



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](https://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).

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

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

Menu icon | Add Form | Refresh icon

Search

▼ Safe Scouting

Incident Report ←

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

▲ Scouts Canada Properties Reports

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.

Select Classifications | ✓ | X

☐ Complaint

☐ Illness - COVID-19

☐ Injury ←

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)

← 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

Please detail as much information as possible (describe the nature of activity taking place, what was the incident, how did it happen...)

Immediate actions taken

← Incident Report PDF ✓ 🗑️

Your name and information

Enter all the required Reported Member information

Reported by (First Name)

Reported by (Last Name)

Email Address

Address

Postal Code

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.

Add Injury ✓ ✕

Name

Injury Classification

Address & Date of Birth (mm/dd/yy) of injured person

Phone

Member #

Body Parts

☐ Finger

☐ Hand

☐ Wrist

☐ Arm

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.*

← 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

Please detail as much information as possible (describe the nature of activity taking place, what was the incident, how did it happen...)

Immediate actions taken

Select CLEAR ✕

na ✕

11th Courtenay Silver Falls Group

11th Kelowna LDS Scout Group

12th Vancouver East Nazarene Group

135th Regina Group

13th Southwest Burnaby Ismaili Scout Group

146th LDS Coronation Park Group

15th Strathcona Group

16th Burnaby (CCM) Scout Group

181st Midnapore LDS Group

18th Army Navy Air Force Vets Group

1st Aamjiwnaang Group

1st Aetna LDS Group

1st Alcona Group

1st Buddha's Light International Association

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.

← 20210305085452.pdf

Incident Report

Injuries

Jonny Beaver

Sally Beaver

Treatment provided by

Scouter

Protective Equipment Used

Protective Equipment Used

Mask

Have parents/guardians been advised?

Yes

Have parents been advised?

Yes

In response to this incident, our Group plans to:

Include a Safety Moment at the next meeting.

Incident Details

Date of Incident

05-Mar-2021

Reported Date

05-Mar-2021 8:32 AM

Group Name

Scouts Canada

If not Scouts Canada member, name of organization

Winifred Hannah

First and last name of Scouter in charge?

Yes

Did the incident occur on Scouts property?

National Headquarters Ottawa

Select property from list, if yes

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

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

Reported by (Last Name)

