



Incident Reporting Example

This guide is intended to assist Scouters in submitting a comprehensive and accurate Incident Report using the ScoutSafe app to report an Injury, Illness, or Complaint in real time.

Case Study / Example Incident

The Incident

At a Colony meeting, youth participants were playing a game of tag outside on the field. Two Beavers collided with each other, resulting in a bloody nose for one Beaver, and a bruised brow for the other Beaver. After a brief assessment of the Beavers' injuries, it was determined by Scouters that the injuries were not severe, and that the game could resume. Meanwhile, two Scouters tended to the injured Beavers, ensuring that ratio was still met for the other youth still participating in the game. The Beavers both received cold compresses and one of the Scouters assisted the Beaver with the bloodied nose in tilting his head back and applying pressure to the bridge of his nose to stop the bleeding. The Scouters advised the parents of the injured Beavers of what happened, and the first aid treatment provided at pick up time.

Does this incident need to be reported to Safe Scouting as an injury?

Yes. As indicated in the Incident Management Standards, reporting all incidents is mandatory.

Does this incident need to be reported to the Beavers' parents?

Yes. Follow the Incident Reporting Procedure.

Who should report this incident?

The Scouter in Charge. When the Scouter in Charge is unable to do so, they can delegate the reporting to another Scouter.

How should the incident be reported?

The ScoutSafe app allows users to submit incident reports for injuries, complaints, and illnesses in real time to Safe Scouting.

ScoutSafe is the easiest and fastest way for Scouters to report accurate and comprehensive details about injuries, complaints, and illnesses to Safe Scouting.

What is the point? These Beavers didn't sustain any serious injuries; will Safe Scouting blame the Scouters for the Beavers' injuries?

As Canada's largest youth-serving organization, Scouts Canada takes pride in the policies, standards, and procedures in place to keep everyone safe. Plan-Do-Review is not just for youth participants and volunteers—Safe Scouting reviews every reported incident. We are able to identify trends in injury causes, for example, and adjust safety standards accordingly.

Safe Scouting reviews every incident looking for lessons to share with the organization—not to lay blame or to point fingers. Scouters who provide follow-up clarity to the incident report as requested by Safe Scouting are contributing to the success of other members in ensuring that Scouts Canada has rich and comprehensive data to support Safety policies and changes.

Reporting the Incident

Once the Scouters have made sure everyone is safe, dealt with the injuries appropriately, and advised the parents of the injured Beavers, the Scouter in Charge (or other Scouter selected by the Scouter in Charge) needs to record what happened right away, including who, where, when, and how the incident occurred. Don't worry about the "why" right now. Recording these details in ScoutSafe in the incident report is an excellent way to record what happened and to report to Safe Scouting at the same time.



Steps to Report the Incident

1. Open ScoutSafe
2. Tap Safe Scouting

Menu icon Add Form

Search

▲ Safe Scouting

▲ Scouts Canada Properties Reports

3. Tap Incident Report

Menu icon Add Form Refresh icon

Search

▼ Safe Scouting

Incident Report
Submit Report. If this is an emergency, call 911.

▲ Scouts Canada Properties Reports

4. Tap Injury, then ✓

Select Classifications Checkmark icon Close icon

☐ Complaint

☐ Illness - COVID-19

☐ Injury

5. Injury Details:

- Who got injured, what type of injury, what body part was injured, what was the action that caused injury, how was the injury treated?
- Who was treatment provided by?
- Protective Equipment Used

Back arrow Incident Report PDF Checkmark Trash icon

Injuries or Illness

Injuries

Jonny Beaver

Sally Beaver

ADD INJURY

Enter the name and requested information of the injured party

Treatment provided by

SCOUTER

Protective Equipment Used

Protective Equipment

☐ No PPE was used.

☒ Mask

☐ Headwear

☐ Eyewear

☐ Gloves

☐ Footwear

6. Incident Details—Date and location of incident, Group name, name of Scouter in Charge, and a description of the incident

← Incident Report PDF ✓ 🗑

First and last name of Scouter in charge

Winifred Hannah

Did the incident occur on Scouts property?

☒ Yes

☐ No

Select property from list, if yes

NATIONAL HEADQUARTERS OTTAWA

Enter location, if no

Description of Incident

At the end of a meeting, the Beavers went outside into the field of the building where meetings are held to play a game of tag. Jonny and Sally were not looking where

← Incident Report PDF ✓ 🗑

Immediate actions taken

Once determined the injuries were not severe, two Scouters treated Jonny and Sally, and ratio was observed so that the game could resume.

Were emergency services contacted?

NO

Was involved person an Adult or Youth?

YOUTH

Youth

Youth

BEAVER

Your name and information

Enter all the required Reported Member information

Reported by (First Name)

Winifred

7. Your Name and Information

← Incident Report PDF ✓ 🗑

Your name and information

Enter all the required Reported Member information

Reported by (First Name)

Safe

Reported by (Last Name)

Scouting

Email Address

safety@scouts.ca

Address

Postal Code

Phone Number

613-224-5134



8. Add any photos or documents from your device directly to the report

The screenshot shows the 'Incident Report' form. At the top, there's a red header with a back arrow, 'Incident Report', 'PDF', a checkmark, and a trash icon. Below the header, there are fields for 'Phone Number' (613-224-5134) and 'Member #'. The 'Attachments' section is highlighted with a black header and contains a list of attachments: 'bruised forehead jonnybeaver.jpg' and 'Location of incident.jpg', each with a 'View' link. Below the attachments, there's a section for 'Witnesses' with a prompt to 'Enter all the information listed below:' and an 'ADD ITEM' button. A line from step 8 points to the 'Attachments' section.

10. Tap ✓ to submit the completed Incident Report in real time to Safe Scouting.

The screenshot shows the 'Incident Report' form with a confirmation dialog box overlaid. The dialog box asks 'Are you sure?' and states 'Completing this form will immediately upload it to the server.' with 'NO' and 'YES' buttons. The background form is dimmed, showing the same fields as the previous screenshot.

9. Tap “PDF” to save a copy of the report as a PDF to share with the Group Commissioner or for records keeping

The screenshot shows the Incident Report as a PDF document. The title is '20210305085452.pdf'. The content includes the incident details, attachments, and the reporter's information. The attachments are 'bruised forehead jonnybeaver.jpg' and 'Location of incident.jpg'. The reporter's information includes the name 'Jonny Beaver', email 'safety@scouts.ca', and phone number '613-224-5134'.

What is expected after submitting an incident report?

The reporting party receives a confirmation of submission via email. Safe Scouting reviews every incident report, and may follow up with the reporting party, the Scouter in Charge, or the Group Commissioner for further clarification on any points.

And that's it!

There's no such thing as too much detail when it comes to reporting an incident. Any details shared in the incident report only makes the safety culture within Scouts Canada even stronger.