

Section Two

General Planning for Activities

Pre-planning and Activity Levels

When organizing Girl Guides of Canada activities/events, Guiders and other supervisors must:

- Inform themselves of, and comply with, relevant government laws and regulations.
- Make every reasonable effort to follow the GGC procedures set out in this document.
- Plan activities that support the girls' program and that are age appropriate.
- Work with girls and their parents/guardians to evaluate and gain a mutual understanding of the suitability of activities for participants' age, ability and maturity level.
- Review and adhere to the requirements set out in the Insured, Uninsured and Conditional Activities section (page 9) and Appendix B if doing conditional activities. Conditional activities are alpine/downhill skiing or snowboarding, boating with third party service providers, horseback riding, rock climbing on a natural rock face, scuba diving in a pool, waterskiing and whitewater rafting.

Guiders planning GGC activities must refer to the Activity Planning Chart on page 16 to determine the Activity Level.

NOTE: Review the Activity Plan (form SG.1) at the start of your planning as a prompt and basic starting point for planning.

All fundraising (above and beyond the sale of cookies) must be approved using the Application for Fundraising Approval (FR.1) before fundraising begins. In addition, if fundraising for travel, the travel must be pre-approved using the Travel Preauthorization (SG.8) and the approved SG.8 must be submitted with the FR.1. For more information see the governance policy 01-19-01 and accompanying Procedures and Guidelines (found on Member Zone).

Activity Age and Participant Restrictions

Girls must be Pathfinder age or older to participate in adventure camping, backpacking, canoe or kayak or sail tripping, winter camping without access to warm shelter or hiking more than four hours from EMS. For these activities, the recommended minimum number of participants, including Guiders, is five and the maximum is 12.

Girls must be Guide age or older to participate in travel touring in Canada 72 hours or more.

For all travel activities more than 72 hours, all participants (girls and adult supervisors) must be Members of Girl Guides of Canada.

Girls must be Pathfinder age or older to participate in programming in which they are briefly unaccompanied during small group activities. Plans must include periodic check in with adult supervisors. Details on how supervision and communication with groups is to be managed must be provided to parents/guardians.

Activity Planning Chart

Read through the factors on the chart to assess your activity. It is assessed at the highest level checked. For example, if two items fall under Green, three under Yellow and one under Red, then the activity is considered Red level.

An activity could register at different levels on the chart, depending on the people, place, environment and the activity itself.

Refer to Key Terms on page 10 for definitions of terms in the Activity Planning Chart.

Activity Planning Chart

NOTE: Activity Guides and Planners must be consulted (see list below)

Factors Affecting Activity Planning	Activity Level		
	Green	Yellow	Red
PEOPLE			
Attending a GGC Large Group Event	X		
Girls in groups unaccompanied during a portion of an event (See Key Terms)		X	
Use of a third party service provider (see Key Terms)	Refer to the Third Party Service Provider Activity Guide		
PLACE			
Transportation:			
Arranged by parent/guardian	X		
Public transportation municipal/urban transit, taxi, bus, hwy coach, train, ferry, commercial boat tours	X		
Arranged by Unit using personal vehicle or rented vehicle (car, van, truck)		X	
Commercial air travel			X
Location of activity:			
Regular Unit meeting place	X		
Private home or community / public location (e.g., fire station, library, park)	X		
ENVIRONMENT			
EMS response time: (See Key Terms)			
EMS response available within 30 mins	X		
EMS response 30 mins up to 1 hour		X	
EMS response time greater than 1 hour			X
Food preparation:			
Girls preparing food / cooking in typical kitchen	X		
Camp stove or campfire cooking		X	
Equipment: (See Key Terms)			
Ordinary equipment	X		
Specialized equipment		X	
Power equipment			X
ACTIVITY			
Situation specific:			
Activity takes place overnight (regardless of duration)		X	
Adventure activities (See Key Terms)			X
Water Activities:			
Swimming/boating in a public pool or waterpark where the facility provides aquatic supervision	X		
All other water activities (swimming or boating)	Refer to the Water Activities Planner		
Travel/International Travel:			
Travel touring in Canada 72 hours or more (See Key Terms)			X
International travel (crossing the border)	Refer to the International Travel Planner		

The Activity Guides and Planners must be checked to see if there is an Activity Guide or Planner for the activity you are planning. The procedures for activities included in these areas complement the General Planning procedures. However, the Activity Guide and Planner procedures sometimes set a higher standard than the General Planning procedures.

Activity Guides:

- Accommodations
- Activities in the Community
- Activities in the Outdoors
- Camping: Residential
- Camping: Tenting in an Established Campsite
- Cookie Sales
- Horseback Riding
- Ice Skating
- Sledding/Tobogganing
- Sleepover
- Third Party Service Provider (TPSP)
- Travel in Canada - 72 Hours or More

Planners:

- Water Activities
- International Travel
- Homestay

Parent/Guardian Notification and Permission

Guiders must make reasonable efforts to keep parents and guardians informed of the activities and events being undertaken by their Units. Pertinent information for parents/guardians includes, but is not limited to:

- Information on transportation
- Personal kit list
- Clothing for outdoor activities
- Contact information
- Location
- Meeting time, etc.
- Details of activities taking place during the event

Refer to the Activity Plan (SG.1) form for more information on what to include. For camps and events, attach the schedule of activities.

For adventure activities and travel touring in Canada 72 hours or more, this information must include a detailed itinerary and schedule of activities and/or route description.

Guiders must make reasonable efforts to conduct a parent/guardian information meeting at the beginning of the Guiding year. At a minimum, this meeting should include:

- An overview of the Guiding program
- General plans for the Unit
- A review of the Code of Conduct
- An opportunity for parents/guardians to ask questions about their own and their child's/ward's involvement in the Guiding program
- A request that parents/guardians provide updates to their child's health information – such as new allergies – that can affect participation, especially for overnight activities

If the group goes off-site during a regular meeting, the Responsible Guider must post the location of the off-site activity at the regular meeting location. This only applies when the girls have been dropped off at the regular meeting place. This does not apply if the Unit meets at another location.

