



Guidelines for Reporting Accident Occurred During Scout Activities

This Circular substitutes Activity Guideline No. 02/2018 issued on 1 January 2018.

In case an accident occurs during a Scout activity, the leader in-charge of the activity (hereinafter referred to as “Activity In-charge”) should follow the following guidelines to report the incident to the Assistant Chief Commissioner/District Commissioner concerned so that the Association can provide support and assistance as necessary:

1. After taking care of the injured member(s), the Activity In-charge should immediately report the incident to the Assistant Chief Commissioner/District Commissioner concerned who may further contact the Scout Executive (Public Relations) at 2957 6361/9537 7635 for assistance if necessary. (The Activity In-charge should have the contact phone numbers of the Commissioners concerned.)

The report should include the following information:

- The unit identification;
 - Nature and venue of the activity;
 - Name, age and gender of the injured member;
 - Condition of the injured member, including name of hospital/clinic if applicable;
 - Details of the accident;
 - Whether parents have been informed; and
 - Contact phone number of the Activity In-charge.
2. Record details of the incident, including time of occurrence, how it happens and actions taken, and submit a written report to the Association and insurance company within 7 days in accordance with the prevailing circular on “General Liability Insurance & Group Personal Accident Insurance” for details.
 3. For media enquiries, please handle with reference to Policy Circular No. 05/2021 “Guidelines for Scout Members on Disseminating Scout News”.

Joseph LAU
Chief Commissioner