



Guidelines for Reporting Accident Occurred During Scouting Activities

Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Administration Circular No. 16/2011 issued on 15 September 2011 with contents unchanged.

According to our experience, accidents would occur during Scouting activities. For the sake of safety of members, event organizer may call the Police/Fire Services Department for assistance/an ambulance. If you have called the Police/Fire Services Department for assistance/an ambulance, it is possible that you will be approached by news reporters. Event organizer should therefore follow the guidelines below to report the case to the Headquarters.

1. After taking care of the injured member(s), the event organizer should immediately report the incident by phone to:
 - The Scout Unit Head (Assistant Chief Commissioner/District Commissioner) whose contact phone numbers the event organizer should know; and
 - Chief Scout Executive (Tel: 2957 6321, 6130 3020) or Deputy Chief Scout Executive (Tel: 2957 6328, 6823 2270).

The report should be followed as soon as possible and the essential information in the report will include:

- The unit identification;
 - Nature and venue of the activity;
 - Name, age and gender of the injured member;
 - Current situation including name of hospital/clinic the injured member was taken, if applicable;
 - Details of the accident;
 - Whether parents have been informed; and
 - Event organizer's contact phone number.
2. Event organizer is free to give the same essential information if they are asked by news reporters. However the following information should not be given:
 - Personal particulars of the injured other than the above-mentioned as such information is private and should be protected;
 - Your view as to who is responsible for the accident because your statement may affect possible investigation by Government Agencies and/or any future insurance claim; and
 - Any policy matter of the Association. [Please refer to "GUIDELINES FOR SCOUT MEMBERS ON DISSEMINATING SCOUT NEWS" (Policy Circular No.03/2018) for details].

As an alternative, event organizer may suggest the reporter to contact Scout Executive (Public Relations) (Tel: 2957 6361, 6823 2271) for further enquiries.

3. Make record of the details of incident including the time, how it happens, what action has been taken, and submit of a written report to the Association within 7 working days. Please refer to the circular “Public Liability Insurance & Group Personal Accident Insurance” for details.
4. For enquiries, please contact Administration Branch at 2957 6333.



(Evita LEE)
for Chief Commissioner