

**SAFE GUIDE SCREENING REMINDER Process - REV 08/2018
Nova Scotia**

The overriding concern is the safety of the girls and the integrity of the organization therefore safety is foremost in all our Guiding activities and something we do very well. Our organization's risk management program, including the internal document- Safe Guide, is set up to ensure we are able to continue to provide the Guiding experience for many generations to come.

Safe Guide is our process for helping Guiders be consistent and systematic in their risk-related planning therefore as part of the Screening process, all new Guiders must take a Safe Guide Training within 12 months of joining the organization.

Safe Guide Training can be obtained by:

1. Face to Face Trainings – contact your Area Training Advisor or Area / District Commissioner (AC/DC)
2. Online Training- please see <http://www.girlguides.ns.ca/dev-elearn.html>

Advisement of completed Safe Guide Training is received from:

- Member: submits Training Completion Certificate
- Trainer: submits Trainee roster.

To assist with the administration surrounding Safe Guide the following communication plan is followed:

Provincial Office Process

Process- based on Adult Join Date:

IMIS Coordinator		Deputy PC- Area Support (DPC-Area Support)
<u>Monthly</u>	<ul style="list-style-type: none"> • Mid-month iMIS coordinator generates Safe Guide Non Compliance Report indicating 3-5-6 month members. • Advises impacted AC's / DC's • copies Provincial Commissioner and Deputy PC- Area 	
<u>3 Months after Adult Join Date</u>	<ul style="list-style-type: none"> • the member will receive an email from the provincial office reminding that Safe Guide training has not been completed 	
<u>5 Months after Adult Join Date</u>	<ul style="list-style-type: none"> • the member will receive an email from the provincial office reminding that Safe Guide training has not been completed 	<ul style="list-style-type: none"> • DPC- Area Support follows up with AC/DC for 5 month as listed in the monthly report. • DPC- Area Support contacts member directly for follow up on training needs. Advises AC/DC of discussion.
<u>6 Months after Adult Join Date</u>	<ul style="list-style-type: none"> • 6 months after Adult Join Date the member will receive an email from the provincial office stating a change in status to Area Member at Large • Cc: AC, DPC Area & PC. 	<ul style="list-style-type: none"> • DPC- Area Support follows up with AC/DC for 6 month members as listed in the monthly report.

***** Should Training info be received prior to member being entered in IMIS:**

IMIS Coordinator
<ul style="list-style-type: none"> • Provides information to Office Manager as needed.

Office Manager
<ul style="list-style-type: none"> • Works with DPC Area and Provincial Training Adviser to identify District / Area of new member • Contacts DC / AC for follow up on Member for Screening Package.