



CYC WAIHOLA

Location: 70 Finlayson Road, Waihola
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Phone: 03 417-7120
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Behavioural Incident Form

- All incidents are kept on file in the CYC Waihola office.
- All incidents must be reported to the Operations Manager on the appropriate form and kept on file.
- All forms must be completed within 24 hours of the incident occurring
- **This form will be kept confidential to CYC Waihola staff and future camp directors only**
 - Only summarised details may be given to caregivers and outside agencies by the Operations Manager if requested

Incident Details

Group / Camp Name	
Date of Incident	
Time of Incident	

Camper's Details

Camper's Name	
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Incident Summary – Leader(s) involved to complete

Location of Incident	
Incident Circumstances Provide detail including: <ul style="list-style-type: none">- what led to incident- what happened- what leaders were involved- other camper's involved- supervision levels- key things that were said- damage to property- other important facts	

Action Taken to resolve: Provide detail including: - who took the action - supervision levels - key things that were said - other important facts	
Leader(s) Names:	
Leader(s) Signature:	

Incident Recommendations – Director of camp to complete

Any Outside Agencies Involved Please give details if applicable	
Any Follow up Required Please recommend any follow-up or policy changes that may be required	
Suggest future enrolment Please circle one and advise if	<p>Green Camper named should be enrolled in future camps with future camp directors notified of previous issues (including this one)</p> <p>Yellow If camper named enrolls in future camps then enrolment should be held pending a camp director decision based on previous issues (including this one).</p> <p>Red Camper named should never attend a CYC Waiholā camp again.</p>
Director's Signature	
Operations Manager Signature	

Post Incident Reporting – OFFICE USE ONLY										
Incident Severity	1	2	3	4	5	6	7	8	9	10
Parents notified (please specify date / time)	Yes / Not required / Not applicable									
Policy / Procedural changes made										