

# Safe Guide Help Sheet – Nova Scotia

Provincial Emergency Phone Number:

Daytime 1 902 423-3735, Nighttime & Weekends 1 902 212-0327

**Where, When and How to send your Safe Guide forms for assessment :**

Email to SafeGuide [safeguide@girlguides.ns.ca](mailto:safeguide@girlguides.ns.ca) or fax: 902-423- 5347 Attn: Safe Guide and or drop off to the Guide House office in person.

**For YELLOW LEVEL Activities:**

- You must submit your SG3 to Guide House **14 days in advance of the activity.**
- Once Guide House receives the SG3 iMIS records will be checked for the following information e.g. Responsible Guider has her Safe Guide training, all Guiders have a current PRC, as well any non-members depending on the event and the home contact is on file as a non-member with a current A7 that includes the Oath of Confidentially.
- The SG3 is then sent to a Yellow Assessor. NOTE - There are 6 Yellow Assessors and the paperwork is assigned on a rotating bases, therefore the Assessor can be a different one each time.
- From this point forward all discussion will be between the Assessor and the Responsible Guider.
- Once the Assessor has completed the process of assessing the paperwork they will notify the Responsible Guider, who in turns records the information on their SG3 and the activity is ready to go.

**For RED LEVEL Activities:**

- The timeframe for submission to Guide House is **21 days in advance**
- All forms the SG1, SG3, SG4, Activity Leader and Supervisor qualifications if applicable and the activity/trip itinerary as provided to the Home Contact are to be submitted
- The submission process is the same as a Yellow level activity.
- In the case where a **water activity** is involved the WA1 is submitted at the same time as all the other paperwork and will be sent to the Water Advisory and Assessor at the same time.

**Where to find the Safe Guide Manual online:** Read online, scrolling to the pages you need.

<http://memberzone.girlguides.ca/C8/safe%20Guide/default.aspx>

**Where to find the forms to complete online:**

[http://forms.girlguides.ca/default.aspx#sg\\_english](http://forms.girlguides.ca/default.aspx#sg_english)

Find forms you want to use on the extreme right of the screen. For Word versions of the forms, click on icon that has a "W" in it. You can type information on the form and send it by mail; or you can save it and send it as an email attachment; or printed out and scan or fax it.

**Where to get clarification on the implementation of the new Safe Guide :**

**Position vacant at present**

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## **Safe Guide 2008: Sections to read and refer to for Yellow level events**

Section 1	<u>Introduction</u> <ul style="list-style-type: none"> <li>▪ Insured, Uninsured, and Conditional Activities (p.8)</li> <li>▪ Key Terms (glossary) (p. 9)</li> </ul>
Section 2	<u>General Planning</u> - Read all and plan based on all relevant items <ul style="list-style-type: none"> <li>▪ Pre-planning and Activity Levels (p.13)</li> <li>▪ Activity Planning Chart (p. 14)</li> <li>▪ Parent/Guardian Notification and Permission (p. 15)</li> <li>▪ GGC Notification or Authorization (p. 16)</li> <li>▪ Supervision (p. 18)</li> <li>▪ Training, Experience and Qualifications (p. 22)</li> <li>▪ Orientation and Planning With Participants (p. 22)</li> <li>▪ Health/First Aid (p. 23)</li> <li>▪ Safety and Emergency Response (p. 26)</li> <li>▪ Incident Reporting (p. 28)</li> <li>▪ Activity Planning (p. 29)</li> </ul>
Section 3	<u>Activity Forms – Yellow Level</u> <ul style="list-style-type: none"> <li>▪ SG.1 - Parent information (Activity Plan)</li> <li>▪ SG.2 - Parent permission</li> <li>▪ SG.3 - Activity Notification/Authorization (front and back), goes to province to be assessed</li> <li>▪ SG.4 - Emergency Response Plan (2 pages), for own use and must be available for assessor if asked.</li> </ul> <u>Health Forms</u> <ul style="list-style-type: none"> <li>▪ H.1 - Personal Health Form</li> <li>▪ H.2 - Personal Health Form for Adults is completed for overnights</li> <li>▪ H.3 - Medication Plan and Administration Record is completed when girls need medication at an activity.</li> </ul>
Section 4	<u>Activity Guides</u> - If/when applicable, read and use. <ul style="list-style-type: none"> <li>▪ Activities in community (p. 40)</li> <li>▪ Cookie Sales (p. 42)</li> <li>▪ Horseback Riding (p. 44)</li> <li>▪ Ice Skating (p. 46)</li> <li>▪ Sledding/Tobogganing (p. 48)</li> <li>▪ Sleepover (p. 50)</li> <li>▪ Tenting in an Established Campsite (p. 52)</li> </ul>
Section 5	<u>Planners</u> - If/when applicable, read and use <ul style="list-style-type: none"> <li>▪ Water Activities, including Key Terms (p. 56)</li> <li>▪ International Activities (p. 77)</li> <li>▪ Homestay (p. 92)</li> </ul>
Section 6	<u>Appendices</u> <ul style="list-style-type: none"> <li>▪ Code of Conduct for All Members (p. 96)</li> <li>▪ Parent/Guardian Consent (p. 97)</li> <li>▪ Police Records Check for non-Member Volunteers (p. 98)</li> <li>▪ Emergency Response Guidelines (p.101)</li> <li>▪ Home Contact Person (HCP) (p.104)</li> <li>▪ Conditional Activities (p. 105)</li> <li>▪ Sample Parent Letter for Use with the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) (p. 107)</li> <li>▪ Clothing for Outdoor Activities (p. 108)</li> <li>▪ Sample Letter to Authorities about Emergency Response Plans (p.109)</li> <li>▪ Universal Precautions (p. 110)</li> <li>▪ Adult-Only Activities (p. 111)</li> <li>▪ Provincial Contact Information (p.112)</li> </ul>