

PLANNING GUIDE

Supervisor's Non-Member Children attending GGC Events

Safe Guide compliance is required for all GGC activities.

This document is designed to assist Members in identifying and putting steps in place to manage the risks and impact on all participants when non-member children of supervisors attend GGC events.

For this document, non member children (babies through to 18 years of age) will be called **NMC (non-member children)**. **These children are not Members of GGC**. They may be babies, toddlers, preschoolers or children of any age or gender.

It is recognized that at times there are situations where a NMC needs to attend an event with their mother (e.g. last minute substitution of supervisor so group can go to camp). It is understood that Girl Guides of Canada programs are designed and planned for girls who are Members: kindergarten age to age of majority.

To identify and manage the impact and risks, please consider the following:

GENERAL CONSIDERATIONS:

- Obtaining consent of all supervisors before confirming attendance of NMC
- Informing all parents and girls beforehand and taking any concerns into consideration.
- The NMCs must be listed on the SG.3 for yellow and red activities under 'other' and their ages must be stated.
- The NMC must be included in ratio
- For Travel in Canada over 72 hours and for International travel over 72 hours, all participants must be Members of GGC. NMCs cannot attend /participate in these activities.

SPECIFIC AREAS FOR CONSIDERATION

Supervision and care of babies, toddlers and preschool NMCs

- The supervision and care of the NMC would be the sole responsibility of the parent
- Girls or other supervisors should not be requested to babysit the NMC or take part in any care.
- Girls should not lift or carry the NMC
- It is recommended, if possible, that a babysitter attend the activity to ensure the NMC is cared for and the parent can fulfil her GGC supervisory role. As per Safe Guide, if the babysitter is over the age of majority then she needs to be a non-member volunteer with PRC. If under the age of majority then an SG.2 and health form is needed for yellow and red activities.
- Cost for the babysitter services and their food at the event would be the responsibility of the mother who is the supervisor at the event.

Overnight Activity Sleeping arrangements

- If possible the NMC and parent have a separate sleeping area to ensure that the sleep for other supervisors and girls is not interrupted or impacted.

Sanitation

- Establish a specific area for diaper changing. The NMC parent would be responsible for all toileting of her child.
- A diaper disposal procedure should be established to address sanitation and minimize animal encounters.

NMC participating in activities

- Pre Assessment as to what activities during the event the NMC can participate in should be made by all supervisors.
- The safety of the NMC, the rest of the girls and the impact on the girls having the NMC at the specific activity should be considered.
- Parent permission forms (SG.2, SG.5 etc.) must be completed for the NMC prior to the activity
- As with all participants, a Health form must be provided to the RG prior to the activity.

Emergency Response Plan:

- The SG.4 must be designed to include the needs of the NMC. It is recommended that the NMC parent should not be included in roles to support the girls during an emergency
- The NMC parent would be solely responsible for ensuring that she takes care of her child in accordance with the SG.4 when there is an emergency

Location/facility:

- In compliance with Safe Guide, the RG must make a pre activity check of the facility to ensure it is safe. After this check, child/baby proofing the area (e.g. gates at the top/bottom of stairs, equipment such as axes not left in logs etc.) becomes the responsibility of the NMC parent and expenses incurred would fall to the parent.

MALE NMCs age 5 and older.

- SafeGuide *Males in Guiding* requirements must be followed (separate sleeping quarters and washrooms and washing facilities not used at same time as the girls)
- as a best practise, male children the same age as the girls or older should not attend. Boys over the age of eight should not attend (Safe Guide ratio non-member children)

Preplanning to identify impact and risks enables you to put plans into place and ensure a great Guiding experience for all. If your supervisory team is having difficulty agreeing with the attendance of a NMC at your event, speak with your District Commissioner.