

Section Three

Safe Guide Forms

The Responsible Guider takes care of managing the Safe Guide forms used in the planning and delivery of activities. The chart below lists forms that you will need to refer to for your activities. This list will also assist the Responsible Guider in understanding how the forms are handled and kept secure throughout the process. The form management process has three stages:

1. The initial planning, completion of forms and their submission for notification/approval
2. The completion of the actual activity
3. Sending the forms to province for proper storage

Form No.	Form Name
Registration Forms	
These forms are used to register girl Members.	
A.5 A.5R	<p>Girl Registration Form and Parent/Guardian General Consent</p> <ul style="list-style-type: none"> ▪ Form completed by parent/guardian to register girl Members and to give consent for participation in Green level activities ▪ For returning Members, the A.5R is supplied through the national database (iMIS) for their parents to update information and sign ▪ The form is to be sent for iMIS input as per guidelines set out by your Provincial Council ▪ Do not keep copies of these forms – you will be provided with a Unit roster which lists all your Members ▪ For online registration (available in some provinces) – registration information is entered directly into our database (iMIS); No paper forms are submitted
IR.1	<p>Image Release</p> <ul style="list-style-type: none"> ▪ Signed by parents/guardians of girls or by adult Members to give consent for the use of photos, image or voice of their daughter/themselves for the promotion of Guiding ▪ Completed once at initial registration as a girl Member and again as an adult Member ▪ To change their consent for image release, Members must submit a new IR.1 ▪ The form is to be sent for iMIS input as per guidelines set out by your Provincial Council ▪ The consent will be indicated on your Unit roster report; you do not need to keep a copy of this form ▪ For online registration (available in some provinces) – registration information is entered directly into our database (iMIS); no paper forms are submitted.

<p>Activity Forms Use these forms to outline your activity plans and obtain authorization for activities. At the end of the activity the forms are packaged into an envelope known as your Safe Guide Package and stored for retention according to your provincial process.</p>	
SG.1	<p>Activity Plan</p> <ul style="list-style-type: none"> ▪ Outlines your activity plan; use it to keep parents/guardians informed of your activities. It must be completed for Yellow and Red level activities ▪ Provided to parents/guardians and Assessors ▪ Part of your Safe Guide Package
SG.2	<p>Parent/Guardian Permission for Non-Regular Unit Activities</p> <ul style="list-style-type: none"> ▪ Used along with the Activity Plan to obtain permission from parents/guardians for their child to participate in Yellow and Red level activities; when appropriate, additional information is provided to parents to ensure they have a full understanding of the activities their child will be involved in ▪ Part of your Safe Guide Package
SG.3	<p>Activity Notification or Authorization</p> <ul style="list-style-type: none"> ▪ Submitted to Activity Assessors ▪ For Yellow level activities, you need to note on the form acknowledgement from the Assessor that the activity can go ahead ▪ For Red level activities, you must receive a signed copy from the Assessor giving permission for the activity to proceed ▪ Part of your Safe Guide Package
SG.4	<p>Emergency Response Plan</p> <ul style="list-style-type: none"> ▪ Must be brought to the event ▪ Must include steps to manage potential emergencies specific to your activity ▪ You must also bring to the activity the Emergency Response Guidelines, which outline steps to take in case of a basic list of emergencies ▪ For Girl Guide owned properties, information related to the facility will be provided by the council who runs the facility ▪ Part of your Safe Guide Package
SG.5	<p>Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement</p> <ul style="list-style-type: none"> ▪ Signed by parents/guardians when their child is taking part in Conditional Activities and Adventure Activities ▪ You can use the letter in the Appendix B as additional information ▪ Part of your Safe Guide Package
SG.6	<p>Adventure Activity Trip Plan</p> <ul style="list-style-type: none"> ▪ Used for Adventure Activities to outline details of plans and what needs to be recorded for this type of activity ▪ Copy left with Home Contact Person for emergency purposes ▪ Part of your Safe Guide Package
SG.7	<p>Third Party Service Provider Interview Checklist</p> <ul style="list-style-type: none"> ▪ Used when engaging a third party service provider to document the answers to the interview questions. ▪ Attach to the Activity Notification or Authorization (SG.3) ▪ Part of your Safe Guide Package

