

## **Safe Guide 2020 Help Sheet – Nova Scotia**

### **Provincial Emergency Phone Number:**

For the most current information, please refer to the **NS Emergency Contact List** located in the footer (bottom of main page) at [www.girlguides.ns.ca](http://www.girlguides.ns.ca)

### **Where and When to send your Safe Guide Forms for Assessment:**

Email to: [ns.safeguide@girlguides.ca](mailto:ns.safeguide@girlguides.ca)

### **For YELLOW LEVEL Activities:**

- You submit your SG.1, SG.3 and SG.4 to the email address above 14 days in advance of the activity. These must come in as a single package.
- Once Girl Guides of Canada has received your paperwork, IMIS records will be checked for the following information e.g. Responsible Guider has her Safe Guide Training, First Aid certificates and 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 PRC and A& that includes the Oath of Confidentiality.
- The paperwork is then sent to a Yellow Assessor. NOTE – There are multiple Yellow Assessors and the paperwork is assigned on a rotating bases, therefore the Assessor can be 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 SG.3 and the activity is ready to go.

\*In the case where water activity is involved, the WA.1 is submitted at the same time as the other paperwork and will be sent to the Water Adviser and Assessor.\*

### **For RED LEVEL Activities:**

- The timeframe for the submission to Girl Guides of Canada is 21 days in advance.
- All forms the SG.1, SG.3, SG.4, Activity Leader and Supervisor qualifications (if applicable), Home Contact and the activity/trip itinerary 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 WA.1 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, just log into MemberZone at: [www.girlguides.ca](http://www.girlguides.ca)

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

There is a link to the Safe Guide Forms on the NS Website. Click **Volunteer/Guider Resource/Admin process/Safe Guide**. At the bottom of the page is a link to the National Website where the most up to date information and forms at found. Find forms you want to use on the extreme right of the screen. For word version of the forms, click on the icon that has a 'W' in it. You can type information on the form, save it and send it as an email attachment.

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

Our Provincial Safe Guide Adviser is here to help and can be reached at: [sgadviser@girlguides.ns.ca](mailto:sgadviser@girlguides.ns.ca)

## Safe Guide 2020 – at a Glance

Section 1	<u>Introduction</u> <ul style="list-style-type: none"> <li>• Insured, Uninsured and Conditional Activities (p. 6-9)</li> <li>• Key Terms (Glossary) (p. 10)</li> </ul>
Section 2	<u>General Planning – Read all and plan based on all relevant items</u> <ul style="list-style-type: none"> <li>• Pre-planning and Activity Levels (p. 16)</li> <li>• Activity Planning Chart (p. 17)</li> <li>• Caregiver/Guardian Notification and Permission (p.19)</li> <li>• GGC Notification or Authorization (p. 21)</li> <li>• Supervision (p.24-30)</li> <li>• Training, Experience and Qualifications (p. 30)</li> <li>• Orientation and Planning with Participants (p. 31)</li> <li>• Health/First Aid (p.32-36)</li> <li>• Safety and Emergency Response (p. 37-39)</li> <li>• Incident Reporting (p.39)</li> <li>• Activity Planning (p. 41-45)</li> </ul>
Section 3	<u>Forms (p. 47-52)</u> Safe Guide Forms <ul style="list-style-type: none"> <li>• SG.1: Caregiver Information (Activity Plan)</li> <li>• SG.2: Caregiver Permission</li> <li>• SG.3: Activity Notifications/Authorization</li> <li>• SG.4: Emergency Response Plan</li> </ul> Health Forms <ul style="list-style-type: none"> <li>• H.1 – Personal Health Form</li> <li>• H.2 – Personal Health Form for Adults – overnight activities</li> <li>• H.3 – Medication Plan and Administration Record</li> <li>• Form Retention</li> </ul>
Section 4	<u>Activity Guides</u> <ul style="list-style-type: none"> <li>• Accommodations (p.55)</li> <li>• Activities in Community (p. 57-58)</li> <li>• Activities in the Outdoors (p. 59-61)</li> <li>• Camping: in building (p.62-64)</li> <li>• Camping: Tenting in an Established campsite (p. 65-67)</li> <li>• Cookies Sales (p. 68)</li> <li>• Horseback Riding (p. 71)</li> <li>• Ice Skating (p. 74)</li> <li>• Sledding/Tobogganing (p. 76)</li> <li>• Sleepover (p. 78)</li> <li>• Third Party Service Provider (p. 80-84)</li> <li>• Travel in Canada Under 72 Hrs (p. 85-90)</li> <li>• International Travel under 72 Hrs (p. 91-98)</li> </ul>
Section 5	<u>Planning Guides</u> <ul style="list-style-type: none"> <li>• Water Activities (p. 100-117)</li> <li>• Boating (p. 118-138)</li> <li>• International Travel Over 72 Hrs (p. 140-164)</li> <li>• Homestay (p. 165-167)</li> </ul>
Section 6	<u>Appendices</u> <ul style="list-style-type: none"> <li>• Adult-Only Activities (p. 169)</li> <li>• Conditional Activities (p. 170-172)</li> <li>• Caregiver/Guardian Consent (p. 174)</li> <li>• Girls Traveling on their own to GGC Events/Conference (p. 175)</li> <li>• Police Records Check for Non-Member Volunteers (p. 176-178)</li> <li>• Code of Conduit (p. 179)</li> <li>• Universal Precautions (p. 180)</li> <li>• Emergency Response Guidelines (p. 181)</li> <li>• Sample Letter to Authorities about ERPs (p. 185)</li> <li>• Home Contact Person (HCP) (p. 187)</li> <li>• Clothing for Outdoor Activities (p. 188)</li> <li>• First Aid Equivalencies (p. 189)</li> <li>• GGC Contact Information (p. 191)</li> </ul>