

Girl Guides of Canada – Saskatchewan Council

SO NOW YOU ARE THE RESPONSIBLE GUIDER*

*Document used and revised with permission from
GGC Alberta Council Safe Guide Advisers Enidd Isaac & Pat McWilliams*

This resource is designed to assist you in ensuring that all of the tasks assigned by Safe Guide 2016 to the Responsible Guider (RG) for general 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 in Canada, adventure activities, see Safe Guide 2016 for the additional RG responsibilities.

Each 'to do' is followed by a page number where you can find more details about that specific requirement.

Remember, you don't have to do everything yourself; you have a team of supervisors to assist you; feel free to delegate (page 22). You just have to make sure each task is completed and that you will be physically present at the event or activity (page 23).

We hope you will find this tool useful as you ensure you are complying with Safe Guide.

Questions/comments/additions

Please contact us at

safeguide@girlguides.sk.ca

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***RESPONSIBLE GUIDER (RG)**

Definition (page 12 Key Terms: Safe Guide 2016)

Responsible Guider: a fully screened Guider 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 *(page 19)*
- ✓ orienting herself to the facility/location/activities and conduct an on-site orientation with other supervisors in advance of girls participating *(page 23)*
- ✓ 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. *(page 40)*
- ✓ identifying and remove hazards that create or potentially create a risk in the activity *(page 40)*
- ✓ conducting a pre-activity orientation with all participants; see *(page 29)* for 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 *(page 34)*
- ✓ confirming participants understanding of site/facility safety precautions *(page 34)*
- ✓ instructing participant as to the location of the phone or designated means of communication and how to use it *(page 34)*
- ✓ conducting a fire drill at beginning of the year in regularly used location *(page 34)*
- ✓ cancelling an activity if supervision ratios cannot be met *(page 24)*
- ✓ ensuring a plan is in place should a supervisor become incapacitated *(page 24)*
- ✓ ensuring that all girls are registered in their unit by confirming that the girls are include on their unit roster (roster is on Memberzone) *(page 18)*
- ✓ confirming that she has the correct information from parents on who can pick up girls, emergency contact numbers etc. on health form *(page 19)*
- ✓ obtaining annually an H.1 (personal health form) for all girls *(page 18)*
- ✓ reviewing the health form and if there are health issues, meet with parents to develop a plan for the participants care
- ✓ 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. *(page 19)*
- ✓ encouraging the use of sun safety practises *(page 31)*

- ✓ 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. *(page 17)*
- ✓ reviewing with the participants at the beginning of the year the information in the Code of Conduct and their responsibility in maintaining the code *(page 29)*
- ✓ providing parents with details of all Green level activities *(page 18)*
- ✓ providing parents with the SG.1 and SG.2 for all Yellow and Red level activities and obtain a signed SG.2 for each participant *(page 19)*
- ✓ determining if the TPSP needs a parent to sign their company waiver *(page 19)*
- ✓ identifying a substitute group leader when an activity requires 2 or more supervisors *(page 24)*
- ✓ obtaining permission from the Provincial Commissioner if girls are attending a non-GGC event where supervision is not provided by GGC *(page 24)*
- ✓ checking an activity facilitators credentials and with others who have used them previously prior to the AF leading an activity *(page 28)*
- ✓ informing parent of the specifics of care that will be provided should a participant become ill during an event and remain at the event/activity *(page 34)*
- ✓ arranging for a home contact person in the community when the group is away from the community. *(page 35 and appendix J page 173)*
- ✓ planning for group communication to be reliable and supported by back up plans. *(page 35)*
- ✓ taking adequate precautions so all participants with food allergies or dietary restrictions have food that meets their needs *(page 39)*
- ✓ encouraging groups to plan snack based on Canada Food Guide to Health Eating provided by Health Canada *(page 39)*
- ✓ ensure forms retention procedures are followed after activities/events *(page 46)*
- ✓ submitting forms to assessor at provincial@girlguides.sk.ca by the required deadline in order for them to be reviewed and approved:
 - At least 14 days before the start of the activity for Yellow level activities
 - At least 21 days before the start of the activity for Red level activities