

Woodlane Ishinryu Incident Recording, Action, and Storage Procedure



This document outlines the procedure for recording, acting on, and storing incidents that occur within the club. It is designed to ensure transparency, accountability, and the safety of all members, and is in line with good practice guidelines for UK sports clubs.

1. Recording Incidents

All incidents, whether minor or serious, must be recorded as soon as possible after the event. An Incident Report Form should be completed by the person witnessing or first responding to the incident.

The report should include:

- Date and time of the incident
- Location
- Names of individuals involved
- Description of what happened
- Action taken at the time
- Names of any witnesses
- Signature of the person completing the report

Incident Report Forms are available from the Club Instructors or from the Ishinryu secretary. A sample is attached to the end of this document.

2. Acting on Incidents

Once an incident is reported:

- All Club Instructors will review the report.
- Appropriate action will be taken depending on the severity and nature of the incident. This may include:
 - Providing first aid
 - Notifying parents/guardians
 - Contacting emergency services
 - Disciplinary action if policies are breached
 - Referral to safeguarding authorities or to our governing body (the EKF)
- All actions taken must be documented and attached to the original Incident Report Form.

The club will aim to resolve or address the incident within 14 days.

3. Storage of Incident Reports

All Incident Report Forms and related documentation must be stored securely:

- Physical copies will be kept securely in a place only accessible to the Club Instructors and Ishinryu secretary.
- Digital records are password-protected and stored on a secure system.
- Records will be retained for a minimum of 3 years, or longer if related to safeguarding or ongoing investigations.

Access to incident records is restricted and should only be granted on a need-to-know basis.

4. Confidentiality

All incident records are confidential. The club is committed to handling personal information in accordance with the Data Protection Act 2018 and UK GDPR. Information will only be shared with appropriate individuals or authorities when necessary.

5. Review of Procedure

This procedure will be reviewed annually or following any serious incident to ensure it remains effective and compliant with best practice.