The Responsible Guider must obtain from each girl's parent/guardian the following completed forms:

- **Image Release (IR.1) form:** This form is required for new Members only. Before photos are used for publicity (for example, in any publication or photo display for Membership recruitment), it must be confirmed that a signed Image Release (IR.1) form indicating permission for photos is recorded in our membership database (iMIS).
- **Girl Registration Form and Parent/Guardian General Consent (A.5 or A.5R):** This form includes the Code of Conduct. It must be completed and signed annually to register girl Members. (The Consent Statement on this form is found in Appendix C. The Code of Conduct is in Appendix F.)
- **Personal Health Form for Girl Members (H.1):** This form must be completed annually for girl Members and kept with Unit documents.

NOTES:

In participating provinces, parents/guardians who use the online registration system do not submit paper Girl Registration (A.5) and Image Release (IR.1) forms. Their permission for their child to participate, agreement to the Code of Conduct and Image Release (IR.1) is entered directly into our database (iMIS).

Older girls, at the age defined in provincial/territorial health regulations, may complete their own Personal Health Form (H.1) and make health-related decisions on their own. Please check with your provincial/territorial ministry of health to determine the age at which this applies in your province/territory.

The Responsible Guider must confirm that she has correct information from parent(s)/guardian(s) on who has permission to pick up their girls, emergency contact numbers, etc. This information is recorded on the Personal Health Form for Girl Members (H.1).

For Green Level Activities:

Additional parent/guardian consent is not required.

NOTE: You will need to provide parents/guardians with details of activities. For some activities, providing the Activity Plan (SG.1) form to parents/guardians may assist you in ensuring that they have the information they need.

For Yellow and Red Level Activities:

The Responsible Guider must provide parents/guardians with the Activity Plan (SG.1) form and Parent/Guardian Permission (SG.2) form. She must obtain a completed, signed Parent/Guardian Permission (SG.2) form for each participant

For Conditional Activities and Red level Adventure Activities (see Key Terms), a parent/guardian must sign the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) form. If you are hiring a TPSP and they require a waiver to be signed, it must also be signed by the parent/guardian.

NOTES:

To assist you in introducing and explaining the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) form to parents, a sample letter is provided in Appendix B.

It is recommended that Guiders host a parent/guardian pre-activity meeting for camp, travel and Red level activities whenever possible to provide parents with information about the activity and so they can ask questions. Alternatives to face-to-face parents' meetings might include e-mail communication, conference call with group, one-on-one phone calls, etc.

Permission for participation by Guests or non-member Volunteers under the provincial/territorial age of majority

Before guests or non-member volunteers under the provincial/territorial age of majority participate in any Green level activity, the Guider must obtain emergency contact and pertinent health information (e.g. allergies) from their parent(s)/guardian(s). They do not have to complete a full Personal Health Form for Girl Members (H.1) for Green level activities.

For Yellow and Red level activities, a Parent/Guardian Permission (SG.2) form and Health Form (H.1) must be provided. When required the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) is also completed.

Waivers and Third Party Service Providers

When hiring a third party service provider the Responsible Guider must determine whether the third party requires the participants' parent/guardian to sign a waiver. If a waiver is required, a copy must be obtained beforehand and provided to parent/guardian to sign. This waiver is signed in addition to the GGC Release of Liability, Waiver of claims, Assumption of Risk and Indemnity Agreement (SG.5). Guiders must never sign a waiver for a child who is not their own. Guiders must not comment on or provide further explanation on the contents of any waiver. If a parent/guardian is unclear, they should be directed to the service provider. Guiders must not claim to third parties that the GGC Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) is signed for the benefit of the third party service provider.

GGC Notification or Authorization

All Units must be registered in our membership database (iMIS) prior to conducting Unit meetings/activities with girls.

NOTE: Please provide your Commissioner (in Ontario, the Unit Administrator) with information about your activities. For example, send her a copy of information sent to parents, monthly overview of activities taking place, etc.

For Green Level Activities:

GGC notification or authorization is not required. The Responsible Guider does not need to notify or obtain permission from GGC to conduct these types of activities.

For Yellow Level Activities:

At least 14 days prior to the activity, the Responsible Guider must submit the Activity Notification or Authorization (SG.3) to the Activity Assessor along with supervisor qualifications such as the first aider qualifications if not listed in the Membership database (iMIS). In addition, attach to the form a list of all adults in attendance.

NOTE: If the SG.3 is submitted in hard copy (paper), the Guider must make a copy to keep for herself to note the response from the Activity Assessor and to keep for activity records.

The following forms have been completed and provided to parents/guardians:

- Activity Plan form (SG.1)
- Parent/Guardian Permission (SG.2) with additional details about the activity as necessary.
- Waiver (SG.5) if a conditional activity

These forms and the Emergency Response Plan (SG.4) are also available to the assessors upon request.

For Water activities, see the Water Activity Planner. If required, include the Water Activity Plan (WA.1) with attachments listed on the form.

If using an Activity Facilitator for specialized equipment, the Responsible Guider is required to provide the documents and/or certificates that give details of the facilitator's training and/or credentials.

NOTE: For Activities run by a third party service provider (TPSP), see the Third Party Service Provider Activity Guide.

The Assessor will review the information and will communicate in person, by telephone, e-mail or in writing prior to the activity to acknowledge she understands the nature of the activity and that she considers the activity to be appropriate for the Unit.

The Responsible Guider will record the date and means of the Assessor's acknowledgment in the appropriate location on the Activity Notification or Authorization (SG.3) form and keep a copy for her records. The Activity Assessor will also note her acknowledgement. (See the section on Safe Guide forms for information on what to do with forms after the activity.)

The Activity Assessor may request that the Guider provide further information or documentation to assist in her understanding of the nature and appropriateness of the activity.

In the event the local Activity Assessor considers the activity to be problematic for the Unit to undertake, she will inform the Responsible Guider of her concerns and refer the activity to a Red level Activity Assessor. The Red level Activity Assessor will then contact the Guider directly to review the situation.

In the event the matter gets referred to a Red level Assessor, the Guider will not undertake the activity until the issue is resolved.

NOTE: If you are unsure if an activity requires Red level Assessor review, it is recommended that you submit your SG.3 form or contact your Activity Assessor prior to the 21 day timeframe for Red level activities, to allow for the potential consultation process.

