



## You and Safe Guide planning

### Using Safe Guide for Green and Yellow level activities

[Safe Guide](#) provides guidance on the safety aspect of planning for exciting activities and innovative opportunities for girls.

Safe Guide is revised every summer to clarify procedures and add new information.

#### The five Ws of planning

- The five Ws are who, what, when, where and why. By answering the following questions, a good idea for a plan is developed:
  - Who is involved; who is participating?
  - What are you going to do?
  - When are you going to do it?
  - Where are you going to do it?
  - Why are you going to do it?

#### Planning and safety

- The key steps in the safety procedures are:
  - Informing parents/guardians about the details of activities their child will be involved in. Try and 'paint a picture' about the event. For example:
    - Types of activities (crafts, running games, toasting marshmallows over a fire, hike on easy trail in woods, etc.)
    - Schedule of activities (arrival, mealtimes, activity periods, bed times)
    - Meeting, drop-off and/or pick-up address or location
    - Type of facilities available (e.g. residential camp with outdoor toilets and a kitchen shelter)
    - Number of supervisors
  - Ensuring that there are enough supervisors for the number of girls and that the supervisors have relevant expertise, training and first aid qualifications for the activity
  - Planning for safety and emergency response
  - Activity planning, including things such as food handling, buddy system, transportation and so on

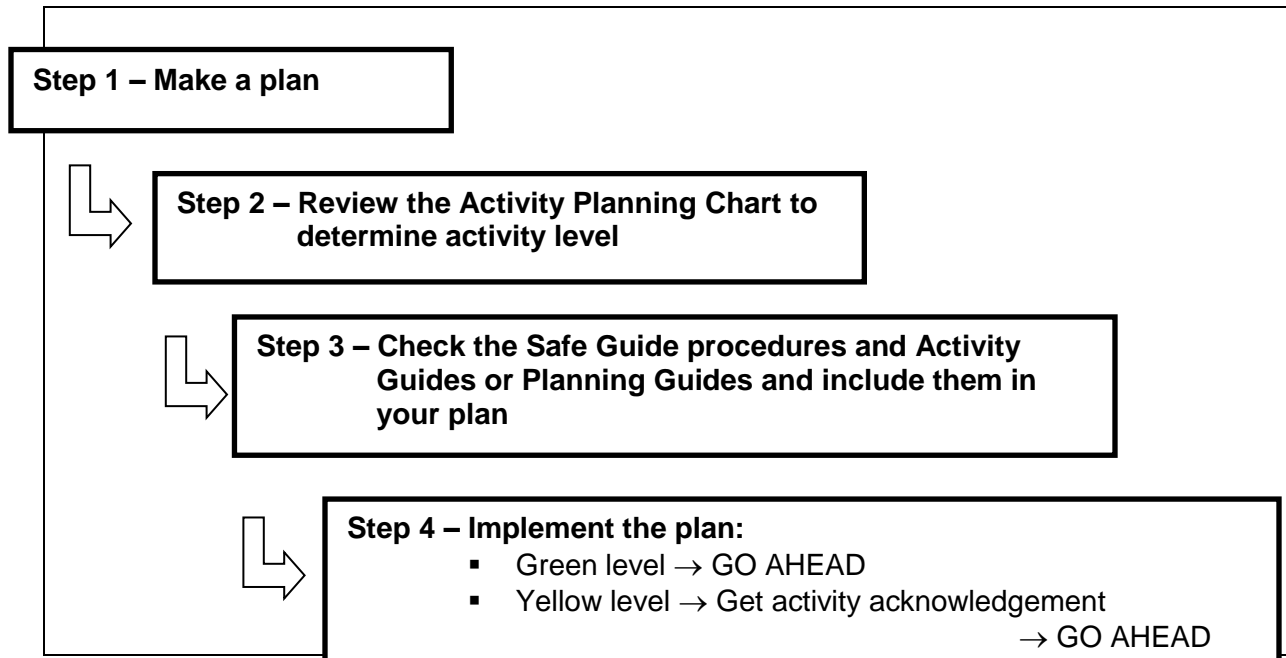
#### The four risk factors

- When planning for safety, the major factors to take into consideration are:
  - people (supervision ratio, training, age, ability, etc.)
  - place (meeting room, playground, a beach or river bank, etc.)
  - environment (traffic, large crowd, rough ground, etc.)
  - the activity itself (crafts, nature hike, horseback riding, sleepover)

#### Emergency response

- The basic 'must haves' at all activities are:
  - Personal Health forms for all girl members
  - A first aid kit appropriate to the activity
  - A list of who is at the activity
  - The Emergency Response Guidelines and the Emergency Response plan
  - A method of communicating to get external help, for example a telephone (cell, phone on on-site)

## Four steps to using Safe Guide for Green and Yellow level activities



### **Step 1 – Make a plan**

- a) Start with the Five Ws of planning: who, what, when, where and why.

