

Overview of Safe Guide Process for Alberta Council

Thank you to the BC Safe Guide Adviser for allowing us to adjust her original document for use by Alberta Council.

Great programming and safe girls are a matter of self-responsibility with Guiders. Using the Safe Guide, at all levels (green, yellow or red) and every time you plan an activity, will assist in the risk management.

PLAN FIRST:

Start by using the **Introduction** section to identify which activities are not allowed or are allowed only with additional conditions. Referencing the **Key Terms** will help with many aspects of planning. All activities start with the **General Planning for Activities** section as well as the **Activity Planning Chart**, to assist with determining the level of the activity. The **Activity Guides** section has mandatory activity specific procedures, best practices, and some checklists that can assist with the overall planning.

COMPLETE SAFE GUIDE FORMS:

Green Level Activities:

- For events *away from regular meeting place*, notify caregivers and your District Commissioner of the activity by email, newsletter, or the Activity Planning Form SG.1. Always use the SG.1 to provide volunteer drivers information about auto insurance and their personal liability (see Safe Guide, the Insurance booklet, and “Guidelines for Roadside Emergencies” in Member Zone for more information).
- An **Emergency Response Plan – SG 4** is required for all activities, including your unit meetings, and should include the schedule of activities and participant list. Write it so that you can hand it to anyone in an emergency and they can follow the plan.
 In Alberta council the *Provincial Emergency Contact for GGC* is 780-935-5510
- No assessment is required for Green Level activities.

Yellow and Red Level Activities:

- Complete required forms. All Yellow & Red activities require a SG.1, SG.2, SG.3, and SG.4
- Please confirm in Safe Guide what additional forms may be required. For example: Conditional activity (e.g., Horseback riding), Adventurous activity (e.g. ziplines), Water activity (e.g. canoeing), and Adventure camping & tripping (e.g. backpacking). The additional paperwork might include SG.5, SG.6, SG.7, WA.1, certificate of insurance, or Leader Qualifications/trip logs.
- Submit all the forms and information via the Survey Monkey Apply system:
 - a. Download the SG1, SG2, SG4 and additional forms needed from the National website and fill them in on your computer.
 - b. Visit the website www.ggcportal.smapply.ca
 - c. Click **Register** to create an account. If you already have an account, click **Log In**
 - d. Fill in the SG3 in the portal and attach other forms and information as needed from your computer.

Minimum submission deadline

Yellow

14 days prior to the activity

Yellow -events with more than 75 attending

21 days prior to the activity

Red

21 days prior to the activity

Forms may be submitted a few days to a week early

Activities submitted later than the deadlines may be declined for assessment

- Your paperwork will be assigned a **file** number and forwarded to a **Safe Guide Assessor** to assess your activity for acknowledgement or approval.
- The Safe Guide Assessor will be in contact with the Responsible Guider. Please follow up with the Safe Guide Adviser or the assessor if you have not heard from her within 72 hours.
- Yellow activity paperwork is acknowledged and Red requires approval before proceeding.

Document Retention – What do I do with all the forms at the end of the activity?

All forms will be submitted on Memberzone: [SafeGuide Retention](#)

- Health forms can be returned to families or destroyed – do not keep

Questions? Contact the Safe Guide Co-Advisers at any-safeguideadviser@girlguides.ca

Revised Oct 2022 (REV 2023 - 03)