



CHEERSPORT
I R E L A N D

INCIDENT & ACCIDENT REPORTING POLICY

1. Introduction

Cheer Sport Ireland (CSI) is committed to providing a safe and supportive environment for all children and members. Accurate reporting of incidents and accidents ensures risks are identified, addressed, and prevented. This policy outlines the procedures for reporting, recording, and responding to incidents across all CSI activities.

2. Purpose

This policy ensures a clear, consistent process for managing incidents and accidents to protect children, staff, and the organisation.

3. Scope

This policy applies to all CSI clubs, coaches, volunteers, athletes, parents, event staff, and visitors at CSI-sanctioned activities.

4. Definitions

- Incident: Any unplanned event that causes or could have caused harm.
- Accident: An incident that results in injury or damage.
- Near Miss: An event that could have resulted in injury but did not.
- Serious Incident: An event requiring immediate medical attention or emergency services.

5. Guiding Principles

- Safety and wellbeing of children are the priority.
- All incidents must be taken seriously.
- Reports must be factual, timely, and objective.
- Children must receive appropriate comfort and care.
- Confidentiality must be respected while ensuring necessary information is shared.

6. Immediate Actions Following an Incident or Accident

- Ensure the area is safe and prevent further harm.
- Provide first aid if needed by a trained individual.
- Reassure and support the injured child.
- Contact emergency services for serious injuries.
- Inform the parent/guardian as soon as possible.

7. When Emergency Services Must Be Contacted

- Loss of consciousness.

- Suspected fractures or serious injury.
- Breathing difficulties.
- Head, neck, or spine injuries.
- Any situation where the child's condition is deteriorating.
- Any incident involving significant risk of harm.

8. Reporting Procedures

- All incidents/accidents must be recorded on the CSI Incident & Accident Report Form.
- The form must be completed by the coach, volunteer, or adult who witnessed or managed the incident.
- Reports must be submitted to the Club Children's Officer or Club DLP within 24 hours.
- Serious incidents must be reported immediately to the National DLP and CSI management.
- Safeguarding concerns must follow CSI Reporting Procedures.

9. Information to be Recorded

- Date, time, and location of the incident.
- Name and age of the child/person involved.
- Names of witnesses.
- Description of what happened (factual and objective).
- Actions taken, including first aid provided.
- Person responsible for reporting.
- Follow-up recommendations.

10. Near Misses

- Near misses must also be documented.
- They help identify hazards before harm occurs.
- Clubs must monitor patterns of near misses to improve safety.

11. Follow-Up Actions

- Review incident for contributing factors.
- Implement corrective actions where needed.
- Update risk assessments.
- Communicate learning to coaches and volunteers.
- Support any child affected emotionally or physically.

12. Serious Incident Review

- CSI will conduct a full review of serious incidents.
- Clubs must cooperate fully with investigations.
- Outcomes may include changes to training, equipment, or supervision.

- Serious events may require reporting to external agencies.

13. Record Keeping

- Incident forms must be stored securely and confidentially.
- Clubs must retain records according to the CSI Record Retention Policy.
- Access to records is restricted to authorised individuals.
- Electronic storage must be password protected and GDPR compliant.

14. Roles & Responsibilities

- Coaches: Ensure safety and complete reports promptly.
- Club Children's Officer: Oversee incident documentation and patterns.
- Club DLP: Review incidents with safeguarding relevance.
- CSI Management: Monitor trends across clubs and support improvements.
- Parents: Provide relevant medical or follow-up information when required.

15. Non-Compliance

- Failure to report incidents may lead to disciplinary action.
- Clubs that repeatedly fail to submit reports may face sanctions.
- False or misleading reports are considered serious misconduct.

16. Review

This policy will be reviewed every two years or sooner if required.

17. Approval

This Incident & Accident Reporting Policy was approved by the Board of Cheer Sport Ireland on:
11/07/2026

Signed:

FIONA COLLUMB, President/Chairperson

JOAN HEAPES, National Children's Officer