



Christian Youth Camps Waihola Inc.
Physical: 70 Finlayson Road, Waihola
Postal: P.O. Box 15061 Waihola 9243
Phone: (03) 417 7120
Email: info@cycwaihola.org.nz
Website: www.cycwaihola.org.nz
GST #: 13-646-686
Charities Commission Registration #: CC25364

Behavioural Incident Form

- All forms **MUST** be completed within 24 hours of the incident occurring, and paid staff notified.
- This form **MUST** be presented to caregivers upon camper pickup and signed to reflect this below.
- All behavioural incidents are kept on file in the CYC Waihola Office and stored on the Camp Management Server under the person's file.
- This form will be kept confidential – only paid staff, caregivers and future camp directors will have access.

Group / Camp Name	
Date of Incident	
Time of Incident	
Campers Full Name	
Your Name and Role	

Incident Summary – Leader(s) or Staff Involved to complete. Include all necessary information.

Location of Incident	
Incident Circumstances Provide detail including: <ul style="list-style-type: none">- What led to incident- What happened (in detail)- Who was involved (leaders and campers)- Outcome of Incident- Supervision levels- Key things said- Damage to property- Other important facts	

PLEASE TURN OVER

Action Taken to Resolve Provide detail including: - Who took the action - Supervision levels - Key things that were said Other important facts	
Leader(s) Name:	
Leader(s) Signature:	

Incident Recommendations – Director or Paid Staff to Complete

Outside Agencies Involved Please provide details if applicable.	
Follow-Up Required (if applicable) Please recommend any follow-up or policy changes that may be required	
Future Enrolment Suggestion Please circle one of the following	<p>Green This camper should be automatically enrolled in future camps with future camp directors notified of previous issues (including this one).</p> <p>Yellow This camper should have any future enrolments put on hold pending a director's decision based on previous issues (including this one).</p> <p>Red This camper should never attend a CYC Waihola camp again.</p>
Director's Name and Signature	
Operations Manager's Signature	
Staff Complete: Parents Notified?	
Staff Complete: Policy / Procedural Changes Made	