

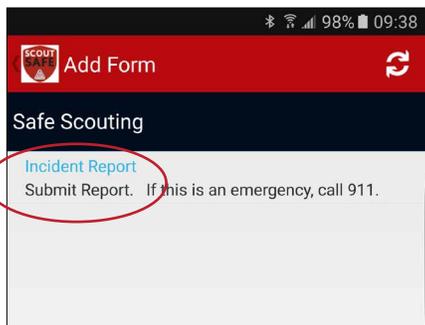


ScoutSafe Incident Reporting User Guide

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.

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 press next.

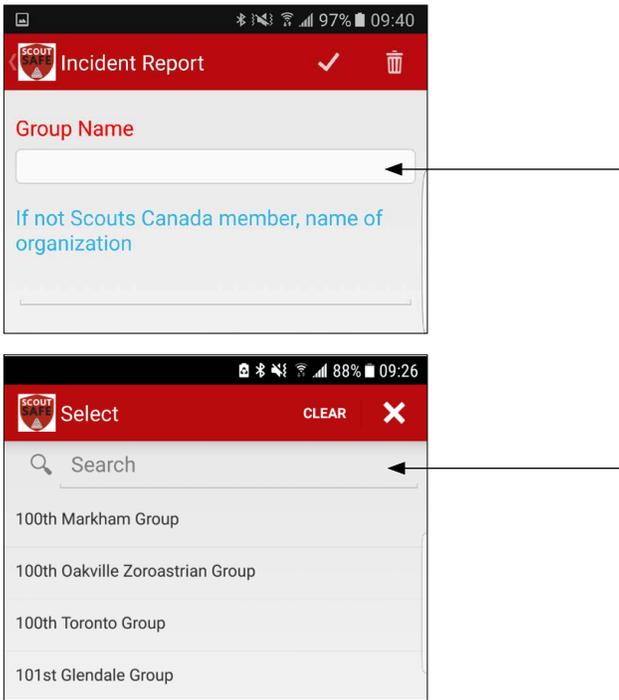


2. Next, fill out the Incident Details to the best of your knowledge. If the font is in red, that means it is a required field and must be filled out. The Incident Details section is for explaining the overall action that led to the report. For

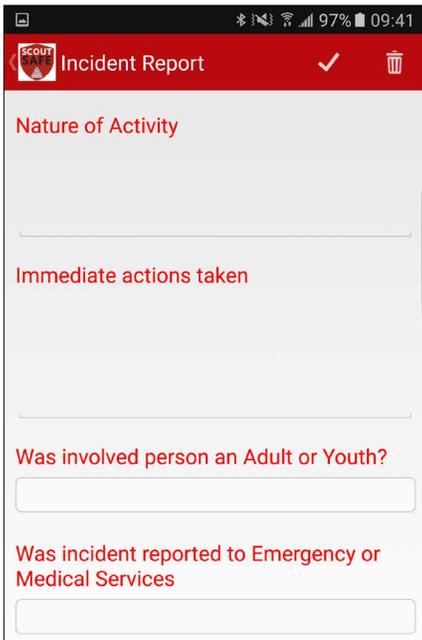
example, you may have one incident occur during a soccer game in which two youth collide, resulting in two injuries. The Incident Details section is for explaining how the incident happened and the response. (The Incident Details section remains the same for all Injury/Complaints/Property Damage Reports.)



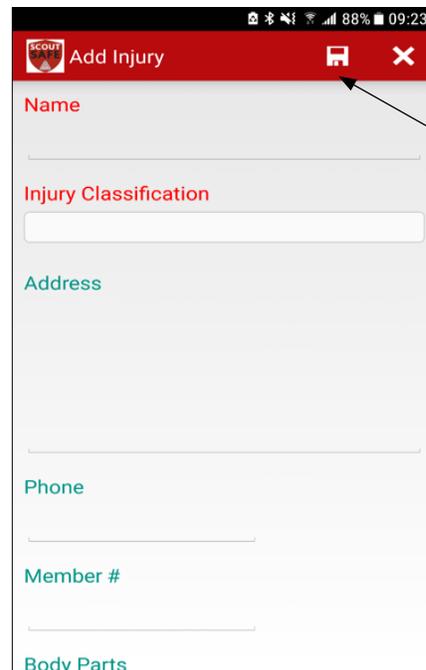
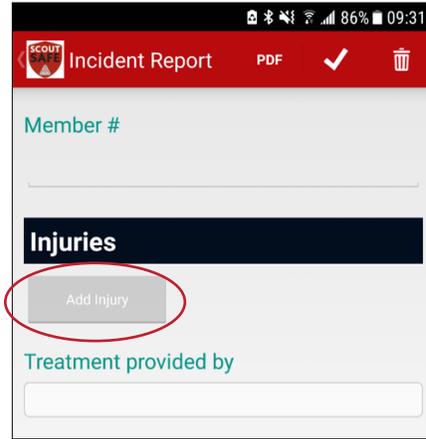
- Scout Group names are preprogrammed into the app; just click on the search bar and enter your Group's full name to find your Group.



- Fill in the general incident details with as much information as possible.



- When completing the "Injuries" section, fill out each required field. You may also have one incident that has multiple injuries, such as the soccer 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.



Once you have completed all the required injury details, select 'SAVE'.

Injuries

Injuries

Add Injury

Select Non-Employee for all Scouts Canada members and volunteers

Treatment provided by

Witnesses

Add Item

Attachments

New Photo Existing Photo

To add more than one injury select "Add Injury" again for the next reported injury

To add witness details select "Add Item" and complete the required fields.

Select "New Photo" to open your camera and take a picture of the incident or select "Existing Photo" to upload an existing photo.

Complaint

Complaint By

Add Item

Complaint Against

Add Item

For further information, view the [ScoutSafe page here](#).

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

- Each type of classification (Injury/Complaint/Property Damage) will have different detail fields that will need to be completed.

Property Damage

Type of Property Damaged

Description of damage

Results

Estimated Cost of Damage