



Safe Guide 2016 Help Sheet – Nova Scotia

Provincial Emergency Phone Number:

For the most current information, please refer to the **NS Emergency Contact List** located in the footer (bottom of main page) at www.girlguides.ns.ca

Where, When and How to send your Safe Guide forms for assessment :

Email to safeguide@girlguides.ns.ca or fax: 902-423-5347

Attn: Safe Guide and or drop off to the Guide House office in person.

For YELLOW LEVEL Activities:

- You must submit your SG1, SG3 and SG4 to Guide House **14 days in advance of the activity**. These must come in as a single package.
- Once Guide House receives the paperwork, iMIS records will be checked for the following information e.g. Responsible Guider has her Safe Guide training, First Aid if needed and all Guiders have a current PRC, as well any non-members depending on the event and the home contact is on file as a non-member with a current PRC and A7 that includes the Oath of Confidentiality.
- The paperwork is then sent to a Yellow Assessor. NOTE - There are multiple Yellow Assessors and the paperwork is assigned on a rotating bases, therefore the Assessor can be a different one each time.
- From this point forward all discussion will be between the Assessor and the Responsible Guider.
- Once the Assessor has completed the process of assessing the paperwork they will notify the Responsible Guider, who in turns records the information on their SG3 and the activity is ready to go.

In the case where a water activity is involved, the WA.1 is submitted at the same time as the other paperwork and will be sent to the Water Advisory and Assessor.

For RED LEVEL Activities:

- The timeframe for submission to Guide House is **21 days in advance**
- All forms the SG1, SG3, SG4, Activity Leader and Supervisor qualifications if applicable and the activity/trip itinerary as provided to the Home Contact are to be submitted
- The submission process is the same as a Yellow level activity.
- In the case where a **water activity** is involved the WA1 is submitted at the same time as all the other paperwork and will be sent to the Water Advisory and Assessor at the same time.

Where to find the Safe Guide Manual online: Read online, scrolling to the pages you need, just log into MemberZone at: www.girlguides.ca

Where to find the forms to complete online:

http://forms.girlguides.ca/SitePages/Home.aspx#sg_english

Find forms you want to use on the extreme right of the screen. For Word versions of the forms, click on icon that has a "W" in it. You can type information on the form and send it by mail; or you can save it and send it as an email attachment; or printed out and scan or fax it.

Where to get clarification on the implementation of the new Safe Guide :

Our Provincial Safe Guide Adviser is here to help and can be reached at:

sgadviser@girlguides.ns.ca

Safe Guide 2016 - at a Glance

Section 1	<u>Introduction</u> <ul style="list-style-type: none"> ▪ Insured, Uninsured, and Conditional Activities (p. 8) ▪ Key Terms (glossary) (p. 9-13)
Section 2	<u>General Planning</u> - Read all and plan based on all relevant items <ul style="list-style-type: none"> ▪ Pre-planning and Activity Levels (p. 14-15) ▪ Activity Planning Chart (p. 16) ▪ Parent/Guardian Notification and Permission (p. 17-19) ▪ GGC Notification or Authorization (p. 19-21) ▪ Supervision (p. 22-27) ▪ Training, Experience and Qualifications (p. 27-29) ▪ Orientation and Planning With Participants (p. 29) ▪ Health/First Aid (p. 29-33) ▪ Safety and Emergency Response (p. 33-36) ▪ Incident Reporting (p. 36-37) ▪ Activity Planning (p. 37-41)
Section 3	<u>Forms (p. 42-46)</u> <ul style="list-style-type: none"> ** Safe Guide forms: <ul style="list-style-type: none"> • SG.1: Parent Information (Activity Plan), • SG.2: Parent Permission, • SG.3: Activity Notifications / Authorization, • SG.4: Emergency Response Plan **Health Forms <ul style="list-style-type: none"> • H.1 – Personal Health Form • H.2 - Personal Health Form for Adults - overnight activities • H.3 – Medication Plan and Administration Record ** Forms Retention
Section 4	<u>Activity Guides</u> <ul style="list-style-type: none"> ▪ Accommodations (p.49-50) ▪ Activities in community (p.51-52) ▪ Activities in the Outdoors (p. 53-55) ▪ Camping: Residential (p. 56-58) ▪ Camping: Tenting in an established campsite (p.59-61) ▪ Cookie Sales (p. 62-63) ▪ Horseback Riding (p. 64-66) ▪ Ice Skating (p. 67-68) ▪ International Travel Under 72 Hrs (p. 84-91) ▪ Sledding/Tobogganing (p. 69-70) ▪ Sleepover (p. 71-72) ▪ Third Party Service Provider (p. 73-76) ▪ Travel in Canada Under 72 Hrs (p. 77-83)
Section 5	<u>Planning Guides</u> <ul style="list-style-type: none"> ▪ Water Activities (p. 93-107) ▪ Boating (p. 108-128) ▪ International Travel over 72 hrs (p. 129-152) ▪ Homestay (p. 153-155)
Section 6	<u>Appendices</u> <ul style="list-style-type: none"> ▪ Adult-Only Activities (p. 157) ▪ Conditional Activities (p. 158-161) ▪ Parent/Guardian Consent (p. 162) ▪ Girls travelling on their own to GGC events/Conference (p. 163) ▪ Police Records Check for non-Member Volunteers (p. 164-166) ▪ Code of Conduct (p. 167) ▪ Universal Precautions (p. 168) ▪ Emergency Response Guidelines (p.169-171) ▪ Sample letter to Authorities about ERPs (p. 172) ▪ Sample Parent Letter for Alternate Transportation (p. 173) ▪ Home Contact Person (HCP) (p.174) ▪ Clothing for Outdoor Activities (p. 175) ▪ GGC Contact Information (p. 176-177)