

Safe Guide 2008 – July 09 edition – A Must Read Guide

Unit meetings, sleepovers, District swimming parties, girls/units attending Scouting(or other outside organization) events and all other unit activities/events must, at all times, follow Safe Guide. As of September 1, 2009, the July 2009 edition becomes effective. First and foremost, it is **YOUR RESPONSIBILITY** to read **Safe Guide**. Reading Safe Guide will save you time, ensure you have the appropriate paperwork completed and adhere to the requirements laid out for the specific activity. Assessors know when Responsible Guiders have not read Safe Guide. Save time for yourself – **BE PREPARED – READ SAFE GUIDE**. The following are items that you need to keep in mind prior to submitting any SG3 to the Provincial Office.

Remember...

- Safe Guide Forms for Yellow Activities must be received at least 14 days prior to the event **unless there is water activity involved that needs to be approved. In this case it must be received 21 days in advance.**
 - Safe Guide Forms for Red Activities must be received at least 21 days prior to the event
 - Forms received in less than the required lead time **will be returned** un-assessed to the Responsible Guider
 - The substitute leader for all activities must have a PRC.
 - NS Safe Guide email address is: **safeguide@girlguides.ns.ca**
 - Be courteous and inform your Commissioner what you and your unit is doing throughout the year; she does not receive a copy of the SG3
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Need to know/do...

- New definitions for Third Party Service Providers (p. 12)(TPSP) and Activity Facilitators (p. 7). New form the SG7 for TPSP.
- Girls in groups unaccompanied - must be Pathfinder age or older to participate (p. 11).
- A list of all adults in attendance at activity **MUST** accompany SG3, no matter the role or timeframe the adult will be present (p. 17).
- Yellow – Level Assessors may request Activity Plan Form (SG1), Parent/Guardian Permission (SG2), Emergency Response Plan (SG4) or the Waiver (SG5) during the assessment process (p. 17).
- Women who have not completed the screening process are considered **non-Members** and will need to fill out and submit an A7 and a PRC (p. 19).
- Non-Members may attend an activity for a short time frame; however without a PRC they **CANNOT** be in a supervisory role with girls OR be on site overnight.
- Ratios include all girls AND non-Member children (p. 19).
- Activities requiring two or more adult supervisors, a Substitute Group Leader must be identified (p. 20).
- When attending an event that is organized by another group the RG must make sure their SG3 has all the activities listed that the girls will or potentially will be participating in. The parents must also be informed about the activities so when they sign the permission slip they know what activities they are providing informed consent for. When unsure about activities, it is the RG's responsibility to contact the organization and record this information on the **SG3, ERP and permission form.**

- ☑ Girls must never be left unattended with unscreened adults (this includes attending activities not organized by GGC) (p. 21). Adult members are required to provide appropriate supervision. For example, if the girls are participating in round robin challenges and one of the goals is for them to work as a team without adult input, this can be done by the presence of a screened adult member not taking an active part in the challenge BUT being present simply to assure the safety of the girls.
- ☑ An identified First Aider is required for activities over 8 hours, transportation, sleepover or camping, where EMS response is 30min to 1 hour and for camp stove or campfire cooking (p. 27).
- ☑ For Yellow level activities, ratio for first aiders is for girl participants (p. 27).
- ☑ Where a Home Contact person is required, copy of Health form in a sealed envelope is only required for Red Level activities (p. 29).
- ☑ When you organize transportation, written notification from parents/guardians is required if alternate arrangements are being made (p. 31).
- ☑ SG4 must include how you are managing risk during transportation; this includes First Aid if it is needed (p. 31).
- ☑ H1, SG2, SG3 have all been updated. These forms must be used as of September 1, 2009.
- ☑ Ensure your external training qualifications (ie. First aid) are on your iMIS record. You may view your profile on MemberZone.
- ☑ When your first aid certificate is recorded on your iMIS profile, you do not need to provide a certificate.
- ☑ Responsible Guider must check credentials of Activity Facilitator before they participate in an activity (p. 23).
- ☑ Attendance at a non-GGC event where supervision is not provided by GGC, Responsible Guider must contact and obtain permission from the Provincial Commissioner (p. 20).

TPSP

- ☑ Read the Activity Guide (p. 63) as it applies to Third Party Activity Service Providers (TPSP).
- ☑ Third Party Activity Service Providers' (TPSP) personnel are not counted towards ratio (p. 64).
- ☑ For all activities where you are using a TPSP, the Responsible Guider must refer to the Safe Guide section page 63 to 66.
- ☑ Respond to the questions listed on page 63; for Green level activity where the answer is yes to all four questions, proceed with your planning. When the answer to any of the questions is no you must use the SG7 (and retain with your unit records) to interview a management level employee before proceeding with the activity.
- ☑ Green level activities using a TPSP DO NOT REQUIRE a SG3.
- ☑ Page 63 outlines requirements for Yellow and Red level activities involving TPSP.
- ☑ Include information about the TPSP (web address, brochure, PDF document) on the SG3 and attach the SG7 (p. 65).

YOU MUST...

- ☑ Ensure all information on the SG3 is accurate and can be clearly read.
- ☑ RESPONSIBLE GUIDERS PLEASE CONFIRM THAT YOUR CONTACT INFORMATION IS CORRECT.
- ☑ ONLY LIST AN EMAIL ADDRESS IF YOU CHECK THIS ON A REGULAR BASIS AND THAT THIS IS THE MODE YOU WISH TO COMMUNICATE WITH THE ASSESSOR; OTHERWISE, LEAVE IT OFF YOUR SG3.
- ☑ DO NOT USE AN EMAIL ADDRESS BELONGING TO ANOTHER PERSON
- ☑ Remember the information listed on the SG3 has personal contact information that is confidential and only the Responsible Guider should have access to it.

- ☑ Have a clear and concise Emergency Response Plan. This is the one document that you never want to use.
- ☑ Appendix H (page 121) provides Emergency Response Guidelines; however, these are Guidelines and when these are being used as the plan, must be reviewed with all participants.
- ☑ SG4 outlines step by step what will happen in the event of an emergency. When an emergency strikes you do not have time to think about what you "should" do.
- ☑ The more prepared you are the better your team can handle an emergency. Work together to work through scenarios and how the group will deal with them.
- ☑ Good planning is good risk management.

THEN...Steps to follow:

- ☑ Once the SG3 has been submitted, a Provincial Assessor will be assigned to review the paperwork. **Within 72 hours** the Responsible Guider should receive communication from the Assessor. If the Responsible Guider does not hear anything from an Assessor, the Responsible Guider needs to contact NS Safe Guide sasfeguide@girlguides.ns.ca or by phone at the office to let them know. **Please do not assume that your paperwork has been reviewed by an Assessor and everything is fine.**
- ☑ In order for a Yellow Level event to take place you **must have acknowledgement** by the Assessor either by phone, email or fax. Without this acknowledgement your event cannot take place on the scheduled date. To do so would mean the Responsible Guider is not in compliance with Safe Guide resulting in disciplinary action.
- ☑ For a Red Level activity the Responsible Guider must have signed copies of the SG3. No signed SG3, the event/activity must not go ahead.
- ☑ The Assessor communicates **ONLY** with the Responsible Guider with respect to the SG3. Please keep in mind it is the RG's responsibility to update the Assessor when documentation has been forwarded to iMIS.
- ☑ **It is the Responsible Guider's responsibility to maintain contact with the Assessor.** Please ensure you update the Assessor with any changes to the SG3.
- ☑ If the Assessor does not receive communication from the RG the event may not be acknowledged/approved which means the event cannot happen on the planned date.