



November 2017

Dear Parents/Guardians,

Scouts NSW wants to make it easier for families to participate in Scouting while ensuring the health and safety of our members. Following a successful state-wide trial, the Scouts NSW Board of Directors approved the roll out of CareMonkey, an electronic health, safety and consent system, for all Scout Groups in New South Wales.

This is a game changer for Scouting in NSW as it introduces a fully online application for families that supports the local management of medical details and consent for participation in activities.

With CareMonkey, you can maintain control of all medical information you provide, update that information with ease, and give consent for activity attendance with the click of a button. CareMonkey also gives your Scout Group the ability to create electronic permission forms and instant access to this emergency information if it is required.

CareMonkey will be used as an electronic version of the E1 permission forms that both you and your Group complete for activities, excursions and camps. This significantly reduces paperwork and saves time for both parties.

The best news is that there is no cost for families to use CareMonkey!

Making CareMonkey a Success for Your Family

The success of the CareMonkey Rollout is dependent on you providing your current email address and phone number to Group Leaders. Please note that your email address is used as the main contact when creating your account and care profile for your child. This data enables your child's Scout Group to register for CareMonkey.

Once your child's Scout Group registers for CareMonkey, you will receive an email invitation from the CareMonkey system inviting you to create your own **free** CareMonkey profile. Please note that you need to be a legal adult (i.e. older than 18 years old) to create a profile.

Once your profile is created, you can begin entering your child's details in an electronic medical form. The CareMonkey system stores this information on your behalf, and gives you the authority to grant (or deny) your Scout Group access to the data. All information provided will only be accessible by authorised Group Leaders or other authorised Members looking after your child. The information will be managed in accordance with the Scouts NSW Privacy Policy and the Privacy and Personal Information Protection Act 1998.

For more information about CareMonkey, visit the [CareMonkey website](#). Details about CareMonkey's [Full Terms of Service](#) and [Privacy Policy](#) is also available online.

If you have any questions about CareMonkey and how Scouts NSW will implement the system, please contact us at caremonkey@nsw.scouts.com.au or visit www.nsw.scouts.com.au.

Regards,

Scouts NSW CareMonkey Team
(02) 9735 9000
caremonkey@nsw.scouts.com.au



CAREMONKEY: GET THE FACTS

Benefits:

- ✓ Simple to use and efficient for busy parents making it easier for children to participate in Group events and activities
- ✓ Eliminates the need for a paper based E1 form
- ✓ Gives parents and carers the control over the data shared with Scouts NSW

Electronic Permission Forms:

You will now receive electronic permission forms for events, activities, camps etc. and can reply instantly without filling in a single paper form.

Up-to-Date Emergency Information:

You can update the information at any time and ensure your child's details are correct. This should be done whenever there is a change in information (such as a new emergency contact number or new medical condition).

Mobile Access:

CareMonkey allows our Group Leaders to access your child's emergency details on mobile devices while they are looking after your children. This saves time and reduces medical errors in emergency situations.

Data is more secure than paper forms. If a mobile device with CareMonkey data is lost or stolen the data cannot be viewed as it is in encrypted (scrambled) format, and sign-in on a mobile device requires two-factor authentication (either using a predetermined security code or fingerprint authentication)

Security:

- The data can only be viewed by an authorised Section and Group Leader, with their login and password making data more secure than paper forms.
- The CareMonkey data centre is a highly secure facility in Sydney, and all data will always reside in Australia.
- CareMonkey uses sophisticated security measures to keep data safe and it is backed up every hour.
- There is an automatic audit trail.
- The data in CareMonkey will never be shared with any other person or group without your consent.
- Parents control the data that is available and can remove access at any time.

Multi-Use Care Profile for Families:

- Once you have shared the care profile for your child with your Scout Group you can share it with other people who you entrust to care for your child such as family, friends, school etc.
- If your child's school uses CareMonkey you will be able to share the same care profile with our club. You only need to maintain one 'care profile' for your child and it can be shared with us, grandparents, family, friends, babysitters...anyone you trust...and they are all instantly updated when you update the data.
- Users can use a PC, laptop, tablet or smart-phone to enter the details including:
 - emergency contacts
 - medical contacts
 - medical checklist including asthma, allergies, seizures, diabetes
 - health and ambulance insurance details
 - notes and other care instructions from parents