### **Step 2 – Review the Activity Planning Chart**

- b) Note where your activity falls in the chart. This will determine the activity level and planning for:
  - Permission from parents/guardians
  - Notification or authorization from GGC
  - Supervision ratios
  - First aiders
  - Emergency response planning
- b) Review the list of Key Terms for definitions and explanations of terms in this chart.

### **NOTE:**

The chart assesses activities based on three levels:

- Green level – simple, routine activities in the community
- Yellow level – overnights and more complex activities that need more planning as they involve more risk. GGC must acknowledge that these activities are being undertaken.
- Red level – require skill and training to supervise. They require a great deal of forethought to address and manage the risks associated with them. GGC must authorize these activities before they take place. This overview does not include the steps for Red level activities.

**Step 3 – Review the procedures and Activity Guides or Planning Guides and include them in your plan**

a) Review the General Planning section and include applicable steps in your plan.

NOTE:

- The list of activities that are not permitted. These are in the Introduction to Safe Guide. As these activities are not permitted, they are not insured.
- Conditional Activities listed in Appendix B of Safe Guide. These activities have special requirements.
- Age restricted activities listed under Pre-planning and Activity Levels.

b) Use the relevant Activity Guides and Planning Guides to guide your planning. There are Activity Guides for:

Activity Guides:

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| <ul style="list-style-type: none"> <li>▪ Accommodations</li> <li>▪ Activities in the Community</li> <li>▪ Activities in the Outdoors</li> <li>▪ Camping: Residential</li> <li>▪ Camping: Tenting in an Established Campsite</li> <li>▪ Cookie Sales</li> <li>▪ Horseback Riding</li> </ul> | <ul style="list-style-type: none"> <li>▪ Ice Skating</li> <li>▪ Sledding/Tobogganing</li> <li>▪ Sleepover</li> <li>▪ Third Party Service Provider (TPSP)</li> <li>▪ Travel in Canada - 72 Hours or More</li> </ul> |
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Planning Guides:

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|---|--|
| <ul style="list-style-type: none"> <li>▪ Swimming</li> <li>▪ Boating</li> </ul> | <ul style="list-style-type: none"> <li>▪ International Travel</li> <li>▪ Homestay</li> </ul> |
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c) Provide parents with details about activities, especially activities not held at the meeting place. Use the Activity Plan (SG.1) form for activities that are outside of the meeting place.

**Step 4 – Implement the plan**

<p><b>GREEN LEVEL</b></p> <p>a) Emergency Response Plan (SG.4) – you must have an Emergency Response plan for regular meetings → <b>Go ahead!</b></p> <p>Tips for off-site meetings:</p> <ul style="list-style-type: none"> <li>▪ Complete an Emergency Response Plan specific to your off-site activity</li> <li>▪ Use the Activity Plan (SG.1) form when parents/guardians need additional information or need to do more preparation. It will help you be sure that you have not forgotten any critical information.</li> </ul>	<p><b>OR</b></p>	<p><b>YELLOW LEVEL</b></p> <ol style="list-style-type: none"> <li>1. Prepare these forms in the following order:             <ul style="list-style-type: none"> <li>▪ Activity Plan (SG.1)</li> <li>▪ Emergency Response Plan (SG.4)</li> <li>▪ Waiver (SG.5) if a Conditional Activity</li> <li>▪ Parent/Guardian Permission (SG.2)</li> <li>▪ Activity Notification or Authorization (SG.3)</li> <li>▪ TPSP Interview Checklist (SG.7) if required</li> </ul> </li> <li>2. Email/fax/mail these forms at least <b>14 days</b> in advance of your activity to the address for your province in Appendix L of Safe Guide.</li> </ol>
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	<p>3. Distribute these completed forms to parents/guardians:</p> <ul style="list-style-type: none"> <li>▪ Activity Plan (SG.1)</li> <li>▪ Waiver (SG.5) if a Conditional Activity</li> <li>▪ Parent/Guardian Permission (SG.2)</li> </ul> <p>4. Obtain acknowledgement from assessor and attach to your copy of the SG.3</p> <p style="text-align: right;"><b>→ Go ahead – Have FUN!</b></p>
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**Safe Guide Forms for Activities**