For Red Level Activities:

At least 21 days prior to the activity, the Responsible Guider must submit her activity planning information to the Activity Assessor. She must include the following documents/information:

- Activity Plan (SG.1)
- Activity Notification or Authorization (SG.3)
- Emergency Response Plan (SG.4)
- A list of all adults in attendance
- Water Activity Plan (WA.1) when required
- Activity leader and supervisor qualifications (when applicable)
- Waiver (SG.5) if adventure or a conditional activity
- Itinerary and/or Adventure Activity Trip Plan (SG.6) when relevant

The Activity Assessor will review the information. One of the following will occur:

- The Activity Assessor will return the Activity Notification or Authorization (SG.3) with signed approval of the activity; *or*
- The Activity Assessor will contact the Guider to consult with her on some of the details of the activity/event. She will indicate what needs to occur in order to obtain approval; *or*
- The Activity Assessor will contact the Guider to indicate that the activity has not been approved.

The Responsible Guider may only undertake the activity once she has received authorization from the Activity Assessor.

NOTES:

For activities run by a third party service provider (TPSP), see the Third Party Service Provider Activity Guide.

For Travel in Canada – 72 Hours or More within your province or to other provinces, see the Travel in Canada – 72 Hours or More Activity Guide for deadlines.

Supervision

Guiders who have completed the screening process and are registered as Members of Girl Guides of Canada take on primary responsibility for supervising girl Members.

Responsible Guider

Every Guiding activity must have an adult Member who has completed the Safe Guide training module and agreed to co-ordinate planning and supervision. She is designated as the Responsible Guider. While she has overall responsibility for the activity she may delegate aspects of the planning to others.

The Responsible Guider must orient herself to the facility/location/activity(ies) and conduct an on-site orientation with Guiders and other supervisors in advance of the girls participating.

NOTE: For Units with new Guiders and no Responsible Guider, the Provincial Commissioner or her Deputy may grant special authorization for them to operate for a maximum of three months during which time they must complete their Safe Guide training. Contact safeguide@girlguides.ca for more information.

Safe Guide Training for Adult Members

All adult Members of Girl Guides of Canada who plan and/or deliver activities for girls and/or adults must complete the Safe Guide training module within their first 6 months of membership.

Supervision Ratios

The Responsible Guider must be present during activities, with the exception of some Ranger activities as noted below.

Only females may be counted in supervision ratios.

Women who have agreed to become an adult Member but have not completed their screening (application, interview, PRC, and reference checks and received Orientation to Guiding) are still considered non-members.

The following table outlines the minimum supervision ratios:

	Green		Yellow		Red	
	Min. # of female adults	Ratio	Min. # of female adults	Ratio	Min. # of female adults	Ratio
Sparks	2	1:8	2	1:5	2	1:5
Brownies	2	1:8	2	1:5	2	1:5
Guides	2	1:15	2	1:7	2	1:7
Pathfinders	1	1:15	1	1:7	1	1:7
Rangers	N/A	N/A		1:15 when required	1	1:15

Ratios must **include all girls and non-member children**. Ratios are increased for Adventure Activities (see below) and for Water and International Activities. (See these activity specific planners.)

When **additional ratio requirements** are required, they supersede the above chart and must be followed. For activities run by a third party service provider (TPSP), see the Third Party Activity Service Provider Activity Guide for more information on ratios.

When an activity requires two or more adult supervisors, the Responsible Guider must identify a **substitute group leader** who can take responsibility for the group if the Responsible Guider is indisposed. It is not necessary for this person to have the qualifications of the Responsible Guider. However, she must be able to determine the safe continuance of the activity in extenuating circumstances. A substitute group leader must have a clear police records check.

For all groups (except Rangers), an adult Member must be present as girls arrive and depart.

For Green level activities, a **Member 16 years of age or older** but under the provincial/territorial age of majority may assist in a supervisory capacity, under the direction of a Guider, for Spark, Brownie and Guide Units, or girls of similar age. She counts as a supervisor for the calculation of ratios in addition to the two adult supervisors who must still be present with the group. Non-member volunteers sixteen years of age or older but under the provincial/territorial age of majority can assist in Units as part of an academic or volunteer service requirement. They must not be counted in supervision ratios and must be included as a girl in the supervision ratio.

The Responsible Guider must cancel the activity if supervision ratios cannot be met and/or maintained.

For Rangers, no Guider or adult supervisor is required for Green and some Yellow level activities but the group must have pre-approval for the activity from their Unit Guider. Activities at the Yellow level must have a minimum of one adult Member supervisor if they:

- Are 8 hours or more in duration
- Include overnights

Adventure Activities or Travel Touring in Canada for more than 72 hours require a modified supervision ratio of 1:7 for Ranger aged girls. In addition, both Pathfinders and Rangers require a minimum of two adult supervisors.

A supervisor with a potentially debilitating health or life threatening health issue or who has a physical or mental condition that could have an impact on her ability to supervise girls must inform other supervisors of the situation. As in all circumstances, the Responsible Guider must ensure a plan is in place that will account for the ongoing safety and management of the girls in the event a supervisor becomes incapacitated. This may include increasing the supervision ratio to accommodate for the environment the supervision team is monitoring.

In situations where GGC facilitates girl Members attending a non-GGC event where supervision is not provided by Girl Guides of Canada (e.g. several Rangers attend a Scouts Canada youth event, girls representing GGC at a youth conference, etc.) the Responsible Guider must contact and obtain approval from the Provincial Commissioner.

NOTES:

The ratios set out here provide for contingency planning in the event of an emergency. They are set so that there are enough Guiders and other supervisors to look after girls if there is an incident which requires a supervisor to be temporarily absent or that will divert her attention from supervisory duties. For some activities, you may prefer to increase the ratio based on the age or experience of the participants.

From time to time, girls travel on their own to attend GGC events or conferences. Please see Appendix D, Girls Traveling On Their Own to GGC Events or Attending Conferences for more information.

Transportation

When traveling by bus or coach chartered for GGC Members, ratios may be amended to:

	Bus travel ratio (supervisor to girl)	Min. # female adults	Min. # Guiders
Sparks	1:12	2	1
Brownies	1:12	2	1
Guides	1:20	2	1
Pathfinders	1 per bus	N/A	1
Rangers	1 per bus	N/A	1

These ratios apply only while the group is on the bus. If stops are going to be made along the way, the regular ratios outlined in the Supervision section apply.

