



Safe Guide – Frequently asked questions

1. As a new Guider how do I obtain my Safe Guide training?
 - A. New Guiders who plan and deliver programs will need to take training on Safe Guide within their first **6 months** of GGC Membership. Face-to-face trainings are organized locally. The training is also available as e-learning on the Internet through the Learning Library. To take your Safe Guide training, you will need to contact your Commissioner or your Training Adviser to set up a face-to-face session or to obtain your PIN for e-learning. You can also go directly to the e-learning site at <http://www.learninglibrary.com/GirlGuides/indexnew2.asp> . More information about e-learning is available on the GGC Member Zone website under the Training tab at <https://memberzone.girlguides.ca/C6/e-Learning/default.aspx> . Modules cost \$5 and can be paid with a credit card. Some provinces will provide a PIN to access this training. Contact your Training Adviser or community office for information on obtaining a PIN.

2. When submitting my forms by mail for an event do I send in the originals?
 - A. The Responsible Guider must always have a copy of all the forms so if you are sending in the originals make sure you keep a copy. Remember that the Responsible Guider must complete the section on the Activity Plan SG.3 with the date and method of acknowledgement for a Yellow event. For a Red level event she must have a signed form from the Assessor. Upon the completion of the event follow the instructions in Section 3 Safe Guide forms to send paperwork for storage and retention. You should not keep any forms after the event is over.

3. What are the steps in using Safe Guide for planning activities?
 - A. There are four basic steps in planning activities using Safe Guide:

Step 1 – Review the Activity Planning Chart

Safe Guide procedures are based on levels: Green, Yellow and Red. To determine your activity level review the Activity Planning Chart on page 14 in General Planning for Activities. Where your activity falls in the chart will determine the activity level and planning for:

- Permission from parents/guardians
- Notification or authorization from GGC
- Supervision ratios
- First aiders

In Safe Guide, you will find a list of Key Terms with definitions and explanation of terms found in this chart.

Step 2 – Check the Procedures and Activity Guides or Planners

Review the General Planning section. Also, check to see if there is an Activity Guide for your activity or if it involves water or international travel. Organize your activity based on the relevant procedures.

Step 3 – Complete Forms

All activities require an Emergency Response Plan (ERP). Information about Emergency Response Guidelines and the ERP (SG.4) is in the section Safety and Emergency Response.



The Personal Health Form (H.1) must be available for all activities. In the section on Health Information, there is additional information about forms used to document girls' medication and any first aid treatment.

For some Green level activities you will need to provide additional information for parents/guardians. The Activity Plan (SG.1) is a tool for providing this information.

For Yellow level and Red level activities, you must get parent/guardian permission using the Parent/Guardian Permission (SG.2). In addition you will need to notify GGC of your plans for Yellow level activities. For Red level, GGC must authorize your activities.

Review the section GGC Notification or Authorization for details on which forms to use. A summary is also found on the back of the Activity Notification or Authorization (SG.3) form.

Step 4 – Submit Forms for Yellow and Red Level Activities

Each province has its own process for submitting forms. Please contact your Commissioner or community office for further information.

4. Can a registered nurse be a first aider?
 - A. Yes. The Safe Guide includes health care professionals as first aiders. These are defined as a licensed practical nurse, a registered nurse, a nurse practitioner, a paramedic, an emergency medical technician, a physician, or other similar health care specialist who is licensed and insured to provide health care in the province in which the activity is taking place.

A health care professional is not required to submit documentation of their qualifications. Health care professionals will carefully consider taking on this role as it is directly relevant to their professional credibility and livelihood. On the Activity Plan (SG.3), where the supervisors are listed, identify the nurse then under Role, indicate their qualifications. Ask the health care professional what their credentials are (e.g., RN, RPN, MD, etc.) and if they are licensed to practice in the province in which the activity is taking place. Retired nurses are no longer licensed or insured to practice and must have first aid training to act as a first aider.

Note that a health care professional must have CPR training. They need to submit that certificate.

5. We are having a group event in our community that is a Green level activity. Do we need to have a first aider?
 - A. In this situation, this can be determined based on your judgment of how safety can best be managed for the activity. As it is in a community, emergency services are readily available. However, when there are a large number of participants and/or the types of activities include physical activity, active games and/or use of tools such as hammers or saws, your Emergency Response Plan (SG.4) should include a system for managing first aid.



6. Can a supervisor who is in the process of becoming a Member but has not completed her screening attend an overnight event?
 - A. Yes, if she has provided a clear police records check (PRC) as required by GGC. Note that if screening is not complete she is considered a non-Member for Safe Guide purposes. This means that she cannot be one-on-one with girls and must be under the supervision of a Guider. Note that screening includes an interview, a clear PRC and reference checks.

7. Do we need to have a Home Contact Person (HCP) for a sleepover at our meeting hall in our community?
 - A. No. These activities are usually less than 24 hours and family is not far away. There is no role for the HCP in this situation.

8. What information must my Home Contact Person provide?
 - A. A Home Contact Person must complete the Non-Member Volunteer form (A.7) if they are not a Member. They must provide contact information and sign the Confidentiality Statement. This information is kept in our membership database (iMIS). This form only needs to be submitted once and when it is recorded in the database, it can be checked each time the individual is listed as a Home Contact. A Home Contact can be either a female or male.

9. What information do I need to provide my Home Contact Person?
 - A. Information on what you need to provide to the Home Contact Person is found in Safe Guide in the section Safety and Emergency Response under Home Contact Person.

10. Do I need to get permission from my Commissioner or Administrative Community Leader and/or Camping Adviser when I am doing activities?
 - A. No. These volunteers do not sign forms or approve events or camps. However, they can provide support and direct you to additional resources. For outdoor activities the Camping Advisers can provide expertise that will assist in managing activities. When you want to involve other girls and Guiders outside your Unit, contact your Commissioner as she can assist with the collaboration and facilitate scheduling if there are other Guiding events being planned in your community.

11. My Unit is going to a Green level event in another community 40 minutes down the highway and the girls parents' are going to drive them, so the Unit is not arranging the transportation. Is this a Green or a Yellow level activity for my Unit?
 - A. As parents are dropping girls off, it is a Green level activity from the Unit paperwork perspective. However, if you were organizing the transportation, it would be a Yellow level activity.

12. When we hire a truck and float to put girls on in a parade, is it a Yellow level activity?
 - A. Yes. You will need to check that your driver is licensed and insured for this activity. Let the driver know that GGC has no insurance for their part of the activity; that they are responsible for maintaining adequate insurance; that any physical damage to the vehicle or liability is the responsibility of the vehicle owner. It is a good idea to ask the driver to provide a certificate of insurance on his vehicle.



When developing your supervision plans as part of managing the activity, consider the age of the girls who are participating and make appropriate arrangements. It may be a good idea to have a barrier around the edge of the float. It is likely that at the end of the parade it may be crowded with other parade participants so you will need to determine how to keep track of the girls and get them back to their parents.

13. Is climbing indoors at a gym a Yellow level activity?

- A. Yes. This activity requires 'specialized equipment' which means it is a Yellow level activity. This activity is sometimes referred to as 'rock climbing'. However, it is not the same as climbing on a natural rock face. Rock climbing outdoors is a Red level adventure activity and a conditional activity. See Safe Guide for more information on rock climbing on a natural rock face.

14. Where do I get information about our insurance policy?

- A. Information about our insurance policy is found in the booklet entitled National Insurance Program. Click [here](#) to obtain a copy from the Member Zone section of the website.