Form	Purpose	When to use
<i>Activity Plan (SG.1)</i>	<ul style="list-style-type: none"> <li>▪ Assists in ensuring that the basics in your planning are covered. Provides complete details to parents/guardians about the activity, the facilities, the schedule, etc. It must be completed for Yellow level activities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Green level – optional</li> <li>▪ Yellow level - required</li> </ul>
<i>Parent/Guardian Permission (SG.2)</i>	<ul style="list-style-type: none"> <li>▪ Must be provided to parents/guardians for Yellow level activities along with the Activity Plan (SG.1). Together they provide the information that parents/guardians use to decide whether to give permission for participation in the activity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Yellow level</li> </ul>
<i>Activity Notification or Authorization (SG.3)</i>	<ul style="list-style-type: none"> <li>▪ Used to notify GGC of your intentions. It is sent for assessment. Before going ahead with your activity, you must have a response from an Assessor. For Yellow level activities, she can call you or email you with her acknowledgement of the activity. You must note her response on your copy of the form.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Yellow level</li> </ul>
<i>Emergency Response Guidelines and Plan (SG.4)</i>	<ul style="list-style-type: none"> <li>▪ The Emergency Response Guidelines found in Appendix H have basic emergency steps. To complete your ERP, you need to add procedures specific to your activity and location using the Emergency Response Plan (SG.4). You must have an Emergency Response Plan (SG.4) and the Guidelines with you at all activities including unit meetings. Make a copy of the SG.4 and Guidelines and put it in</li> </ul>	<ul style="list-style-type: none"> <li>▪ ALL Green and Yellow level</li> </ul>

	<p>the same place as you keep Health Forms and other materials that you bring to all activities.</p> <ul style="list-style-type: none"> <li>Make sure everyone knows where it is.</li> </ul>	
<i>Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5)</i>	<ul style="list-style-type: none"> <li>Used for Conditional Activities and Adventure activities. These activities involve a higher degree of risk. A condition of our insurance is that this form is signed for all participants (girls and adults). Parents/guardians must sign this form for girls under the provincial/territorial age of majority. (Note that some activities run by a third party also require the activity provider to provide proof of liability insurance.) More information about these activities is listed in Safe Guide Appendix B.</li> </ul>	<ul style="list-style-type: none"> <li>Yellow level for conditional activities: <ul style="list-style-type: none"> <li>Alpine/Downhill skiing</li> <li>Boating with a third party service provider</li> <li>Horseback riding</li> <li>Scuba diving in a pool</li> </ul> </li> </ul>
<i>Third Party Service Provider Interview Checklist (SG.7)</i>	<ul style="list-style-type: none"> <li>Used to interview a possible Third Party Service Provider (TPSP) and document the TPSP's answers.</li> </ul>	<ul style="list-style-type: none"> <li>See the TPSP Activity Guide for details on when to use.</li> </ul>
<i>Water Activity Plan (WA.1)</i>	<ul style="list-style-type: none"> <li>Required for some swimming and boating activities that are Yellow level.</li> </ul>	<ul style="list-style-type: none"> <li>Yellow level</li> </ul>
<i>Personal Health Form (H.1)</i>	<ul style="list-style-type: none"> <li>Provides health information on participants, parent/guardian contact information as well as permission for picking up a girl.</li> </ul>	<ul style="list-style-type: none"> <li>ALL activities</li> </ul>
<i>Additional forms relating to health, medication and first aid</i>	<ul style="list-style-type: none"> <li>Personal Health Form for Adults (H.2).</li> <li>Medication Plan and Administration Record (H.3) – documents when girls take their medication.</li> <li>First Aid Treatment Record (H.4) – documents when first aid is given.</li> <li>Wellness Statement (H.5) – used if there are concerns about managing health at an activity.</li> </ul>	<ul style="list-style-type: none"> <li>Used as needed for all activities</li> </ul>

### Informing parents/guardians about Green level activities

Guiders must always make reasonable efforts to provide parents/guardians with information about the details of activities their child is involved in. For example:

- Information on transportation (meeting place at the site, drop-off and/or pick-up location)
- Personal kit list
- Clothing for outdoor activities
- Contact information

- Location
- Meeting time
- Description of the facilities
- Details of activities taking place during the event (e.g. crafts, running games, hiking, tour of facility, etc.)
- Schedule or itinerary

Please see the Safe Guide section on parent/guardian permission for more specifics on what must be provided.

For Green level activities that are not at the regular meeting place, you will need to set up a system for providing information to parents/guardians as well as a way of keeping track of who is coming.

Here are a few tips to assist you with attendance at off-site activities:

- **Activity Plan (SG.1)** – the activity plan is an excellent form to use for Green level activities when parents/guardians need additional information or need to do more preparation. It will help you be sure that you have not forgotten any critical information.
- **Sign-up sheet** – Several weeks before your off-site activity, you could post a sign-up sheet in a prominent place in your unit so parents/guardians can let you know if they are available to help by signing up as they arrive or before leaving a regular meeting.
- **Reminders** – Send home a reminder and/or send an email. Older girls can assist in planning by organizing a telephone/email system of reminders and let you know who will be attending.
- **Attendance** - You must always have a list of who is at an activity. This is a requirement of the Emergency Response Plan. Bring your unit roster with you and do a roll call or have participants sign in as they arrive. Set up a buddy system.
- **Unit newsletter/group email** – You may already have a unit newsletter that lists the dates, times and locations of upcoming activities. This is a great communication tool for all unit activities.