****

 **Incident Report Form**

As a Licensed Organisation or Approved Activity Provider you have committed in your licence to *‘notify ASL or the Charity immediately in the event of any serious incident or accident that leads to or could have led to injury of a participant or Staff’*.

Please fill in the form below and email it to incidents@DofE.org and your relevant **DofE Country office** (the Country Office where your LO is based).

Filling in this form does not negate the need for you to inform the relevant Emergency Services and follow your Licensed Organisation’s emergency procedures.

|  |  |
| --- | --- |
| **DofE Country (of LO):** |  |
| **Date of incident:** |       | **Time:** |       |
| **Type of incident:** | AccidentBehaviourIllness | [ ] [ ] [ ]  | LostNear missRecurring injury | [ ] [ ] [ ]  |
|  | Other [ ]  Please give details below |
|  |       |
| **Group / Approved Activity Provider details:** |
|  | Group / AAP  |       |
|  | Contact name |       |
|  | Position |       |
|  | Address |       |
|  | Telephone no. |       |
|  | Email |       |
| **Licensed Organisation details (if different from above):** |
|  | LO name |       |
|  | Contact name |       |
|  | Address |       |
|  | Telephone no. |       |
|  | Email |       |
| **Informant’s details (if different from above):** |
|  | Contact name |       |
|  | Position |       |
|  | Telephone no. |       |
|  | Email |       |
| **Casualty details:** |
|  | DofE Award level | Bronze [ ]  Silver [ ]  Gold [ ]  |
|  | Section | Expedition [ ]  Volunteering [ ]  Physical [ ]  Skills [ ]  Residential [ ]  |
|  | Name |       |
|  | Age |       |
| **What happened and to who?**      |
| **Details of any injuries sustained and to whom?**      |
| **What has happened since?** |
| **Please email:** | incidents@DofE.org and your DofE Country office |
| **Or forward to:** | Programme and Quality ManagerThe Duke of Edinburgh’s Award9 Greyfriars RoadReadingBerkshire RG1 1NU |
| The DofE will keep this information confidential but will share it with the Licensed Organisation if it has been reported directly. |

This is a reporting document. All incidents will be reviewed but you should not necessarily expect a response from the DofE.