

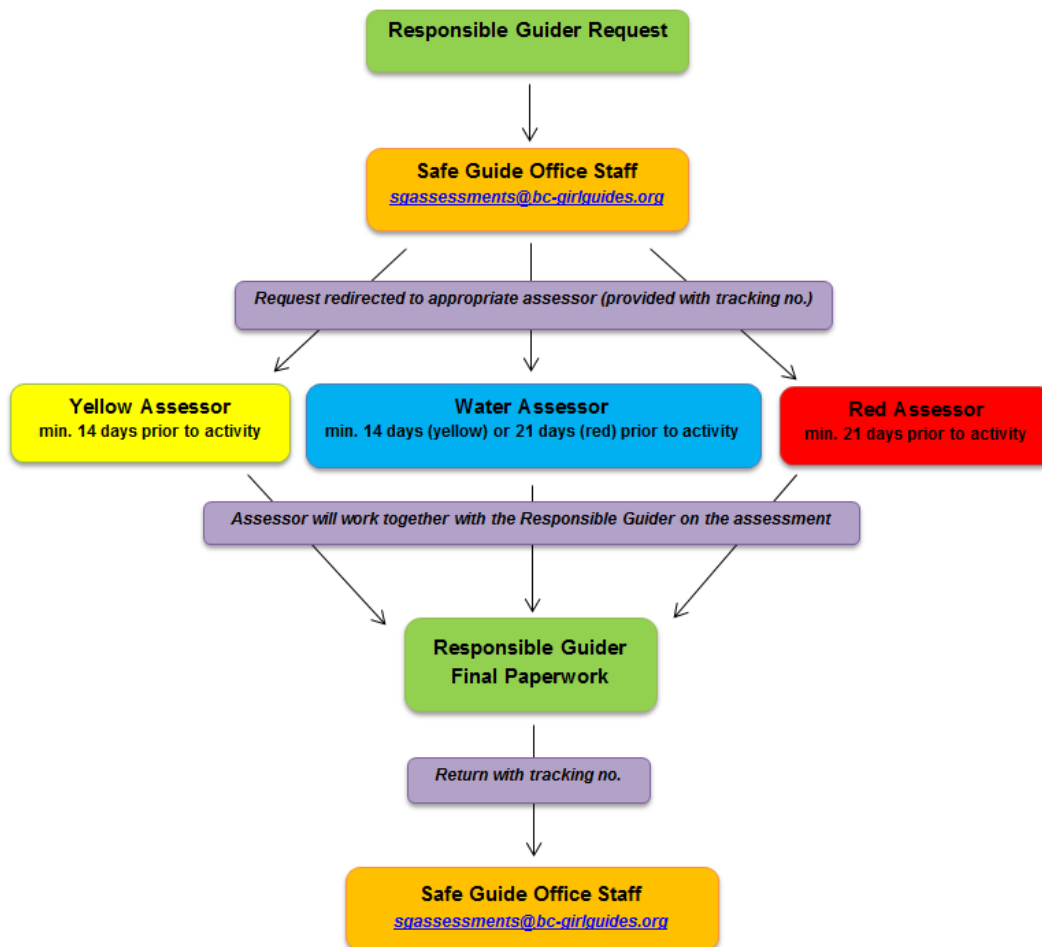
Simple Safe Guide Procedure

*ALL International under or over 72hr trips send directly to international@bc-girlguides.org

*ALL other submissions follow the process below

- 1) Fill out all necessary forms for your activity.
- 2) Send all forms and information to sgassessments@bc-girlguides.org.
- 3) From there, your request will be forwarded to a Safe Guide Assessor with the appropriate specialties able to assess your activity for acknowledgement/approval.
- 4) Assessors will be in direct contact with the Responsible Guider. A tracking number will be provided to be recorded on the top right corner of the SG forms and will be used in the forms retention process.
- 5) If you do not hear from an assessor within 48 hours, follow up with sgassessments@bc-girlguides.org and copy the BC Safe Guide Adviser bcsbg@bc-girlguides.org.
- 6) Once approved and activity has ended, all forms are to be sent electronically to sgassessments@bc-girlguides.org. Please remember to use the tracking number with your final submission. If you do not have the ability to submit forms electronically, they are to be sent in to the Provincial Office – using the tracking number on the outside of the envelope.
- 7) Upon submitting electronically, a receipt of submission will be sent to you once all final forms have been accepted by the provincial office. After that, and only after that, all of the activity forms for that activity may be shredded/securely destroyed.

**Please include any health forms and treatment records if they have been used.
These include the H.3, H.4, H.5, H.6, and H.7.**



Please see the Overview of Safe Guide Assessment Process for further detail.

Overview of Safe Guide Assessment Process

Great Programs 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 (page 5) which identifies which activities are not allowed or allowed only with additional conditions. Referencing **Key Terms** (page 9) will also help with many aspects of the planning process.

All activities begin with the **General Planning for Activities** section (page 14), as well as the **Activity Planning Chart** (page 17 of Safe Guide or page 2 of the SG.3) to assist with determining the level of the activity. Also check the **Activity Guides** section (starting on page 47) to see if the girls' chosen activity may be augmented by the checklists in this section. The Activity Guides contain some considerations and procedures specific to that activity, as well as some checklists that can assist with the overall planning.