Scouting

Email Address

safety@scouts.ca

Address

Postal Code

613-224-5134

Phone Number

Member #

Attachments

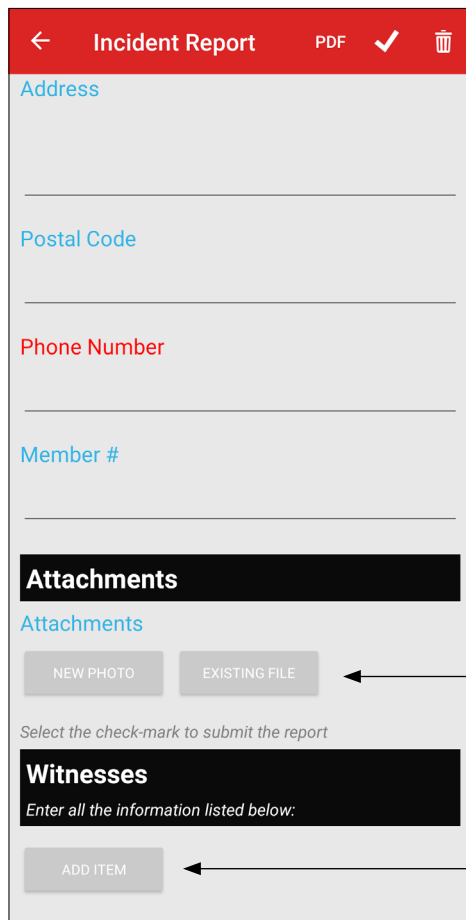
Attachments

bruised forehead jonnybeaver.jpg

Location of incident.jpg

Witnesses

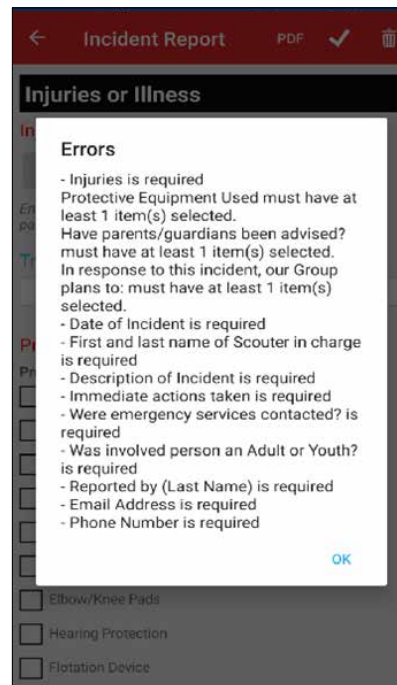
7. Add photos of the injury, injury treatment, scene of the incident, and any other pertinent documents to the incident report directly from your device. Tap “New Photo” to access your device’s camera to take a photo which will be added to the incident report, or tap “Existing File” to access media files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



The screenshot shows the 'Incident Report' form. At the top is a red header with a back arrow, 'Incident Report', 'PDF', a checkmark, and a trash icon. Below the header are input fields for 'Address', 'Postal Code', 'Phone Number', and 'Member #'. A section titled 'Attachments' contains a sub-header 'Attachments' and two buttons: 'NEW PHOTO' and 'EXISTING FILE'. An arrow points from the 'EXISTING FILE' button to the text in step 7. Below this is a section titled 'Witnesses' with a sub-header 'Enter all the information listed below:' and an 'ADD ITEM' button. An arrow points from the 'ADD ITEM' button to the text in step 8.

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.

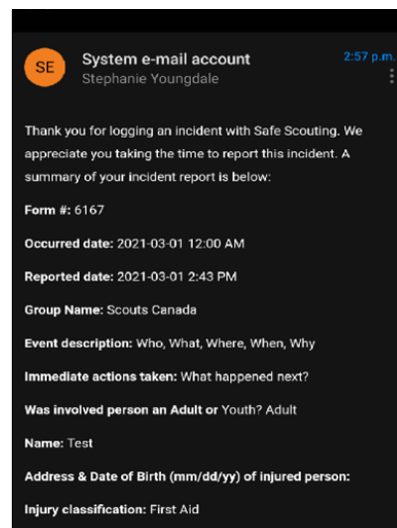


The screenshot shows the 'Incident Report' form with an 'Errors' dialog box overlaid. The dialog box lists the following errors:

- Injuries is required
- Protective Equipment Used must have at least 1 item(s) selected.
- Have parents/guardians been advised? must have at least 1 item(s) selected.
- In response to this incident, our Group plans to: must have at least 1 item(s) selected.
- Date of Incident is required
- First and last name of Scouter in charge is required
- Description of Incident is required
- Immediate actions taken is required
- Were emergency services contacted? is required
- Was involved person an Adult or Youth? is required
- Reported by (Last Name) is required
- Email Address is required
- Phone Number is required

 An 'OK' button is at the bottom right of the dialog box.

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



The screenshot shows a confirmation email from the 'System e-mail account' (Stephanie Youngdale) at 2:57 p.m. The email content is:

Thank you for logging an incident with Safe Scouting. We appreciate you taking the time to report this incident. A summary of your incident report is below:

Form #: 6167

Occurred date: 2021-03-01 12:00 AM

Reported date: 2021-03-01 2:43 PM

Group Name: Scouts Canada

Event description: Who, What, Where, When, Why

Immediate actions taken: What happened next?

Was involved person an Adult or Youth? Adult

Name: Test

Address & Date of Birth (mm/dd/yy) of injured person:

Injury classification: First Aid

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