

**SAFE GUIDE ASSESSOR COMMUNICATIONS  
Nova Scotia Process**

**SG3: Interprovincial Travel (over 72 hrs) and International**

Safe Guide is GGC's process for helping Guiders be consistent and systematic in their risk management which is administered through Safe Guide Assessors.

Under the direction of the Provincial Safe Guide Adviser, the Safe Guide International Assessor(s) review and assess SG3: Interprovincial Travel (over 72 hrs) and International Travel to ensure overall safety of Members participating in those activities.

The Safe Guide International Assessor(s) provides approval for Interprovincial Travel (over 72 hrs) and International Travel. The SG International Assessor communicates with the Responsible Guider and Provincial office staff. The following reflects the process for communication and the information sharing between the Assessor and the Office Staff once Safe Guide papers are received from the Responsible Guider (RG).

**SG3: Interprovincial Travel (over 72 hrs) and International Travel**

Responsible Guider	Safe Guide Assessor
<ul style="list-style-type: none"> <li>Submits all paperwork directly to Assessor once SG8 has been received and assigned to an Assessor.</li> </ul>	<ul style="list-style-type: none"> <li>Assessor acknowledges receipt of Safe Guide paperwork via return email to CSR within 2 business days.</li> <li>Assessor acknowledges receipt of Safe Guide paperwork via return email to RG no later than 3 business days after receipt of paperwork from CSR.</li> <li>Assessor reviews paperwork received using Assessor Checklist and determines:</li> <li>Activity assessment papers are complete                             <ul style="list-style-type: none"> <li>Advises RG that assessment has been completed</li> <li>Keep records of all e-mails and correspondence for 6 months after completion of the event.</li> <li>cc's Area Commissioner, Safe Guide Adviser, International Adviser and PC</li> </ul> </li> <li>Activity assessment papers are incomplete                             <ul style="list-style-type: none"> <li>Assessor contacts RG for resolution on incomplete paperwork.                                     <ul style="list-style-type: none"> <li>RG follows up incomplete paperwork with individual</li> </ul> </li> <li>Continues to work/mentor with RG until Assessment complete or camp / event is denied.</li> <li>Assessor contacts Provincial IMIS coordinator for confirmation on member / non member paperwork received and or not entered and continues follow up until Assessment complete or camp / event is not approved/acknowledged.</li> <li>Deadline for RG to submit O/S information is 3 business days or 72 hours from start of event.</li> </ul> </li> <li>Assessor will provide acknowledgement/approval within 48 hours prior to the event.</li> <li>Should an Assessment not proceed the Assessor notifies the Provincial Safe Guide Adviser.</li> <li>Provincial Safe Guide Adviser advises the RG with a cc to the AC, PC, International Adviser &amp; Risk &amp; Compliance Management Adviser.</li> </ul>
IMIS	Safe Guide Adviser
<ul style="list-style-type: none"> <li>Forms received with a Tracking number are immediately entered into IMIS.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly checks the Safe Guide Tracking log located in OneDrive and addresses issues or concerns.</li> </ul>

**\*\*\*Please note:** All outstanding paperwork must be received by the GGC Provincial Office 3 business days prior to the start date of the event / activity in order for the SG3 to be acknowledged and for the event / activity to proceed.