

## **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.

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

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

## **DEFINITION**

**Responsible Guider: a fully screened Guider or women 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.
- orienting herself to the facility/location/activities and conduct an on site orientation with other supervisors in advance of girls participating.
- 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.
- identifying and remove hazards that create or potentially create a risk in the activity.
- conducting a pre-activity orientation with all participants; Check with the venue for a 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.
- confirming participants understanding of site/facility safety precautions.
- instructing participants as to the location of the phone or designated means of communication and how to use it.
- conducting a fire drill at the beginning of the year in regularly used location.
- cancelling an activity if supervision ratios cannot be met.
- ensuring a plan is in place should a supervisor become incapacitated.
- ensuring that all girls are registered in their unit by confirming that the girls are included on their unit roster (roster is on Memberzone).
- confirming that she has the correct information from caregivers on who can pick up girls, emergency contact numbers etc. on health form.
- obtaining annually an H.1 (personal health form) for all girls.
- reviewing the health form and if there are health issues, meet with caregivers to develop a plan for the participant's care.
- 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 caregivers with the girl and discuss safe handling of her own medications.
- 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.
- encouraging the use of sun safety practises.
- 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.
- reviewing with the participants at the beginning of the year the information in the Code of Conduct and their responsibility in maintaining the code.
- providing caregivers with details of all Green level activities.
- providing caregivers with the SG.1 and SG.2 for all Yellow and Red level activities and obtain a signed SG.2 for each participant.
- determining if the TPSP needs a caregiver to sign their venue waiver.
- identifying a substitute group leader when an activity requires 2 or more supervisors.
- obtaining permission from the Provincial Commissioner if girls are attending a non-GGC event where supervision is not provided by GGC.
- checking activity facilitators credentials and with others who have used them previously prior to the AF leading an activity.

- informing caregiver of the specifics of care that will be provided should a participant become ill during an event and remain at the event/activity.
- arranging for a home contact person in the community when the group is away from the community.
- planning for group communication to be reliable and supported by back up plans.
- taking adequate precautions so all participants with food allergies or dietary restrictions have food that meets their needs.
- encouraging groups to plan snack based on Canada Food Guide to Healthy Eating provided by Health Canada.