

21. Incident Reporting

Why do we need to report incidents?

Even with the best planning, things can go wrong. There are some risks (like unpredictable human nature) that cannot be controlled. Reporting incidents is important for preventing incidents and ensuring the continued safety of Club members. It will help identify underlying unforeseen issues and can improve risk minimisation and the way Arc supports Clubs in the future. It's also important that Arc can follow up to make sure that the appropriate action was taken, that everyone involved is OK and offer additional assistance or resources if necessary.

What incidents do I need to report?

Executives must report certain “notifiable” events under the Arc Clubs Procedures. A notifiable event includes, but is not limited to:

- Injuries
- Theft
- Drug/alcohol related incident
- Inappropriate behaviour, including (but not exclusive to)
 - Failing to uphold the Club’s Constitution
 - Breaching members’ voting rights
 - Misuse of Club funds or resources
 - Abuse of Executive privileges
 - Criminal or illegal activity
 - Failure to comply with Arc’s WHS policy
 - Bullying, harassment, or discrimination
 - Behaviour which harms Arc’s reputation
- Physical assault
- Sexual assault
- Property damage
- Criminal behaviour
- Death

- Anytime that external services are called (including security, police, fire or ambulance)

As a general rule, these types of events should also be reported even if it was not directly witnessed by a member of the Executive but reported to them later by another person.

How do I report an incident?

If something happens at a Club event (any Club meeting, camp, social gathering etc. – even those on campus) Executives must use the [online Arc Club Incident Report](#) to make a report within 5 working days of the incident. Club members can also use this form if they witness a notifiable incident.

FAQs

Who must report incidents?

Reportable incidents must be reported by Executives; however, any member of the Club can also report incidents. See above for more information on reportable incidents.

What kind of incidents must be reported?

These are called reportable incidents. See above for more information on reportable incidents.

Related Documents

Clubs Handbook (www.arc.unsw.edu.au/clubs/clubshandbook)

Section 13 - Legal Help

Section 14 - Work Health and Safety (WHS)

Section 15 - Managing Risk

Section 16 - Arc Clubs Alcohol Policy

Section 17 - Insurance

Section 20 - Complaints & Grievances

Section 22 - Managing Club Events

Forms & Files (www.arc.unsw.edu.au/clubs/club-admin/club-forms)

[UNSW Sexual Harassment, Assault and Misconduct Reporting](#)

Note: The University has recently made changes to the reporting process of Sexual assault and Sexual harassment. If you or someone you know needs support or advice about this issue, please use the new [portal](#) to identify and access options. This new reporting portal is easy to find and navigate and provides up-to-date information on how to report sexual assault and harassment, and where to go for immediate and long-term support.

[Arc Clubs Incident Report](#)

Need Help?			
Call Us	Email Us	Visit us	Office Hours
02 9065 0930 <i>(during office hours)</i>	clubs@arc.unsw.edu.au	Level 2, Basser College <i>(just off the Basser steps past the Quadrangle)</i>	During Term: 10am - 4pm Outside Term: By appointment only
Files and Forms: www.arc.unsw.edu.au/clubforms		Clubs Handbook: www.arc.unsw.edu.au/clubs/clubshandbook	