

Overview of Safe Guide Process for Alberta Council

Thank you to the BC Council Safe Guide adviser for allowing us to adjust their original document to be use by Alberta Council.

Great programing and the safety of the girls are a matter of self-responsibility of the Guiders. Using 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 (page 6 of Safe Guide) to identify which activities are not allowed, or are allowed only with additional conditions. Referencing the **Key Terms** (page 10 of Safe Guide) will help with many aspects of planning. All activities start with the **General Planning for Activities section** (page 16 of Safe Guide) as well as the **Activity Planning Chart** (page 18 of Safe Guide, or page 2 of the SG.3) to assist with determining the level of the activity. The **Activity Guides** section (pages 53-95 of Safe Guide) 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 Parents/Guardians and your District Commissioner of the activity by email, newsletter, or the Activity Planning Form SG.1. Always use the SG.1 form to provide volunteer drivers information about auto insurance and their personal liability (see page 40 of Safe Guide, pages 8-9 of 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 Girl Guides of Canada 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, and Adventure camping & tripping. The additional paperwork might include SG.5, SG.6, SG.7, WA.1, certificate of insurance, or Leader Qualifications/trip logs.
- Email all the forms and information to the Provincial office at any-assessor@girlguides.ca

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| <u>Minimum submission deadline</u> | |
| Yellow | 14 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 that 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 office or the assessor if you have not heard from them 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?

Safe Guide paperwork for all levels should be sent to the Provincial office (via your commissioner) once a year in June. Place all forms in an envelope and attach the *Forms Retention Report* (found on the Provincial website) to the front of the envelope.

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