should probably be documented"

incident occurs
START

Is there immediate danger?

YES

NO

CALL 911

- Secure the environment
- Stay with and support the affected person
- Notify parent (if parent isn't involved in the emergency)

- Fill out Incident Report form
- The completed form be sent to 492.incidentreport@scouting.org
- Correct the behavior
- If needed, ask the irresponsible parties to go home - make the necessary arrangements
- Review incident as a committee in a designated special committee meeting to determine consequences (invite Emily Whittle-Perkins if support is needed)

MAKE THE MANDATORY REPORTS (IN THE FOLLOWING ORDER):

1. Report to local Child Protective Services - *have home & family information accessible*
2. Report to local law enforcement - as necessary
3. Notify Scouts First Helpline: (844)726-8871 (reporting line)

DISTRICT & COUNCIL NOTIFICATION:

- Notify your District Executive or their designee
- Fill Out Incident Report Form
- Ask that completed form be sent to emily.whittleperkins@scouting.org (if the Scouts First Helpline has been called, you do not need to submit an Incident Report)

FINAL STEPS:

- Maintain confidentiality
- Provide support to affected youth, volunteers, and families; **follow up with affected persons**
- Track next steps (investigations, removal, response)

DONE!

IMPORTANT CONSIDERATIONS

- Never promise confidentiality to a youth
- Reporting is not optional—you don't need proof to report a concern
- You are not responsible for determining whether abuse occurred—only reporting the concern

Reports must be made within 24 hours, or immediately if there's a threat