SG.8	<p>Travel Preauthorization</p> <ul style="list-style-type: none"> ▪ Required for trips that require fundraising ▪ Required for all International Travel 72 hours or more ▪ Kept throughout the planning process and is part of your Safe Guide Package
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<p>Health Management Forms</p> <p>These forms are used to collect health information, to record medication administration and document first aid treatment. As health information is confidential, these forms are never included with the Incident Report (INS.01).</p>	
H.1	<p>Personal Health Form and Permission To Pick Up Girl Members</p> <ul style="list-style-type: none"> ▪ Required for all girl Members involved in activities in Guiding ▪ Completed at the beginning of each year ▪ Before overnight activities, ask parents/guardians to review the health information and initial any changes ▪ Information on this form is confidential; it is important to understand and respect the confidentiality of personal health information received in discussions with girls or parent(s)/guardian(s) or on their forms ▪ These completed forms should be with you at all activities; original and any copies made should be securely destroyed at the end of the Guiding year or the event for which it was provided or returned to parents/guardians
H.2	<p>Personal Health Form for Adults</p> <ul style="list-style-type: none"> ▪ For adult Members ▪ Form is kept by the adult participant, or by another adult participant who will inform the Responsible Guider of its location in case of an emergency or it may be handed in to the Responsible Guider for the activity ▪ The adult is responsible for the destruction of her Health Form
H.3	<p>Medication Plan and Administration Record</p> <ul style="list-style-type: none"> ▪ Used to record medications taken during an activity ▪ Part of your Safe Guide Package
H.4	<p>First Aid Treatment Record</p> <ul style="list-style-type: none"> ▪ Used to record first aid treatment given during an activity ▪ Handed to EMS or part of your Safe Guide Package ▪ Keep a copy with your first aid kit
H.5	<p>Wellness Statement</p> <ul style="list-style-type: none"> ▪ If a Guider has concerns related to a participant's medical condition/situation she may use this form to obtain information from a doctor indicating the person is fit to participate in the activity/event ▪ Part of your Safe Guide Package
H.6	<p>First Aid Examination Checklist for Wilderness Out-trips</p> <ul style="list-style-type: none"> ▪ Used to provide guidance as well as to record and monitor the Member's condition when a significant injury or illness occurs in a remote area before evacuation. It may be used instead of the First Aid Treatment Record (H.4)

H.7	<p>Medications Consent</p> <ul style="list-style-type: none"> ▪ Parent/guardian provides consent for Guider to give their daughter medications during Red level activities/camps, international travel (72 hours or more) or large events (e.g., provincial, national or international camp). Permission is only for medications listed on the form. Guiders must try and contact the parents/guardians before giving medications. ▪ Part of your Safe Guide Package
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Water Activity Forms
 These forms are used to plan and obtain permission for water activities.

WA.1	<p>Water Activity Plan</p> <ul style="list-style-type: none"> ▪ Submitted with Activity Notification or Authorization (SG.3) for Yellow and Red level water activities. These forms are reviewed by a Water Activity Assessor ▪ Part of your Safe Guide Package
WA.2	<p>Swim and Boating Test Verification for Individuals</p> <ul style="list-style-type: none"> ▪ Used to document that an individual has completed either the swim test or the boating test ▪ For the swim test, individuals can provide the Responsible Guider with proof of equivalency or they can have a qualified lifesaver/lifeguard conduct the swim test and sign the form ▪ Form is sent to your local office for iMIS input; you do not keep a copy
WA.3	<p>Swim and Boating Test Verification for Groups</p> <ul style="list-style-type: none"> ▪ Form used for groups taking the swim or boating test together ▪ Form is sent to your local office for iMIS input, you do not keep a copy

International Travel Forms
 The Parent/Guardian Permission for International Travel (IT.5) is used for ALL trips out of Canada. The rest of the forms are for international trips where participants are out of Canada 72 hours or more. Upon return from the trip the forms as indicated below are packaged into an envelope known as your Safe Guide Package and sent to the province as per provincial retention guidelines

IT.1	<p>International Trip Planning Timeline</p> <ul style="list-style-type: none"> ▪ Used to assist in planning in order to meet deadlines for approval of trips
IT.3	<p>International Group Trip Authorization</p> <ul style="list-style-type: none"> ▪ Used to apply for your trip once you have more complete details ▪ Kept throughout the planning process and is part of your Safe Guide Package
IT.4	<p>International Group Trip - Guider Application</p> <ul style="list-style-type: none"> ▪ Lists the experience of Guiders wishing to take girls on an independent group trip ▪ Kept throughout the planning process and is part of your Safe Guide Package
IT.5	<p>Parent/Guardian Permission for International Travel</p> <ul style="list-style-type: none"> ▪ Used to document permission for international travel ▪ Used with the Parent/Guardian Permission (SG.2) ▪ Complete information about the trip (according to Safe Guide) is attached ▪ Kept throughout the planning process and is part of your Safe Guide Package

IT.6	Release, Waiver and Assumption of Risk for International Group Travel <ul style="list-style-type: none"> ▪ Part of the parent/guardian consent and permission requirements ▪ Kept throughout the planning process and is part of your Safe Guide Package
IT.7	Guarantee of Financial Responsibility for International Group Trips (Sponsored or Independent) <ul style="list-style-type: none"> ▪ Used to clarify the financial responsibilities of parent(s)/guardian(s) or council sponsoring a trip ▪ Kept throughout the planning process and is part of your Safe Guide Package
IT.9	International Group Trip – Proposed List of Participants <ul style="list-style-type: none"> ▪ Used to outline the proposed list of participants, birthdates and nationality of passport ▪ Is updated through the planning process and is part of your Safe Guide Package
IT.10	International Group Trip – Final Participant Information <ul style="list-style-type: none"> ▪ Used to list the participants' passport and emergency contact information ▪ Is updated throughout the planning process and is part of your Safe Guide Package