NOTE: The purpose of this bus transportation ratio is to allow some of the adult supervisors to travel to the destination ahead of time to get organized for the group’s arrival. This ratio may also assist in situations where one bus cannot accommodate all participants.

Non-member Volunteer Supervisors

While non-member volunteers play an invaluable role in assisting with our programming and activities, they must be under the supervision of Guiders.

Women who are in the process of becoming an adult Member are non-member volunteers and can only participate with girls on a regular or ongoing basis if they have obtained a PRC that meets GGC requirements.

Non-member volunteer supervisors must not be left alone one-on-one with a child who is not their own, but may support a group of girls while under the supervision of a fully screened and registered adult Member.

All non-member volunteers who regularly work with girls in Units, work with girls in camp settings or who handle GGC funds are required to submit a current police records check (PRC) to Girl Guides of Canada and fill out the Non-member Volunteer Form (A.7) and submit for entry to iMIS. (See Appendix E) This includes:

- Non-members who volunteer as Unit assistants
- Non-members who volunteer as parent helpers
- Non-members who volunteer at camps or in camp-like settings such as sleepovers
- Treasurers

For a PRC to be acceptable, it must include a check of the vulnerable sector screening and pardoned sexual offenders databases.

NOTES:

For details on the process for non-member volunteer PRCs please see Appendix E.

Once completed, the non-member volunteer's PRC and the Non-member Volunteer Form (A.7), if not previously submitted, must be submitted for entry in our Membership database (iMIS). Contact your District Commissioner (Unit Administrator in Ontario) for information on where to send the form. The non-member should keep a copy of her PRC.

A non-member volunteer can complete the Non-member Volunteer Form (A.7) if s/he already has a PRC that includes the required database checks and is not dated more than six months prior to the date on the form and a copy is attached.

For sleepovers and camps, when girls are coming with their parent/guardian or another significant female adult selected by the family, each girl will be under the care of this person and a PRC is not required. If a child does not have such a person with her at such an event, then Guiders will be responsible for her direct care. This applies only to mother/daughter sleepovers and camps. If a mother (or other significant female) is a volunteer at a regular camp, a PRC is required. Please see Appendix E for more details on the PRC requirements.

Role of Supervisors

Guiders (and other supervisors) must be continually monitoring and assessing the physical and emotional well-being of participants and provide the necessary support to maximize safety and success in the activity.

Guiders (and other supervisors) must behave as described in the Code of Conduct for Members of Girl Guides of Canada (see Appendix F). Guiders must make a copy of the Code of Conduct available for non-member volunteers if requested.

Guiders must review with all participants (supervisors and girls) their responsibility in creating a safe space for all based on the Code of Conduct.

All supervisors and Activity Facilitators (Guiding and non-Guiding) must be oriented to the activity and their role.

Guiders (and other supervisors) must educate themselves thoroughly on all applicable practices and procedures before the activity. They must also familiarize themselves with the Emergency Response Plan (SG.4) and Guidelines (Appendix H).

Guiders must not release a Spark, Brownie or Guide from a Guiding activity to anyone other than the girl's parent(s)/guardian(s) without verbal or written communication directly from the parent(s)/guardian(s). This information is recorded on the Personal Health Form for Girl Members (H.1).

Use of Alcohol and Tobacco

Alcohol must not be consumed at any time during activities that are planned primarily for girl Members. For example, Guiders and non-member volunteers may not have a glass of wine even after the girls have gone to bed.

During banquets, training and educational activities planned primarily for adults, but where Rangers have been invited, alcohol may be responsibly served with dinner to those of the legal drinking age, but may not be consumed by the Responsible Guider or those directly responsible for the supervision of the Rangers. If Sparks, Brownies, Guides or Pathfinders are present at adult activities, alcohol may not be consumed at any time.

No adult Member shall use tobacco in the presence of girls at a GGC activity or event. GGC strongly recommends that all GCC events be smoke-free.

Males in Guiding

Males are not to be counted as a part of the ratio of female supervisors. A list of any male assistants must be attached to the Activity Notification or Authorization (SG.3).

Male youth cannot volunteer or assist in Units as part of an academic or volunteer service requirement.

A Guider must be present when any male Activity Facilitator is present with girl participants. When washroom and washing facilities must be shared, males must not use the facilities at the same time as girls.

Males may not use the same immediate sleeping area as the girls.

Training, Experience and Qualifications

Guiders must have experience in the activity that they are leading and/or participating in. This experience must be from the same geographic location or similar setting/terrain as the current activity (i.e., you cycled a similar terrain prior to facilitating a Guiding activity with girls).

In the group, at least one Guider (or other supervisor) must have a degree of experience, skill and training equal to or higher than what is required for the planned activity. Also, Guiders (and other supervisors, where appropriate) must have training in a directly relevant skill set for the activity, including age appropriateness.

Refer to the Activity Guides and Planners for training and qualification requirements related to specific activities. Note the following specifically:

- Accommodations
- Camping: Tenting in an Established Campsite
- Third Party Service Provider Activity Guide
- Travel in Canada – 72 Hours or More

For adventure camping the activity facilitators must have the following experience:

- Trip Lead** ▪ 10 nights (do not have to be consecutive) of relevant tripping experience over a minimum of three trips. The trips took place in the last 10 years.
- Two of these trips with girls
- Trip Assist** ▪ 5 nights (do not have to be consecutive) of tripping experience, with or without girls.
- Experience in trip organization and management

For adventure canoe, kayak and sail tripping see the Water Activities Planner.

Before an Activity Facilitator participates in an activity, the Responsible Guider must check their credentials and with others who have used them before.

NOTES:

First-hand experience in the activity and in the specific area/location is of great importance in understanding risk factors and avoiding known risks – it increases the margin of safety. In choosing an Activity Facilitator, asking about the following will help you make a good choice:

- Can other Guiders recommend them?
- Are they well known in the community and work regularly with members of the public?
- Do they deal regularly with children?
- Do they have specific qualifications, licenses or training?
- Do they follow sport or industry guidelines and standards?
- Do they have first aid training?
- Do they have clear police records checks? (If they are to be counted in supervision ratio, follow the non-member volunteer process for PRCs.)
- Do they provide equipment suitable for the size/age of girls?

