Incident Reporting User Guide

The "ScoutSafe" App is a direct product of Scouts Canada's Safety Leadership priority and safety programming. ScoutSafe was designed to improve the ability of Scouters, youth and parents to report incidents as they happen, in real-time. To learn more about the ScoutSafe App and other Scouts Canada Safety initiatives, visit Scouts.ca.

Please note: This document was produced using an Android device and Google Play Store, use of iOS and Windows devices does not affect the sequence of events or procedures.

Tips before getting started:

- All fields with red text are required—you won't be able to submit an incident report if the required fields are blank.
- After you have downloaded ScoutSafe, you must allow ScoutSafe to access your device's camera and media files for full functionality.
- Scouters can save an incident report submitted on ScoutSafe to share with the Group Commissioner (Step 6).
- Attach pictures and documents directly to incident reports. Attaching pictures of an injury, the scene of an incident, and any other supporting documents from your device requires that these permissions are allowed (Step 7).

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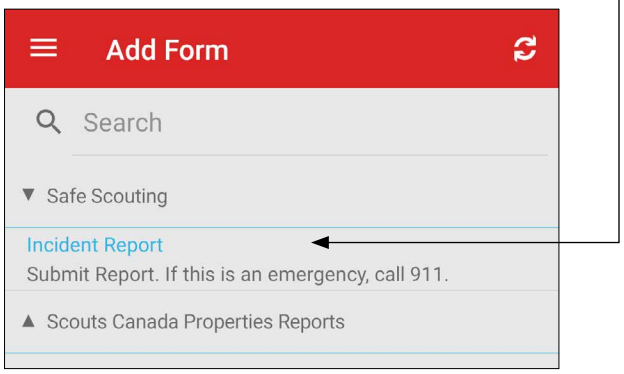
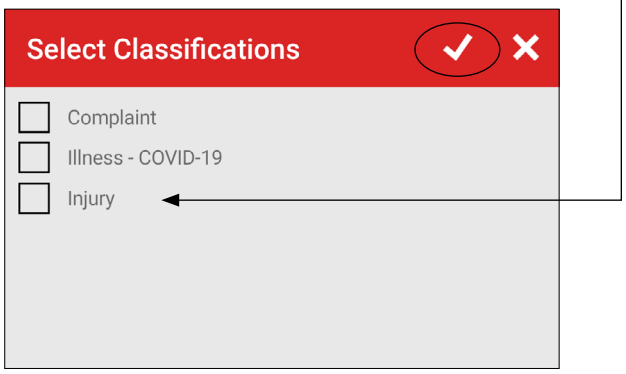
1. Once you open the app you will be directed to the "Add Form" Page.

   Select "Incident Report" and then choose your desired form.

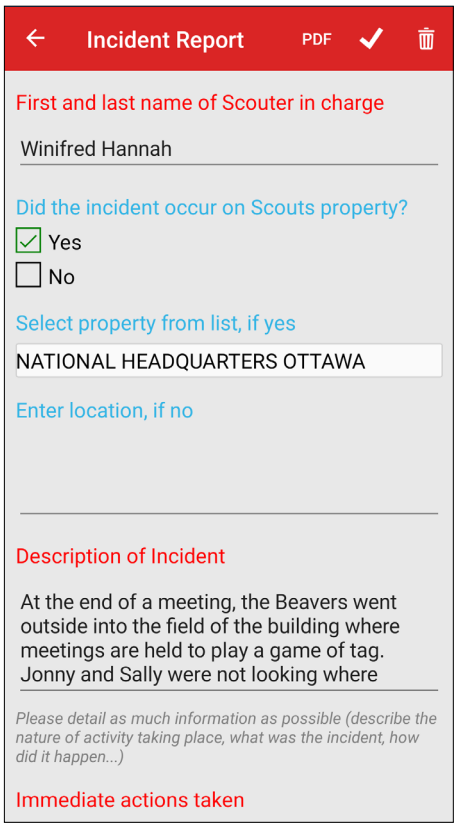


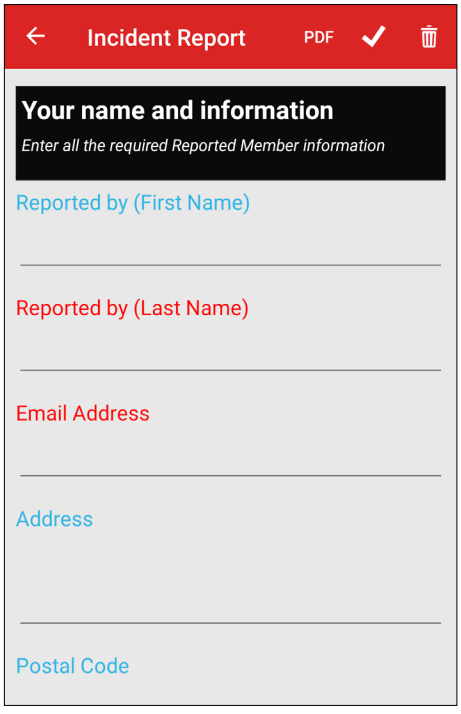
Once you have selected all applicable classifications tap the ✓ in the upper righthand corner.

