



# 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

3. Tap Incident Report

4. Tap Injury, then ✓

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

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

← Incident Report PDF ✓ 🗑️

Phone Number  
613-224-5134

Member #

**Attachments**

Attachments

NEW PHOTO EXISTING FILE

bruised forehead jonnybeaver.jpg - View

Location of incident.jpg - View

Select the check-mark to submit the report

**Witnesses**  
Enter all the information listed below:

ADD ITEM

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

← Incident Report PDF ✓ 🗑️

Phone Number  
613-224-5134

Member #

**Are you sure?**  
Completing this form will immediately upload it to the server.

NO YES

bruised forehead jonnybeaver.jpg - View

Location of incident.jpg - View

Select the check-mark to submit the report

**Witnesses**  
Enter all the information listed below:

ADD ITEM

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

← 20210305085452.pdf 📄 🔄 ⋮

**Incident Report**

Incident Details

Incident Name: Jonny Beaver  
Sally Beaver  
Treatment provided by: Scouter  
Protective Equipment Used: Protective Equipment  
Mark: Mark  
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: National Headquarters Ottawa  
First and last name of Scouter in charge: Winifred Hannah  
Did the incident occur on Scouts property? Yes  
Select property from list, if yes: National Headquarters Ottawa  
Enter location, if no: 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  
Description of incident: Once determined the injuries were not severe, two Scouters treated Jonny and Sally, and ratio was observed so that the game could resume.  
Immediate actions taken: No  
Were emergency services contacted? No  
Was involved person an Adult or Youth? Youth  
Youth: Beaver

Your name and information

Reported by (Last Name): Scouting  
Email Address: safety@scouts.ca  
Address: Address  
Postal Code: 613-224-5134  
Phone Number: 613-224-5134  
Member #: Member #

Attachments

Attachments

bruised forehead jonnybeaver.jpg

Location of incident.jpg

### 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.