

## **SO NOW YOU ARE THE RESPONSIBLE GUIDER**

Safe Guide compliance is required for all GGC activities.

This resource is designed to assist you in ensuring that all of the tasks assigned by Safe Guide to the Responsible Guider (RG) for Green, Yellow and Red level activities are completed. This will help to ensure your activity risk is identified and managed.

For specific activities e.g. swimming, boating, international travel, travel in Canada, adventure activities, conditional activities, see Safe Guide for the additional RG responsibilities.

Each 'to do' is followed by a page number where you can find more details about that specific requirement.

Remember, you don't have to do everything yourself; you have a team of supervisors to assist you; feel free to delegate (page 24). You just have to make sure each task is completed and that you will be physically present at the event or activity (page 24).

**QUESTIONS:** contact Provincial Safe Guide Adviser at [any-safeguideadviser@girlguides.ca](mailto:any-safeguideadviser@girlguides.ca)

**DEFINITION** (page 13 Key Terms: Safe Guide)

**Responsible Guider: a fully screened Guider or female GGC employee who has completed the Safe Guide training module and assumes the overall responsibility for an activity including delegation of work to other adults**

## **RG RESPONSIBILITIES**

**For each and every Green, Yellow or Red event, activity & unit meeting**

### **THE RG IS RESPONSIBLE FOR:**

- providing her Commissioner with details of all activities; send her your newsletter or other information that you send to parents (page 21)
- orienting herself to the facility/location/activities and conduct an on site orientation with other supervisors in advance of girls participating (page 24)
- making a pre-activity visual check of the facility to check for safety factors such as adequate lighting, general repair, washroom facilities, exits, fire extinguishers etc. (page 42)
- identifying and remove hazards that create or potentially create a risk in the activity (page 42)
- conducting a pre-activity orientation with all participants; see (page 31) for list of specifics to cover in this orientation
- indicating the locations of exits and instruct all participants in fire drill procedures including the muster point for sleepovers, camps, events away from the meeting place. Conducting a fire drill is recommended. (page 36)
- confirming participants understanding of site/facility safety precautions (page 36)
- instructing participants as to the location of the phone or designated means of communication and how to use it (page 36)
- conducting a fire drill at the beginning of the year in regularly used location (page 36)
- cancelling an activity if supervision ratios cannot be met (page 26)
- ensuring a plan is in place should a supervisor become incapacitated (page 26)
- ensuring that all girls are registered in their unit by confirming that the girls are included on their unit roster (roster is on Memberzone) (page 20)
- confirming that she has the correct information from parents on who can pick up girls, emergency contact numbers etc. on health form (page 20)
- obtaining annually an H.1 (personal health form) for all girls. (page 20)
- reviewing the health form and if there are health issues, meet with parents to develop a plan for the participant's care (page 31)
- reviewing the instructions for medications required for life-threatening allergies or medical conditions (e.g. asthma pumps, EpiPens, Twinject, insulin, etc.) and/or where directed by the parent(s)/guardian(s), with the girl and discuss safe handling of her own medications (page 33)
- gathering emergency contact information and pertinent medical information for all guests for Green events; for Yellow and Red you will need a health form, SG.2 etc. (page 21)
- encouraging the use of sun safety practises (page 33)

- posting the location of the off-site activity at a regular meeting location if the group goes off site during a regular meeting. This only applies when the girls have been dropped off at a regular meeting place. (page 19)
- reviewing with the participants at the beginning of the year the information in the Code of Conduct and their responsibility in maintaining the code (page 31)
- providing parents with details of all Green level activities (page 20)
- providing parents with the SG.1 and SG.2 for all Yellow and Red level activities and obtain a signed SG.2 for each participant (page 20)
- determining if the TPSP needs a parent to sign their company waiver; (page 20)
- identifying a substitute group leader when an activity requires 2 or more supervisors, (page 26)
- obtaining permission from the Provincial Commissioner if girls are attending a non-GGC event where supervision is not provided by GGC (page 26)
- checking activity facilitators credentials and with others who have used them previously prior to the AF leading an activity (page 30)
- informing parent of the specifics of care that will be provided should a participant become ill during an event and remain at the event/activity (page 36)
- arranging for a home contact person in the community when the group is away from the community. (page 36 and appendix J page 176)
- planning for group communication to be reliable and supported by back up plans. (page 37)
- taking adequate precautions so all participants with food allergies or dietary restrictions have food that meets their needs (page 41)
- encouraging groups to plan snack based on Canada Food Guide to Healthy Eating provided by Health Canada (page 41)