

## OSM Contact Details

<p><b>Primary Contact 1</b> <a href="#">Edit</a></p> <p>First Name <b>June</b>          Last Name <b>Edwards</b>          Address 1 <b>21 The Street</b>          Address 2 <b>Baldock</b>          Address 3 <b>Hertfordshire</b>          Postcode <b>SG7 1AB</b>          Email 1 <b>june.edwards@btinternet.com</b>          Email 2 <b>not set</b>          Phone 1 <b>07123 56780</b>          Phone 2 <b>not set</b></p>	<p><b>Primary Contact 2</b> <a href="#">Edit</a></p> <p>First Name <b>John</b>          Last Name <b>Edwards</b>          Address 1 <b>21 The Street</b>          Address 2 <b>Baldock</b>          Address 3 <b>Hertfordshire</b>          Postcode <b>SG7 1AA</b>          Email 1 <b>john.edwards@sky.com</b>          Email 2 <b>not set</b>          Phone 1 <b><a href="tel:07986543210">07986 543210</a></b>          Phone 2 <b>not set</b></p>	<p><b>Emergency Contact</b> <a href="#">Edit</a></p> <p>First Name <b>not set</b>          Last Name <b>not set</b>          Email 1 <b>not set</b>          Email 2 <b>not set</b>          Phone 1 <b>not set</b>          Phone 2 <b>not set</b>          relationship <b>not set</b></p>
<p><b>Doctor's Surgery</b> <a href="#">Edit</a></p> <p>First Name <b>Dr</b>          Last Name <b>Smith</b>          Surgery <b>The Surgery</b>          Address 1 <b>Hight Street</b>          Address 2 <b>Baldock</b>          Postcode <b>SG7 1BB</b>          Phone 1 <b><a href="tel:01462123456">01462 123456</a></b>          Phone 2 <b>not set</b></p>	<p><b>Member</b> <a href="#">Edit</a></p> <p>Email 1 <b>david.edwards@gmail.com</b>          Email 2 <b>not set</b>          Phone 1 <b>not set</b>          Phone 2 <b>not set</b></p>	

OSM is the only system we use to maintain contact and medical information for our Young People, and we use the data as follows:

Category	Why Collected	Information Needed	Differences for Leaders
Primary Contact 1	This is the one of the 2 contacts we send all information about Scouts to.	Please Fill out as per example. Please include at least 1 e-mail address and 1 mobile number	This will be the details of the Leader themselves
Primary Contact 2	This is the one of the 2 contacts we send all information about Scouts to.  If your 2 <sup>nd</sup> contact is for emergencies only and you do not want them to receive all e-mails, then add them to the emergency contact section.	Please fill out as per primary contact	This will be blank
Emergency Contact	For most people this should be left blank. This will only be used if only 1 primary contact for all e-mails.	Please fill out as per primary contact	This will be the leaders emergency contact
Doctors Surgery	This is required in case of emergency or hospital visit	Please fill out as per example	As per Young People
Member	The <b>Young Person e-mail address</b> , where they have one. The parent should be able to monitor the e-mail address used.  This will allow us to open up functionality to Young People, for example so they can see their badge progress, upload evidence, collaborate with other scouts	Add e-mail address of Young Person.	Leaders E-mail address.

## OSM Additional Information

We use OSM to collect an amount of information, that is needed for us to run scouts and in case of emergencies as below:

<b>Essential Information</b>	
<b>Field</b>	<b>Why collected</b>
Medical Details	This is required so we are aware of any underlying medical details needed to care for your young person.
Allergies	This is required so we are aware of any underlying allergies needed to care for your young person.
Dietary requirements	This is required so we can cater at meetings and camps for any requirements
Tetanus (year of last jab)	This is required to provide to medical teams if required. Your Doctors should be able to provide
Swimmer	This is required for Water based activities.
School	This is required so can try to work around School Holidays etc.
Religion	This is required so we are aware of any religious needs. It is also good to know these numbers for when we talk to our Sponsors.
Other Useful Information	Anything Else you think we should know
<b>Additional Information</b>	
NHS Number	This is required to provide to medical teams if required. Your Doctors should be able to provide
Permission to administer Paracetamol	We will administer first aid as required except where a medicine is indicated on the Medical Details and Allergies above.  However, these are our most common medicines so please indicate Yes/No if we can administer and any restrictions.  If left blank – Leaders will make a risk based decision on it to administer, or we may try to contact you first.
Permission to administer Ibuprofen	
Permission to administer Antihistamines	
Permission to administer bite/sting cream	
As a parent I have read and agree to abide by the covid-19 policy	These fields are new and support our face 2 face return. These will be added once we have Risk Assessments and Policies all agreed.
As a parent I have shared the covid-19 policy with my young person, and they agree to abide by the covid-19 policy	These fields are new and support our face 2 face return. These will be added once we have Risk Assessments and Policies all agreed.
<b>Consents</b>	
Photographs	Please read the detailed text and indicate if you give us consent.  If No, please ensure your young person is fully aware of this, the impact of them not aware, is if we are doing a group photo at an event, some Young People get upset as to why they are asked to step out of the photo.
Sensitive information	Please read the detailed text and give us consent, to store the information you have entered in OSM.  Please speak to a Leader if you are thinking of entering No, as we need to impact asses what this means, as we would not be aware of key information required to keep your young person Safe.