Incident Reporting	
INS.01	Incident Report <ul style="list-style-type: none"> ▪ For documenting all incidents including injuries, illnesses, discipline problems, conflicts, frightening situations or any unusual, and unexpected occurrence, even if they are not deemed to be serious ▪ Sent in a sealed envelope to the national office by the Responsible Guider

What to do with your Safe Guide forms after the activity date

H.1 and H.2 Personal Health Forms are to be securely destroyed or given to the parent of the girl or the adult Member concerned at the end of the Guiding year or after the event for which it was provided.

When the forms listed below are used they should be packaged into one envelope after the activity. This is your Safe Guide package. This envelope is to be sealed and on the outside will be listed:

- Unit name and iMIS #
- Organizing group (for example district, or COG in Ontario) and iMIS #
- Name and description of event
- Date of event

Each province has developed internal procedures for the storage, management and disposal of these forms. Speak to your Commissioner or Unit Administrator regarding where to send your forms for storage. (Note that your activity may not use all these forms.)

Forms for Safe Guide package:

SG.1 Activity Plan

SG.2 Parent/Guardian Permission for Non-Regular Unit Activities

- SG.3 Activity Notification or Authorization
- SG.4 Emergency Response Plan
- SG.5 Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement
- SG.6 Adventure Activity Trip Plan
- SG.7 Third Party Service Provider Interview Checklist
- SG.8 Travel Preauthorization
- H.3 Medication Plan and Administration Record
- H.4 First Aid Treatment Record
- H.5 Wellness Statement
- H.6 First Aid Examination Checklist for Wilderness Out-Trips
- WA.1 Water Activity Plan
- IT.3 International Group Trip Authorization
- IT.4 International Group Trip-Guider Application
- IT.5 Parent/Guardian Permission for International Travel
- IT.6 Release, Waiver and Assumption of Risk for International Group Travel
- IT.7 Guarantee of Financial Responsibility International Group Trips (Sponsored or Independent)
- IT.9 International Group Trip – Proposed List of Participants
- IT.10 International Group Trip – Participant Information

(Note: All International forms are kept throughout the planning process)

WA.2 and WA.3 forms for swim and boating tests are forwarded to the provincial office for iMIS input separately as their retention is separate and the qualifications are entered into iMIS.

IT.1 is destroyed after the International event is planned.

Protecting Your Paperwork

When planning an activity you are required to obtain and retain a great deal of information on individuals, events and places. After the activity is over it is important that the information is retained or destroyed properly.

Always remember when you have been entrusted with personal information you must do your best to keep it confidential. When traveling or attending an event, as is practical, keep the information on your person (e.g. in a backpack) in a sealed envelope, in a binder, or a folder. Information should not be easily read by someone glancing at what you are holding. At home and at your meeting location, paperwork should be kept in a secure cabinet or room when not in use.

Documents that do not require retention, or that are only on hand for the purpose of a Guiding year are to be securely destroyed at the end of the year or after an event. Secure destruction is required in order to ensure that personal information cannot be reconstituted after shredding. For secure destruction, cross cut shredding or its equivalent must be used. (Continuous or single strip shredding is not acceptable for personal information). If you do not have access to a cross cut shredder, contact your Commissioner (Unit Administrator in Ontario) or local office for assistance.

What to do if paperwork is lost or stolen:

In the event of unauthorized access to personal information (theft, loss, or unintentional disclosure), please do the following:

- Notify police in cases of theft.

- Immediately notify your Commissioner (or in Ontario your Administrative Community Leader) who will contact your Provincial Council. They will contact national office and develop a plan of action. Ensure that you provide them with the following information:
 - Date and location of the incident
 - Type of information that was compromised
 - Estimated number of individuals affected
 - Individual's relationship to GGC (girl, adult Member, parent)
 - Level of security around the information at the time of theft
 - Police actions (if any)
- Determine the cause of the breach - was the theft of personal information intentional or a by-product of other theft (i.e. your car was broken into after a Unit meeting and only the papers were taken, or the car was stolen with the papers in it).

Tips for preventing breaches of confidentiality:

- Only carry the forms you will need for the meeting or event you are attending (e.g. do not bring forms from past events)
- Never leave personal information unattended (e.g., do not leave documents containing personal information in your car while you go into a store after a Unit meeting)
- Always keep personal information in your custody when traveling with it
- Avoid reviewing forms or personal information in a public place (e.g., coffee shop or your workplace)
- When storing personal information in your home or at your meeting location, keep it out of sight and preferably in a locked cabinet
- Always keep personal information that you have or are aware of confidential
- Send your forms for storage immediately after an event or at the end of the year
- Do not keep copies after the Guiding year provided the originals have been forwarded