**Incident & Investigation Policy**

**Introduction**

Hoppers Crossing Soccer Club Incident & Investigation Policy sets out HCSC’s requirements for the reporting, notification and recording of incidents. Reporting incidents and unsafe conditions is also covered in HCSC Code of Conduct.

This Policy is a key element of HCSC strategy for learning from incidents to reduce the likelihood of recurrence and operational risk. This Policy provides a framework for:

• Communicating incidents to the committee so they can provide the appropriate response, including initiating an investigation.

• Recording of incident details via Incident Report Form which will provide information necessary for the committee to analysis, investigate and action potential unsafe conditions

**Incident recording**

Incidents shall be recorded by using Incident Report Form and handed to a committee member to sign off. The incident will be raised with the other committee members to determine whether an investigation is required or of other relevant actions to be taken to rectify the issue.

Incident Report Forms shall be kept in 2 locations:

* Incident Report folder in the Office
* Hard Copy on the computer in the Office

**Investigations**

Incidents with the potential to impact HCSC’s reputation, safe operations, breaches of the code of conduct policy, actual or likely misconduct, the committee will deem an investigation is to take place. All relevant parties to the reported incident will be called to a meeting with the investigating team to give evidence. A support person for the relevant party may be present during the investigation.

Once all parties have given evidence, the investigating team will recommend likely disciplinary action and notify the person/s by writing of the outcome. Disciplinary action may be a warning, counselling, membership cancellation and/or reporting to the authorities. Investigations and actions are to remain strictly confident and breaches of confidentiality will result in immediate membership cancellation.