1. Be sure to fill out all the appropriate forms, especially both sides of the SG.4 Emergency Response Plan. In BC, the **Provincial Emergency Contact for GGC** is **1-888-884-2711**. Green level activities require use of the Activity Planning Chart (page 17 of Safe Guide) and an SG.4 form, but there is no assessment required at this level.

SUBMIT FORMS: (for more detail see Notes on Form Submission attached)

If you require help with using the Safe Guide for activity planning, contact your local mentor or Safe Guide Trainer.

2. All forms, excluding International travel, should be sent to sgassessments@bc-girlguides.org. Forms required for an assessment of an activity are outlined in the Safe Guide and on page 2 of the SG.3.
3. Yellow assessors are all part of the BC team and requests will be distributed amongst these assessors for acknowledgment. Red assessors are specialized and will only assess the red level activities within their field of expertise.

RECEIVING ACKNOWLEDGEMENT/APPROVAL AND TRACKING:

4. The assessor will be provided with a tracking number for the activity assigned to them. They will in turn provide this to the Responsible Guider as they communicate. The assessor may be in contact to ask questions or request additional documentation, before providing acknowledgement or approval.
5. If you do not hear from an assessor within 48 hours, follow up with the Safe Guide office contact sgassessments@bc-girlguides.org and copy the BC Safe Guide Adviser bcsg@bc-girlguides.org.

FOLLOW-UP:

6. For yellow activities, once the assessor has acknowledged your activity by email or fax, retain that acknowledgement (for forms retention). Then, write the tracking number given to you by the assessor on the top right corner of the SG Forms. For red activities, once the assessor has approved, retain your approval, record the tracking number on the top right corner of the SG Forms. Also, remember to notify your commissioner that the activity is occurring because their name is included on the form.
7. You must keep a hard copy of all Safe Guide forms for the event. Once the event is completed, **submit final forms to the Safe Guide office contact at sgassessments@bc-girlguides.org**. Please remember to include your tracking number with your submission as this will be used, by the Provincial Office, for document retention. A receipt of submission will be sent to you once all forms have been accepted by the provincial office. After that, and only after that, all of the activity forms for that activity may be shredded/securely destroyed.

If you do not have the ability to submit forms electronically, they are to be sent in to the Provincial Office – using the tracking number on the outside of the envelope. Please include any health forms and treatment records if they have been used. These include the H.3, H.4, H.5, H.6, and H.7.

Notes on Forms Submission

Procedure for submitting YELLOW forms:

-Minimum 14 days prior to the activity – Email your forms to sgassessments@bc-girlguides.org:

The Responsible Guider seeks acknowledgement of her activity from one of the yellow assessors. Since there is no 'permission' aspect to the assessor's role, the assessor does not need to have direct experience with the location of the event.

Procedure for submitting RED forms:

-Minimum 21 days prior to the activity – Email your forms to sgassessments@bc-girlguides.org:

The Responsible Guider seeks approval for red activities by submitting her activity plan information to sgassessments@bc-girlguides.org to be directed to a red assessor with the appropriate specialty. Red level activities require thorough planning, specific training and skills to supervise, as well as, GGC authorization. Red Assessors can support Responsible Guiders with their plans for these more complex, often high risk activities.

Procedure for submitting WATER ACTIVITY forms - Email your forms, with "water" included in the subject line to sgassessments@bc-girlguides.org:

The Responsible Guider submits all yellow and red water activities to the Safe Guide office contact. Include the unit name, event date, and level in the subject line.

- For yellow water activities, a minimum of 14 days prior to the activity

- For red water activities, a minimum of 21 days prior to the activity

Check the Safe Guide to determine which forms are required for the level and type of water activity.

Procedure for submitting INTERNATIONAL forms – Submit to international@bc-girlguides.org:

- Over 72 hour International Travel – At least 18 months prior to the trip or prior to fundraising, the SG.8 must be completed and submitted together with various supplementary materials. After reviewing, the International Assessor will be in touch to support you throughout your preparation and process.

- Under 72 hour International Travel – At this time there are no trips to the USA, therefore there are no Under 72 hour International trips going.

Procedure for the SG.8 when used for TRAVEL within BC or Canada – Please include "Travel" in the subject line:

Travel preauthorization is required when a trip is more complex to plan with multiple nights at different locations: for example; and education/site seeing tour through a province (your own or another). These trips need to be pre-approved via the SG.8 before making any commitments for transportation, tours, accommodations, etc. This form is used early in the planning process (before fundraising starts), and is to be submitted to the Safe Guide office contact. The SG.8 approval is separate from the rest of the SG paperwork submission process, which will follow at a date closer to activity, **to the same assessor.**

BC Safe Guide Adviser:

Please feel free to contact the following if you having difficulty or need assistance.

Maryann Brock

bcsg@bc-girlguides.org

phone: 1.250.832.7280

cell: 1.250.833.5481

Safe Guide Forms Submission and office contact:

Jessica Fedele

sgassessments@bc-girlguides.org

phone: 604.714.6636 ext.154