Each type of Incident Report (Complaint/Illness—COVID-19/Injury) has different detail fields that will need to be completed.



2. Next, fill out the sections of the report to the best of your knowledge:
   - Injuries or Illness—who is injured, how are they injured
   - Incident Details—how did the injury occur
   - Your Name and Information
   - Witnesses (if applicable)

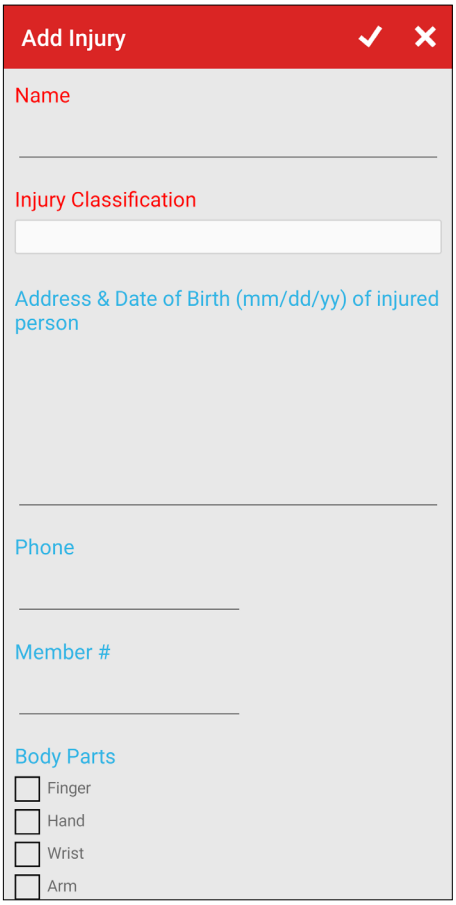




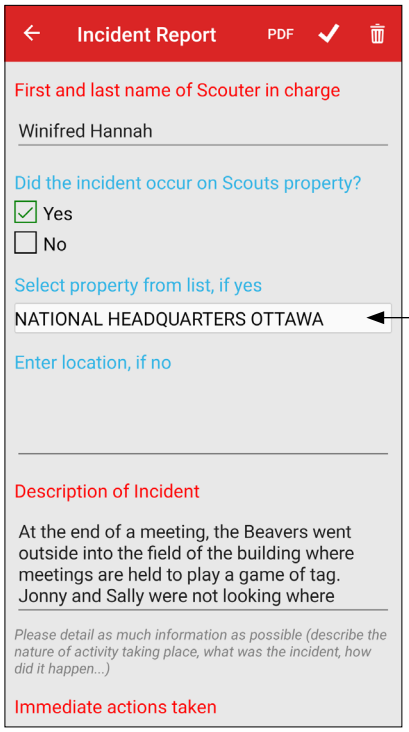
If the font is in red, that means it is a required field and must be filled out.

Example: You may have one incident occur during a game in which two youth collide, resulting in two injuries. Add two injuries to the incident report by completing one, tapping the ✓, and then adding another injury for the second child. The Incident Details section is for explaining how the incident happened and the response. The Incident Details section remains the same for all incident report classifications.

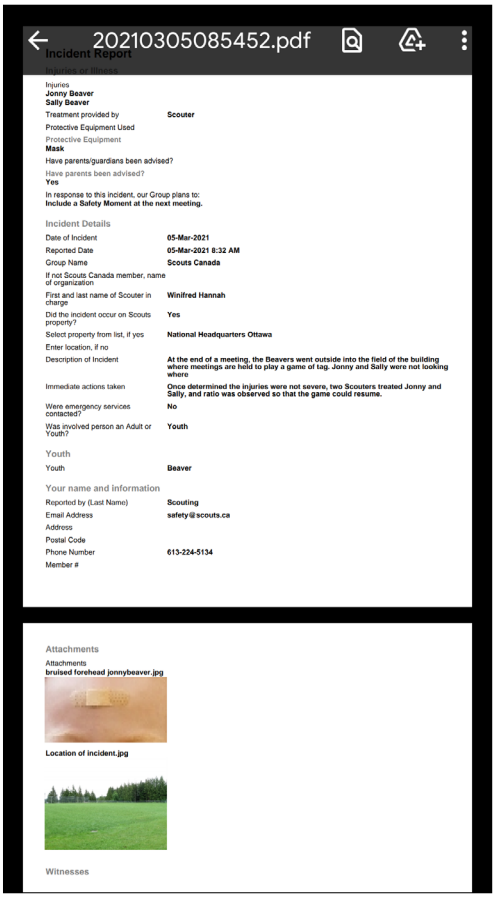
3. When completing the "Injuries" section, fill out each required field. You may also have one incident that has multiple injuries, such as the game example above. This section will allow multiple injuries to be entered into one form. Select "Add Injury" and this will open up the Injury details section. Use the ✓ to continue.



