Girl Guides
BC Council

Overview of Safe Guide Process

Great programing and safe girls are a matter of self-responsibility with Guiders. Using the Safe Guide, at all levels (green, yellow, or red) and every time you plan an activity, will assist in the risk management.

PLAN FIRST:

Start by using the ***Introduction*** section (pg 6) to identify which activities are not allowed or are allowed only with additional conditions. Referencing the ***Key Terms*** (page 10) will help with many aspects of planning. All activities start with the ***General Planning for Activities*** section (page 16) as well as the ***Activity Planning Chart*** (pg 18 of Safe Guide or page 2 of the SG3) to assist with determining the level of the activity. The ***Activity Guides*** section (starting on page 53) has mandatory activity specific procedures, best practices and some checklists that can assist with the overall planning.

COMPLETE SAFE GUIDE FORMS:

Green Level Activities:

- For events *away from regular meeting place,* notify Parents/Guardians and your District Commissioner of the activity by email/newsletter or the **Activity Planning Form - SG.1**. Always use the SG.1 to provide volunteer drivers information about auto insurance and their personal liability (see Guidelines for Roadside Emergencies in Memberzone for more information)
- An **Emergency Response Plan – SG.4** is required for all activities *including your unit meetings*, and should include the schedule of activities and participant list. Write it so that you can hand to anyone in an emergency and they can follow the plan.
  In BC, the ***Provincial Emergency Contact for GGC*** is **1-888-884-2711**.
- No assessment is required for Green level activities.
- Document retention of all Safe Guide paperwork for Green level activities should be completed at least twice per year (eg. December & June).
  - Electronic Submissions - email to **bc-safeguideassessments@girlguides.ca** with "**Unit iMIS # and Green"** in the subject line (unit iMIS # can be found on your roster in Memberzone)
  - Paper Submissions sent to Provincial Office through District Commissioner. Place all forms into an envelope with the Forms Retention label: **Green SG.4** - **Date Range**

Yellow & Red Level Activities:

- Complete required **Safe Guide Forms.** All Yellow & Red activities require a **SG1, SG2, SG3 & SG4**
- Please confirm in Safe Guide what additional forms may be required. For example:
  - Conditional activity (eg. Horseback riding), Adventurous activity (eg. WildPlay), Adventure camping & tripping; and water activities will require additional paperwork (eg. **SG.5, SG.6, SG.7, certificate of Insurance, WA.1 and/or Qualifications/Trip logs)**
- Email all the SG Forms and information to: **bc-safeguideassessments@girlguides.ca**
  Please note: This email is only monitored during office hours at BC Guide House.
  - For water activities: Please include "Water" in your subject line/body of your email

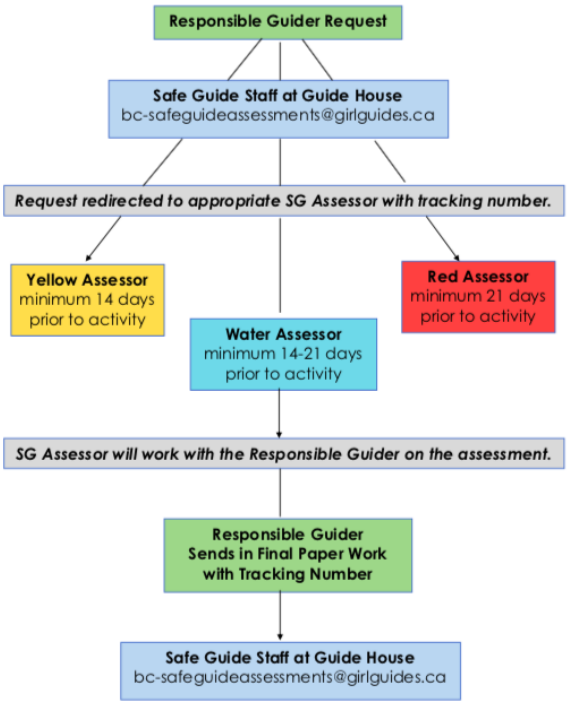
	Minimum Submission deadline
Yellow	**14 days prior to the activity**
Red	**21 days prior to the activity**

  - Activities submitted later than these deadlines may be DECLINED for assessment
- Your paperwork will be assigned with a **tracking number**, and forwarded to a **Safe Guide Assessor** to assess your activity for acknowledgement or approval.

Questions? Contact the **BC Safe Guide Adviser:**

Erin DeBruin **bc-safeguide@girlguides.ca** **phone: 1.604.312.2276**

- The Safe Guide Assessor will be in contact with the Responsible Guider to provide their feedback on their paperwork.
- **Please follow up with the SG Assessor directly if you have not heard from her within 72 hrs.**
- *Yellow activity paperwork is acknowledged* and Red requires approval before proceeding.
- Once the activity is over, all SG Forms (Including any medication or health treatment records eg. H.3, H.4, H.5, H.6, H.7) with the **tracking number** are to be sent to the BC Girl Guides Office.
    - Electronic Submissions – Scan all forms & put please put **"Retention - Tracking Number"** in the email subject line to **bc-safeguideassessments@girlguides.ca**. A receipt of submission will be sent you once all final forms have been accepted by the BC Office. AFTER THAT, all activity forms for the camp/event may be shredded/securely destroyed.
    - Paper Submissions – Place them into an envelope labelled with the Forms Retention label and send to BC Girl Guide Office through your District Commissioner or mail to: 107-252 Esplanade W. North Vancouver, BC V7M 0E9



SAFE GUIDE & TRAVELING:

Travel preauthorization is required when a trip is complex to plan with multiple nights at different locations such as an educational/sight-seeing tour through a province (your own or another) or internationally before making any financial commitments or fundraising.
Please review Safe Guide & submit your for pre-approval forms *BEFORE YOU START* your planning!

Travel Touring in BC or Canada:

- Email the Pre-Authorization **SG.8A/B & SG.9** to: **bc-safeguideassessments@girlguides.ca before you start your planning (6-12 months prior) or prior to fundraising.**
- The remaining Safe Guide paperwork for the complete trip will be submitted directly to the assessor assigned **at least 30 days prior to the trip**.

International travel:

- Submit the SG.8 to **bc-internationalgrouptravel@girlguides.ca** with the necessary paperwork **at least 18 months prior to the trip or prior to fundraising.**
- After reviewing, the Assessor signs to indicate approval to move forward in the planning of this trip. Further paperwork must be submitted one year prior and again 6 months prior to the trip.

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