



Incident Reporting for Licensed Organisations and Approved Activity Providers

The DofE licence agreement to which your organisation has formally committed contains a clause which requires that certain incidents or issues must be reported to the charity.

This document outlines why the DofE collects information about incidents, what types of incidents should be reported, how an incident should be reported and what the DofE will do with the information.

Section 1. Why does the DofE collect information about incidents?

The DofE charity collects information about incidents relating to the delivery of DofE programmes around the UK. It does so in order to:

- Identify common themes or trends and communicate these to the DofE network, helping everyone to better manage risk.
- Help the charity to ensure that Licensed Organisations (LOs) and Approved Activity Providers (AAPs) are complying with the terms of their operating licence.
- Help the charity to support and manage communications with all parties, particularly in the case of serious incidents.
- Help the charity to identify potential enhancements or changes to our adult training offers and DofE programmes.

Section 2. What types of incident should be reported?

It is not possible to give an absolute ruling on what should, or should not be, reported to the DofE. Very minor injuries that occur during an activity as part of DofE programmes (e.g. grazes or sprains) and are treated with first aid do not need to be reported to the DofE. The list below provides details on what incidents must be reported to the DofE, although if you are unsure please contact your Operations Officer.

Any incident where a young person or adult is taking part in an activity as part of a DofE programme which:

- Involves cooking and fires, road safety, or rivers and water safety (as part of the Expedition section)
- Results in deliberate damage to property or conflict with another party (e.g. a landowner)
- Results in the involvement of the emergency services (police, fire, ambulance, mountain rescue or coastguard), or requires professional medical treatment
- Doesn't cause harm, but had the potential to do so
- Results in, or is likely to result in, local or national press attention
- Results in a life changing or major injury
- Involves any criminal activity

- Results in single or multiple fatalities
- Results in the incident being reported under an organisation's Safeguarding Policy (or equivalent) and which results in one or more of the following:
 - Involvement of the police
 - Involvement of the Local Safeguarding Children's Board
 - Involvement of the Local Authority Designated Officer
 - Censure by a professional body (e.g. the General Teaching Council for Scotland)
 - A referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland
 - Would or has led to an internal disciplinary process

Section 3. How incidents should be reported

All incidents which meet the criteria outlined in Section 2 must be reported to the DofE. Go to www.dofe.org/incidents to complete and submit the incident report form.

Section 4. What does the DofE do with the information it collects about incidents?

All of the information that is passed to the DofE in incident reports is recorded and used by the charity to fulfil the objectives outlined in Section 1 of this document. All information is stored securely, in line with DofE's Data Retention and GDPR policies.

On occasion, in line with its legal responsibilities, the DofE will share information about serious incidents with the Charity Commission.

Any information that is shared outside the staff team that manages DofE's response to incidents is anonymised before it is shared.