

**SAFE GUIDE ASSESSOR COMMUNICATIONS
Nova Scotia Process**

IT3: International over 72 hrs

Safe Guide is GGC's process for helping Guiders be consistent and systematic in their risk management which is administered through Safe Guide Assessors.

Under the direction of the Provincial Safe Guide Adviser, the Safe Guide International Assessor(s) review and assess IT3: International Over 72 Hours Activities to ensure overall safety of Members participating in those activities.

The Safe Guide International Assessor(s) provides approval for International Over 72 Hours Activities. The SG International Assessor communicates with the Responsible Guider and Provincial office staff. The following reflects the process for communication and the information sharing between the Assessor and the Office Staff once Safe Guide papers are received from the Responsible Guider (RG).

Prerequisite: Approved SG8

IT3: International Over 72 Hours Activity

Safe Guide Assessor	Responsible Guider
<ul style="list-style-type: none"> • Assessor acknowledges receipt of Safe Guide paperwork via return email to CSR within 2 business days. • Assessor acknowledges receipt of Safe Guide paperwork via return email to RG no later than 3 business days after receipt of paperwork from CSR. • Assessor reviews paperwork received and determines: • Activity assessment papers are complete <ul style="list-style-type: none"> ○ Advises RG that assessment has been completed ○ Keep records of all e-mails and correspondence for 6 months. ○ cc's Area Commissioner and Safe Guide Adviser • Activity assessment papers are incomplete <ul style="list-style-type: none"> ○ Assessor contacts RG for resolution on incomplete paperwork. <ul style="list-style-type: none"> ▪ RG follows up incomplete paperwork with individual ○ Continues to work/mentor with RG and where necessary the International Adviser until Assessment complete or camp / event is denied. ○ Assessor contacts Provincial IMIS coordinator for confirmation on member / non member paperwork received and or not entered and continues follow up until Assessment complete or camp / event denied. ○ Deadline for RG to submit O/S information is within 4 months of the date of the event/activity • Assessor will provide approval within 3 months prior to the event. • Should an Assessment not proceed the Assessor notifies the RG, International Adviser, PC and Provincial Safe Guide Adviser. • Provincial Safe Guide Adviser then advises Area Commissioner with a cc to the Risk & Compliance Management Adviser. 	<ul style="list-style-type: none"> • Works with SG Assessor and Area Commissioner for any outstanding information.
IMIS	Safe Guide Adviser
<ul style="list-style-type: none"> • Forms received with Tracking number is immediately entered into IMIS. • Advises Assessor of information received and entered for those forms with Tracking number. 	<ul style="list-style-type: none"> • Regularly checks the Safe Guide Tracking log located in OneDrive and addresses issues / concerns.

*****Please note:** All outstanding paperwork must be received by the GGC Provincial Office 72 hours or 3 business days prior to the start date of the event / activity in order for the SG3 to be acknowledged and for the event / activity to proceed.