



Christian Youth Camps Waihola Inc.
Physical: 70 Finlayson Road, Waihola
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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 **OR** emailed to them directly.
- 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.
- Leave this form in the CYC Office or give to the Director or Paid Staff

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: - 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	Green This camper should be automatically enrolled in future camps with future camp directors notified of previous issues (including this one). Yellow This camper should have any future enrolments put on hold pending a director's decision based on previous issues (including this one). Red This camper should never attend a CYC Waihola camp again.
Director's Name and Signature	
Operations Manager's Signature	
Staff Complete: How was parent notified?	Email / In Person
Staff Complete: Policy / Procedural Changes Made	

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