



Dear Member

Personal Accident and Medical Expenses Insurance (PAME)

Please find enclosed with this letter the requested Incident Report Form which we require completed in full and with as much detail as possible. The form **MUST** be completed whether or not a claim is being made for benefits under the Scout Association PAME policy.

Please read the instructions on page 2 of this letter carefully to ensure the form is completed accurately and to avoid delays.

It is essential that the Incident Report Form is returned to Unity, this serves two purposes:

- To provide information to inform learning from incidents,
- In the event the injured party, their partner, parents or guardian wishes to claim against the Personal Accident and Medical Expenses Policy (PAME).

Return details: safety@scouts.org.uk

Delays in returning the form cause delays in concluding and sharing any learning or in paying claims and inconvenience to the claimant and/ or their family.

In some cases the injured party may take legal action against The Scout Association. The claim could be made many years post-incident and the Incident Report Form is used to record what happened and is the grounds for defending the claim. Detail is essential and remembering what happened 3 years later will not be as clear or easy as immediately after it occurs.

Furthermore, not returning the completed Incident Report Form is a breach of [Policy, Organisation and Rules \(POR\) Rule 8.4](#). Consequently, in the event of a claim, members could find themselves without cover for failing to follow POR and forced to bear the substantial costs of defending the case personally.

The Incident Report Form is available to download and complete electronically, as well as eye witness forms, all available in the [safety section of scouts.org.uk](#).

We appreciate that completing this form can be time consuming, however it is extremely important that we log each and every incident. We are **NOT** looking to apportion blame.

Please do not hesitate to contact us if you have any questions or if we can be of assistance to you.

Yours sincerely
The Scout Association
(PAME/10/2023)



The Scout Association

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Important information

- Responsibility for the completion of this document should be entrusted to a **suitable person (The Reporter)**
- **Suitable persons** to undertake this role include **Commissioners, Group Scout Leaders, Group Chairs** etc.
- It is important that the Reporter should be able to complete the task objectively and it therefore follows that they **MUST NOT** have been involved in the incident which gave rise to this Report. Depending on the severity of any injury, it may be appropriate for a person from outside the Group to act as Reporter.
- Improperly completed forms or forms signed by an adult who was present may be returned to the District or County/ Area for counter signature or correction.
- The role of Reporter is of the greatest importance and it requires guidance. Attention is therefore drawn to the explanatory Notes to the Reporter below.

Notes to the reporter

The role of Reporter is to gather **factual information** about the incident and to assist those involved to record their experiences openly.

Depending on the nature of the incident, it may become apparent that errors of judgment or failures to comply with activity rules contributed to or caused the injury. In such circumstances there may be a natural and understandable tendency for those involved to be reticent to acknowledge that this was so but it is imperative that they be encouraged to be open and objective.

The Reporter is not required to make judgments nor to apportion blame. You will be asked to comment on the incident as your opinion on possible methods to avoid a repetition will be valuable.

Throughout this procedure, help, support and advice is available from a number of sources and you should always feel free to contact Scout Headquarters by email at safety@scouts.org.uk in the first instance.

All those involved in the completion of this incident report should be aware that it is a confidential document and that access to the contents will be strictly controlled.