Orientation and Planning With Participants

Guiding activities must be planned in support of the girls' program and should be age appropriate. All participants (adults and girls) must be informed and aware of potential risks involved in activities and understand the safety measures that have been put in place to help control the risks.

The Responsible Guider must review with the participants at the beginning of the year (and whenever needed) the information in the Code of Conduct (see Appendix F) and their responsibility in maintaining the code. The Responsible Guider must ensure that all Pathfinder and Ranger age girls have a signed the Code of Conduct and a copy is in the Unit files.

Guiders must plan activities in a way that allows girls to learn in a logical, graduated fashion. For example, offer opportunities for girls to participate in a 1 km hike, then a 3 km hike before a wilderness hike.

The Responsible Guider must conduct a pre-activity orientation with all participants that includes:

- Safety procedures
- Appropriate clothing and footwear for the activity
- A clear communication procedure in the event of an emergency
- Evacuation, fire and any other emergency procedures
- A practice session with all participants to clarify the emergency procedures and their role, as appropriate
- Instructions not to go off alone and to know the activity boundaries
- Use of the buddy system (refer to the Buddy System found under Activity Planning) to ensure that someone is always aware of each participant's whereabouts

And where applicable:

- A review of the kit list
- Food and water/drink appropriate for the activity/event
- Equipment familiarization and proper use
- Identification of the Responsible Guider/first aider and/or first aid station
- Physical exertion training for trip preparation

Health/First Aid

Health Information

Responsible Guiders must obtain annually the Personal Health Form for Girl Members (H.1) for all girls.

The Responsible Guider or her designate must review each Personal Health Form (H.1) and when health issues are identified, she must discuss the situation with the girl and her parent/guardian.

All parents/guardians must be asked to inform the Responsible Guider of any changes to the overall health and wellbeing of the girl(s) over the course of the year. Periodically (for example before overnight activities), ask parents to review the Personal Health Form for Girl Members (H.1) and initial any changes they make or if they prefer, have them to complete a new form.

Personal Health Forms for Girl Members (H.1) contain confidential information. After an initial review, they are to be kept secured so that they are only available to Guiders (and other adult supervisors) to check information relevant to the care of the girl. Personal Health Forms for Girl Members (H.1) are an important part of activity planning and must be readily available for all activities.

For Guiding activities where girls participate individually without their Unit, Guiders must instruct girls and their parent(s)/guardian(s) that girls will need to carry a copy of their Personal Health Form (H.1) with them to the event or complete a new form and submit it with the registration/application form for that event.

A photo must be included with the Personal Health Form for Girl Members (H.1) for activities where girl participants are not familiar to Guiders (and other supervisors).

NOTE: It is important to understand and respect the confidentiality of personal information received in discussions with girls or parent(s)/guardian(s) or on their Personal Health Forms (H.1). This information should only be discussed with those involved in their care.

Adult Members must complete a Personal Health Form for Adults (H.2) for overnight activities when supervising girls and all Red level activities. For Red level activities, all adults must inform other adult supervisors of any life-threatening or health related condition that could affect their ability to supervise girls.

Personal Health Form for Adults (H.2) may be kept by the adult participant, 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. It should be reviewed and updated throughout the year.

If a situation develops where the Responsible Guider questions a girl's ability to participate or the ability of the group to manage her special health need(s) in an activity, she should address her

concerns with the parent/guardian. If the Guider's concerns relate to a medical condition/situation she may insist on a letter from the girl's doctor indicating she is fit to participate in the activity/event. In these cases it is important to provide the parents with details of the activity for the doctor to review. The Wellness Statement (H.5) form may aid in this process.

The Responsible Guider must encourage the use of sun safety practices such as using sunscreen, wearing a hat and T-shirt etc.

Medications

If a girl requires medication during an activity/event, Guiders must instruct parent(s)/guardian(s) and/or participants to complete the Medication Plan and Administration Record (H.3) and to bring necessary medications (prescription or over the counter) in original packaging clearly labeled with her name, dosage and instructions. Pill boxes are not acceptable.

Upon arrival at the activity, Guiders must obtain all medications from girls and confirm that they fully understand all instructions detailed on the Medication Plan and Administration Record (H.3). Adults must supervise girls taking medication and document it as indicated on the Medication Plan and Administration Record (H.3).

All medications must be self-administered by the participant except where adult supervisors may need to help younger girls or provide assistance in the case of a life-threatening reaction or in the use of an EpiPen or inhaler.

For medications required for life threatening allergies or medical conditions (e.g. asthma pumps, EpiPens, Twinject, insulin, etc.) and/or where directed by the parent(s)/guardian(s), the Responsible Guider must review the instructions for those medications with the girl and discuss safe handling of her own medications. The Responsible Guider may assign another adult supervisor to do this for her. The girl may then store and administer these medications as appropriate. These types of medications must be readily available at all times.

In an urgent situation, Guiders may obtain verbal consent by phone from parents/guardians to give a girl fever or cough medication to relieve symptoms. They must tell the parent/guardian:

- The type and brand name (i.e., fever medication –Tylenol) and the dose
- Another supervisor must repeat to the parent/guardian the above medication information and confirm consent
- An incident report and H.3 must be completed.

NOTE: In some provinces/territories, older girls (at the age identified by your provincial/territorial health regulations) are able to make decisions about their own health care, including completing their own health form and carrying their own medications. Check with your provincial office for more information. Examples of medications that older girls may carry on their own person include, but are not limited to, birth control pills, After Bite, asthma pumps, EpiPens, etc.

At the discretion of the Responsible Guider, the Medications Consent (H.7) may be used to obtain parent/guardians permission for giving girls medication for large events (e.g., provincial, national or international camp). The form includes medications that can be administered without direct physician approval and under what terms.

The first aider:

- Reviews the Medications Consent form (H.7) and consults a pharmacist for advice on what medical conditions they cover and the dosage
- Is thoroughly familiar with the Medication Consent and understands their limitations.

Activities where EMS response time is more than 4 hours

Guiders must obtain a completed signed copy of the Medication Consent form (H.7) from all participants and carry them with the first aid kit.

First Aid

NOTE: Please see the list of Key Terms located at the beginning of the document for further definitions of the various types of first aid discussed here.

