



Puddle Scouts Incident Reporting Procedure

Updated 02/14/2025

1. Purpose

Puddle Scouts is committed to providing a safe, welcoming, and respectful environment for all members. This procedure outlines how to report incidents of unusual or unwelcome behavior, fights, harassment, or sexual harassment within the organization.

2. When to Report an Incident

You should file an incident report if you experience or witness:

- Unusual or unwelcome behavior that disrupts the community
- Fights or physical altercations
- Harassment, including bullying, intimidation, or repeated unwanted contact
- Sexual harassment, including inappropriate comments, advances, or any form of non-consensual conduct

If you are unsure whether an incident should be reported, we encourage you to report it anyway.

3. How to Report an Incident

All incidents should be reported through the **Puddle Scouts Incident Reporting Form**, found at <https://puddlescouts.org/incident-reporting>. This form allows members to provide details about the incident, including:

- Date, time, and location of the incident
- Description of what happened
- Names of individuals involved (if known)
- Any witnesses or supporting information (e.g., screenshots, messages)

Reports can be submitted anonymously; however, providing contact information may assist in follow-up actions.

4. What Happens After a Report is Submitted?

- **Acknowledgment:** If contact details are provided, a confirmation will be sent to acknowledge receipt of the report.



- **Review Process:** The report will be reviewed by the Puddle Scouts Incident Response Team (IRT) within 7 business days.
- **Investigation:** If necessary, the IRT may reach out for additional details and conduct an investigation while maintaining confidentiality.
- **Resolution:** Actions may include mediation, warnings, membership suspension, or other appropriate steps to ensure a safe environment.
- **Follow-Up:** If the reporter provided contact information, they will receive updates on the status of their report as appropriate.

5. Confidentiality & Protection from Retaliation

Puddle Scouts prioritizes confidentiality and will handle all reports with discretion. Retaliation against anyone who submits a report in good faith is strictly prohibited.

Incidents involving any **Puddle Scouts Volunteer or Staff Member** will be thoroughly investigated. Any individual directly involved in an incident—whether as a complainant, witness, or accused party—**is not permitted to participate in the administrative investigation** to ensure fairness and impartiality.

6. Contact for Further Assistance

If you have questions about the reporting process, you can contact irt@puddlescouts.org.