

FREQUENTLY ASKED SAFE GUIDE QUESTIONS

Q. I no longer need to tell my District Commissioner (DC) and or Camping Advisors when I am doing activities, right?

- A. The DC, Community Lead Volunteer (CLV) or Camping Advisors no longer sign paperwork for events and camps but you need to keep them informed of your activities. If it is an outdoors activity the Camping Advisors should be told. These ladies will be invaluable to you when planning activities so keep them in the loop. When you want to involve other girls and Guiders both within and outside your District your DC, CLV or Camping Advisors are your direct link for these contacts but only if the information has been shared with them.

Q. As a new Guider how do I obtain my Safe Guide training?

- A. As of Sept. 1st 2008, all new Guiders will need to take their Safe Guide training. It is available through the National Safe Guide module, it can be taken face to face with a GGC Trainer and as of Jan. 1st 2009 it can be done as e-learning training on the internet. If you need your Safe Guide training you should talk to your DC, Area Commissioner (AC) / CLV and your Training Advisor about setting up a face to face session or how you can obtain your PIN for e-learning.

Q. Where do I send my Safe Guide forms for assessment?

- A. Forms can be sent via the below methods:

Fax - (902)423-5347

Email - Safe Guide safeguide@girlguides.ns.ca

Mailed or dropped off at

Guide House – 3581 Dutch Village Rd, Halifax, NS B3N 2S9

Q. Do I need standard or emergency First Aid?

- A. This information is found on page 25 of the 2008 Safe Guide. Emergency First Aid is recommended or mandatory for Green and Yellow activities. Red level activities require Standard. If EMS is more then 4 hours away Wilderness First Aid is required.

Q. What happens when one of the supervisors is a new Guider and has not completed her screening?

- A. If screening is not complete for one or more of the supervisors they are considered a non-member for Safe Guide purposes. **NO ADULT CAN ATTEND AN OVERNIGHT EVENT WITHOUT A CLEAR POLICE RECORD CHECK (PRC) IN iMIS.** This means that they have an A1 (an adult in the screening process) on file and a PRC or they have an A7 on file with a PRC. Remember that it takes time to have the PRC and proper Guiding paperwork done and submitted to Guidehouse so start the process early to avoid disappointment.

Q. We are going to attend an event and the Unit will meet at a central location. Once we meet at the location the parents will decide who is driving. Is this considered car pooling by parents or the Unit?

- A. The minute transportation arrangements are part of a plan, as above, this becomes a Yellow activity and the proper procedures and paperwork must be done. The best method is to have parents drop girls off at the destination, this way any car pooling is done only by parents before the event.

Q. When submitting my paperwork by mail for an event do I send in the originals?

A. The Responsible Guider must always have the originals of all the paperwork. Please make sure **only copies** are sent. Remember that the Responsible Guider must complete the section on the SG3 with the date and method of acknowledgement for a Yellow event and approval for a Red level event. The Assessors name will be assigned from Guidehouse. When the Responsible Guider is doing the paperwork is very important that it is completed with proper spelling of names, addresses, include iMIS numbers whenever possible and complete the ACTIVITY PLANNING CHART.

Q. Once an activity is completed in Nova Scotia what does the Responsible Guider do with the paperwork?

A. Once the event is over the Responsible Guider is required to submit a complete package of paperwork to Guidehouse for record retention. This should be in an envelope and labeled with the Event information: the what, where and when for the event, including what Area / Community and District it took place in. All paperwork that was filled out for example the SG1, SG3, SG4, and SG6 (when used) must be included for record retention.

Q. What information must my Home Contact have in iMIS?

A. When a home contact is required for your event they must have a signed A7 with the Oath of Confidentiality submitted and entered in iMIS. It is only necessary to sign and submit the A7 once. It will be kept in iMIS and the iMIS record can be checked each time the individual is listed as a home contact. A home contact can be either a female or male.

Please note: A Yellow level sleepover in the community would not need a home contact person. These activities are usually less than 24 hours and family is not far away. There is no role for the HCP in this situation.