A first aid kit appropriate for the activity and environment must be on-hand for all activities, including regular Unit meetings. The kit should contain, as a minimum, bandages to stop bleeding, a one-way valve facemask or shield and protective gloves. The kit should be checked before each activity and restocked as needed. Keep a copy of the First Aid Treatment Record (H.4) with your first aid kit.

Universal precautions that protect you from body fluids of others (blood, saliva, etc.) must be followed at all times when providing first aid treatment. See Appendix G.

For all first aid treatment other than minor conditions (such as skin irritations, cuts and scrapes and blisters), the Responsible Guider or first aider must keep records of first aid treatment. The information recorded must include the date and time of treatment, who was treated, who did the treating and what was done, as well as any other relevant information. Use the First Aid Treatment Record (H.4) form or the First Aid Examination Checklist for Wilderness Out-trips (H.6) form. Guiders must inform parent(s)/guardian(s) of any first aid treatment given to their daughter/ward.

All participants must be informed at the start of an activity/event of who and where to go to for first aid assistance.

First aiders are required for some Yellow level and all Red level activities as noted below. First aiders must provide a copy of their certificate or have their certification recorded in their profile in the Membership database (iMIS.)

For Green or Yellow level special events involving multiple Units or groups or a large number of participants, the Emergency Response Plan (SG.4) must include the management of first aid.

First Aid Training

Green level: It is recommended (but not mandatory) that at least one adult supervisor has a current Emergency First Aid certificate.

Yellow level: For most Yellow level activities it is recommended (but not mandatory) that at least one adult supervisor has a current Emergency First Aid certificate. However, activities that include the following factors **must have** a first aider who is currently certified in Emergency First Aid or is a health care professional:

- EMS response 30 min up to 1 hour
- Camp stove or campfire cooking
- Transportation arranged by Unit
- Specialized equipment
- Sleepover or camping

For Yellow level activities requiring first aiders, the ratio of first aiders and/or health care professionals to girl participants is 1:25. However, when travelling by bus or coach chartered for GGC Members, only one first aider is required per bus or coach.

Red level: All Red level activities must have at least one adult supervisor with a current Standard First Aid certificate, or who is a health care professional. In addition, in situations where EMS response time is more than four hours, the Responsible Guider must verify that at least one adult supervisor is certified in Wilderness First Aid (even if they are a health care professional).

For Red level activities, the ratio of first aiders and/or health care providers to participants is 1:25 and applies to all participants (adults and girls).

Safety and Emergency Response

For every GGC activity or event, Guiders must prepare an Emergency Response Plan (SG.4) that deals with expected and unexpected situations. The Emergency Response Plan (ERP) will include the Emergency Response Guidelines (see Appendix H) that outline a number of specific situations and a corresponding course of actions for responding to emergencies. Depending on the activity(ies), these guidelines can make up all or part of the Emergency Response Plan. Additional measures must be developed for potential situations not addressed in the guidelines and noted on the ERP (SG.4).

NOTE: Guiders play a key role and are responsible for the management of unexpected situations or an emergency. Prevention is the key objective. Consider possible scenarios and take steps to minimize or prevent their occurrence. Guiders should plan for how they would deal with an emergency and unexpected or unusual circumstances.

At all activities, Guiders must have the Emergency Response Plan (including the Guidelines), a list of participants and the schedule of activities or itinerary available to all Guiders and other supervisors. All supervisors must have reviewed and be familiar with the ERP.

For Pathfinders and Rangers when only one Guider (or no Guider) is present, the Emergency Response Plan must be reviewed with the girls.

Guiders and other supervisors must inform girl participants of related safety and emergency procedures before the activity.

The Responsible Guider must confirm participants' understanding of site/facility safety precautions such as waterfront rules and fire procedures or other site/facility safety precautions.

The Responsible Guider must instruct participants as to the location of the phone or designated means of communication and how to use it. This includes pay phones and personal cell phones carried by Guiders (it also includes radiophones, satellite phones and/or personal locator beacons). Though phone use is not encouraged during activities and events, it is essential that all participants know where and how to make an emergency call at all times.

In a regularly used location, the Responsible Guider must conduct a fire drill at the beginning of the year. Girls are to be instructed on emergency exits and the gathering place outside. This is reviewed at least once every three months.

Before a sleepover, camp or when travelling, the Responsible Guider must indicate the locations of fire exits and instruct all participants in fire drill procedures, including a specific meeting place away from danger.

NOTE: It is recommended that as soon as possible at a sleepover or camp, a fire drill that includes evacuation of the building or site is conducted, taking into consideration weather and length of stay

When girl participants become ill or are injured during an event/activity to the extent that they need medical care, the Responsible Guider must communicate this to the girl's parent(s)/guardian(s) and, through consultation with the parent(s)/guardian(s), determine an appropriate course of action which may include making arrangements for the girl to be sent home.

The Responsible Guider must inform parent(s)/guardian(s) of the specifics of the care that will be provided if the participant remains at the event/activity.

When an accident or injury occurs, the Guiders must take corrective actions immediately to help prevent its reoccurrence (i.e. if a fall occurs due to a broken chair, remove or fix the chair). See Incident Reporting on page 32.

For multi-day wilderness trips (e.g., canoe, kayak or hiking trips) Guiders must notify the police responsible for the area, park authorities (depending on their location) and inform them of the date of departure, trip route and expected return date/time. (See sample letter in Appendix I.)

Home Contact Person

When a group is away from their community, the Responsible Guider must arrange for a person in the community who is provincial/territorial age of majority and is not going on the trip to be designated as the local Home Contact Person (HCP). If the HCP is a non-member, they must sign the Non-member Volunteer form (A.7) which includes a statement of confidentiality and the Code of Conduct.

The HCP must be provided with the following information so they can assist in the resolution of a situation, which may or may not be an emergency:

- Final detailed trip itinerary, including probable stopping points, contact information for accommodations, and the physical description of the group, e.g., size, tent colors, automobiles, etc.
- Names and addresses of participants, their parents/guardians and emergency contacts in sealed envelopes. For Red level adventure activities, a copy of the health forms must also be included in the sealed envelopes. After the activity/event, these documents must be retrieved by the Responsible Guider and returned to participants or securely destroyed (i.e., shredded with cross-cut shredder).
- Copy of the Emergency Response Plan (SG.4)

Examples of types of activities where an HCP is used are:

- Camps
- Day trips away from the community
- Canoe/kayak/sail tripping or other adventure activities
- Travel touring in Canada
- International travel

See Appendix J for more information about the Home Contact Person.