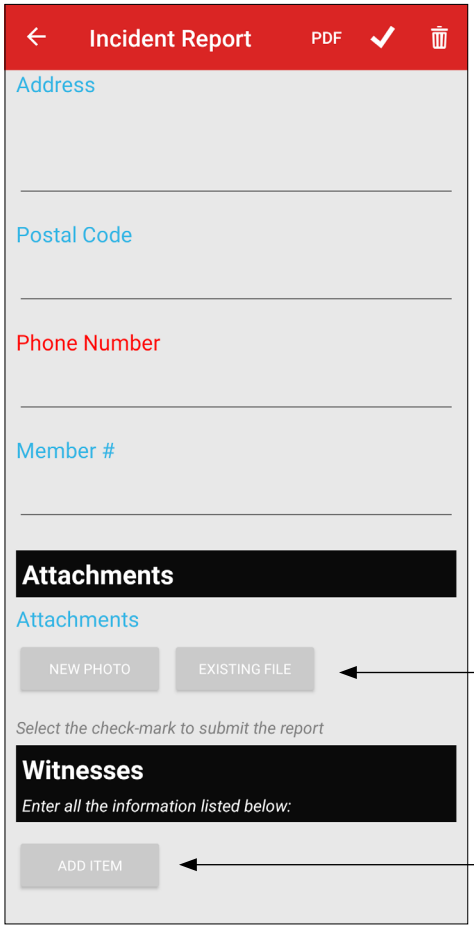
4. Scout Group names and Scouts Canada Properties are pre-programmed into the app; just tap on the field (Group Name or Property), and search by name. Select by tapping the correct name. *Note: If the Group Name or Property you are looking for is not listed, select your Council, and add your Group Name in the description of the incident.*



5. Fill in the general incident details with as much information as possible.
6. Before confirming submission of the completed incident report, the user may tap "PDF" to download a PDF copy of the completed incident report to your device. The PDF can be shared with the Group Commissioner, or kept for Group records.

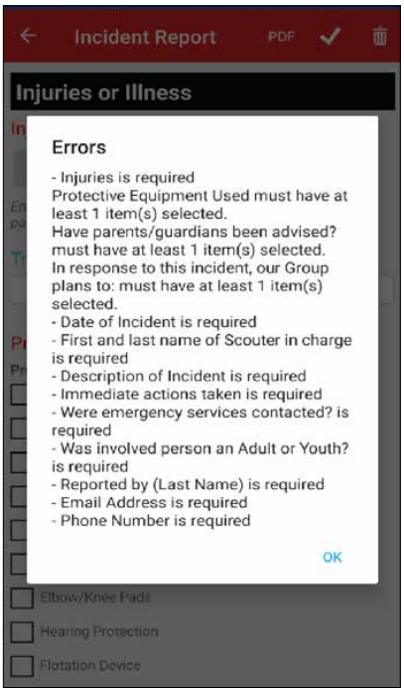


7. Add photos of the injury, injury treatment, scene of the incident, and any other pertinent documents to the incident report directly from your device. Tap "New Photo" to access your device's camera to take a photo which will be added to the incident report, or tap "Existing File" to access media files on your device. Multiple photos and existing photos can be added to the incident report.

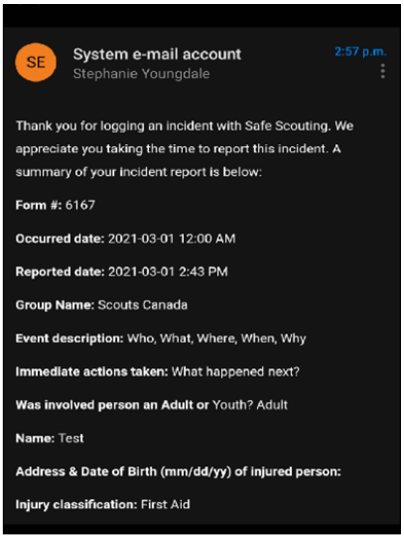


8. Add details to "Witnesses" section, if applicable.

9. Once the report is complete and all the required fields are filled in, tap the ✓ in the upper right-hand corner to submit the report to Safe Scouting. When a required field has been missed, the user will be prompted to complete that field before being able to submit the form.



10. When a report is submitted, the reporting party will receive a confirmation email.



For further information, view the **ScoutSafe** page.

If you have any other questions or concerns, please contact the Scouts Canada Help Centre at: **helpcentre@scouts.ca**