For adventure tripping activities, an Adventure Activity Trip Plan (SG.6) must be left with a Home Contact Person. This plan includes a detailed itinerary and schedule of activities and/or route description as provided to parents(s)/guardian(s).

Communication

The Responsible Guider must plan for group communication to be reliable and supported by back-up plans.

Guiders must plan for a communication method between group members. This may include, but is not limited to, use of the buddy system, walkie-talkies, cell phones, whistles, signaling, etc.

Guiders must carry or have access to a communication device that works in the area in which the activity is taking place (i.e. pay phone, cell phone, radio phone, satellite phone, etc.) that they can use to contact emergency services or the Home Contact Person.

The Responsible Guider must:

- Determine the procedure for making calls in an emergency
- Decide who is called first and by whom
- Clarify when in the emergency process you call for assistance
- Determine who calls, clarify when participants' relatives are called and who calls, and clarify if and when GGC (provincial or national) is contacted and who calls them
- Include this information on the ERP (SG.4); some provincial websites include an emergency number for Members to call for support in a crisis situation

The Responsible Guider must confirm that she has accurate EMS contact information for the location where the activity is to take place.

In the event of a situation where EMS has been contacted, the Responsible Guider must also contact the parents of the girl(s) as well as her Commissioner or, in Ontario, the designated emergency phone number to report the situation.

In the event of a crisis, after taking steps to deal with the immediate situation and the needs of the girls, the Responsible Guider must initiate contact with GGC through her Commissioner (in Ontario through the designated emergency phone number) to make them aware of the nature of the incident. See the Emergency Response Guidelines.

NOTE: Personal Health Forms (H.1 for girls or H.2 for adults) provide the emergency contact information, description and photo of each participant. It is essential for Guiders to have access to them in the event of an emergency.

Incident Reporting

Guiders must document all incidents, whether minor or serious, that occur during a GGC-sanctioned activity. An incident is an out of the ordinary occurrence, such as an illness, injury, discipline problem, conflict, frightening situation or any unusual or unexpected occurrence during a GGC activity/event. A **minor incident** is unlikely to have future repercussions.

A **serious incident** is one that involves any of the following:

- Assistance from authorities (fire, police, ambulance, etc)
- Participants who are emotionally and/or psychologically distressed
- Widespread illness of many participants (e.g. at a large event/camp)

- A stay in a hospital
- Life-threatening illness
- Has future negligence and/or criminal repercussions
- Has future health care repercussions
- Poses a serious or significant negative impact on GGC or have future insurance implications
- Interest from the media

Should any questions arise about an incident direct the inquiry to the national office.

The adult at or closest to the incident must complete an Incident Report Form (INS.01). The Responsible Guider must ensure that the INS.01 is sent in a sealed envelope, faxed or emailed within five business days to the national office at the address below. Notify your Commissioner (Provincial Commissioner in Ontario) that you have submitted an Incident Report.

Email to: insurance@girlguides.ca OR fax to: 416-487-5570 OR mail to:
 Girl Guides of Canada
 Attn: Finance and Administration Department
 50 Merton Street
 Toronto, ON M4S 1A3

For serious incidents, the following information should also be included along with the Incident Report Form (INS.01)

- Activity Plan (SG.1)
- Copies of notes/statements related to the incident.
- Copies of the following for all participants directly involved in the incident (when applicable):
 - Permission Form (SG.2), Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5), Activity Notification or Authorization (SG.3).

NOTES:

The purpose of the Incident Report (INS.01) is to ensure GGC has details of the incident should questions arise. It is a tool to protect and support both the Guiders and the organization. A copy should be on hand during Unit activities.

Information on the Incident Report (INS.01) is confidential and anyone with whom it is discussed is notified that this is so. Incidents are only discussed with:

- Parent/guardian of a girl participant for whom the incident is reported
- Those who are involved in its resolution or the care of the participant

Guiders and other supervisors have a legal responsibility to notify their local child protection agency (intake worker) or the police if they have reasonable grounds to suspect that a child is in need of protection. Please see Girl Guides of Canada **Girl Protection Procedures** on our website or contact membership@girlguides.ca for more details.

Activity Planning

Transportation

Guiders, parents/guardians, and/or volunteers who choose to use their own vehicles to transport girls other than their own daughters/wards to or from or during an activity are doing so as a private arrangement with the passengers' parents/guardians. Automobile insurance is provincially regulated. Parents/guardians must be made aware that GGC does not carry automobile insurance

for the owner of a personal vehicle, even if it is used during a sanctioned event. The registered owner of a vehicle is responsible for maintaining adequate automobile insurance. Any physical damage to the vehicle, or liability resulting from its use during participation in or travel to and from a sanctioned activity is the responsibility of the vehicle owner.

When GGC organizes transportation to and/or from an activity/event, Guiders must inform parent(s)/guardian(s) that they need to provide written notification to the Responsible Guider outlining alternate arrangements if girls are to travel to or from an activity by means other than those arranged by the Guiders or special organizing committee for the activity.

NOTES:

With parents'/guardians' permission, Guiders can provide contact information so parents/guardians can organize dropping-off and picking-up girls at the activity location (car pooling).

If parents/guardians are driving other girls, it is recommended that their daughter/ward is first in and last out.

If it is unreasonable for parents/guardians to organize transportation themselves and the Guider (or GGC representative) becomes involved, it is advised that the group consider using public transportation or a commercial transportation service.

GGC does not recommend that Guiders use their personal or rented vehicles to transport girls.

Depending on the time of year and your location, the risks associated with transportation may vary. Transportation may well be one of the highest-risk factors for many activities. Plan carefully to proactively manage risks associated with transportation. Understand that transportation risk factors are involved before participants reach a destination and also as they return from an activity.

Include on your Emergency Response Plan (SG.4) how you will manage risk during transportation.

Buddy System

Guiders must use a buddy system during all activities, regardless of location.

Guiders must pair participants carefully in order to meet the needs of all participants.

Guiders must review the importance of the buddy system with all participants and remind each that they have a shared responsibility to look out for their assigned buddy and her safety.

Guiders must instruct participants that they must be aware at all times of the location of their buddy. Ideally they should always be together.

If the group must be split up in an emergency (i.e. to go and get help), Guiders must review the buddy list and reassign as necessary, to ensure that each participant has a buddy within their group. The individual(s) going for help should also be with a buddy.

NOTES:

As a team leader, the buddy system will increase your ability to effectively supervise the group. Giving each group member a partner to be responsible for enhances participant awareness and helps to prevent the "where is so-and-so" scenario.

Pair up individuals who are stronger in an area with those who require support or assistance in that area. This type of pairing is critical for maximizing group safety.

Reviewing participants' responsibilities in the buddy system raises the overall level of safety awareness within a group and encourages participants to shoulder greater responsibility for the group's safety.

A buddy system is good for morale and keeps people looking out for each other as well as themselves. The buddy system supports such issues as equipment checks and assignment of responsibility for group work tasks.

Clothing and Kit List

Guiders must provide a kit list, appropriate for the activity and possible weather conditions, to each participant in advance. (See Important Information on Clothing for Outdoor Activities in Appendix K.) This must be reviewed with girls prior to the activity/trip so they have enough time to prepare.

Guiders (and other supervisors) must address concerns related to the wearing of jewelry, long hair, loose clothing, etc. Identify safety concerns that they may pose because of the nature of activity, environment or weather and plan accordingly to minimize risk.

Guiders and other supervisors must monitor the clothing a group wears to ensure it is practical and appropriate to the activity.

NOTE: Information on proper clothing for outdoor activities that will occur in your regular Unit meetings can be given to girls and parent(s)/guardian(s) at the beginning of the year. This will help them be prepared as the outings are organized. For special, out of the ordinary activities, additional information specific to the activity should be provided.

Food and Water

Guiders and other supervisors must review the Personal Health Form for Girl Members (H.1) so they are aware of girls with food allergies.

The Responsible Guider must take appropriate precautions so that all participants with food allergies or dietary restrictions have food that meets their needs (for example, designating events as nut free). Guiders must develop a plan to manage food allergies so that the food of severely allergic participants will not be cross-contaminated by contact with traces of foods that trigger their allergies.

The Responsible Guider must encourage groups to plan snacks based on Canada's Food Guide to Healthy Eating provided by Health Canada. Guiders and other supervisors must also adhere to provincial/territorial health regulations for the safe preparation and storage of all perishable foods.

Information on food handling regulations from local health departments must be readily accessible to all participants and parents/guardians at any Guiding activity where meals are prepared and consumed.

Guiders must discuss with participants who will be involved in preparing food and review safety precautions for food preparation and instruction for stoves or other cooking facilities.

Guiders and other supervisors must ensure that all food preparation areas are thoroughly cleaned immediately after use. If meals are to be purchased for the group, the group must determine in

advance of the activity who will pay for the meals (e.g. through fundraising, Unit funds or girls will bring money with them).

Guiders must ensure that dishwashing is done by following local health authority guidelines where possible.

There are potential legal liabilities with Members of GGC selling as a fundraiser for GGC food products which are not officially sanctioned by the organization. Therefore, all Safe Guide procedures for food preparation and storage as well as all relevant government regulations must be followed when food is being prepared, served and sold by Members of GGC.

Guiders must ensure that safe drinking water is available in sufficient quantities for the duration of the activity. All water from aboveground sources (surface water) must be filtered and/or purified before use.

Equipment

Clear, verbal, age-appropriate instructions on how to use the equipment must be given to all participants or written instructions must be posted where applicable. Adult supervision appropriate to the age of participants and size of the group must be provided for the safe use of the equipment.

If at any time a participant is using any equipment in an unsafe manner, she must be shown the correct method or the activity is stopped.

Guiders and other supervisors must read directions and warnings before using any unfamiliar equipment. The area in and around the equipment and the equipment itself must be checked to determine that it works and is safe for use (e.g., no frayed electrical cords, no sharp edges, cracks or splinters, area around equipment is clear and free from hazards). If equipment is determined to be unsafe, it must immediately be removed from use, repaired and rechecked before use. If girls are permitted to bring their own equipment for an activity (e.g. toboggans), the girls and their parent(s)/guardian(s) must be informed that they must check that the equipment is in good working order and is suitable for personal use.

NOTE: Equipment includes any tool, machine or device used by participants. See Key Terms regarding equipment.

Protective safety gear should be used by participants. It must fit the user and they should be trained in its use.

Parents must be informed that if they wish their child to wear a helmet for downhill skiing, snowboarding, tobogganing, skating or cycling, they must provide one. Guiders must follow municipal/provincial regulations concerning helmet use.

Location

The Responsible Guider must make a pre-activity visual check of the facility to check for safety factors such as adequate lighting (inside and out), general repair, washroom facilities, exits, fire extinguishers, etc.

The Responsible Guider must identify and remove hazards that create, or may potentially create, a risk in the activity. Potentially hazardous immovable objects (e.g., goal posts, stages, stairs, wall climbers, trees) must be brought to the attention of the girls.

For all indoor activities, Guiders must not use walls and stages as turning points or finish lines in running games. A line or pylon could be used in advance of the wall.

Guiders must verify that storage boxes and equipment/furniture stored around the perimeter of the room do not present a safety hazard when girls are active. If they do, remove the item or mark it off with pylons or caution tape and make the girls aware of the equipment/furniture.

For all outdoor activities, Guiders must verify that the playing surface is free of potential hazards (e.g., glass, rocks).

A Girl Guides of Canada certificate of insurance must be provided if requested by the facility. The Responsible Guider must contact the facility before their activity to determine requirements. If required, the Responsible Guider must contact her provincial office or the forms section of national web site <http://www.girlguides.ca> for a copy of the Request for Proof of Insurance form (INS.02).

If a facility requests a contract or waiver be signed by Girl Guides of Canada for the use of the location, the Responsible Guider must contact her provincial office at least two weeks in advance regarding obtaining an authorized signature. Members are prohibited from signing contracts and leases.

In regularly used meeting places, Guiders must check that emergency equipment (e.g., fire extinguishers, rescue devices) is accessible and has been maintained.

Guiders must ensure that group size is within occupancy limits for the location and never exceeded.

Guiders must endeavor to provide an accessible environment to meet the physical needs of all girls.