

# **SAFETY 2016-2017**



## **Self-Study**

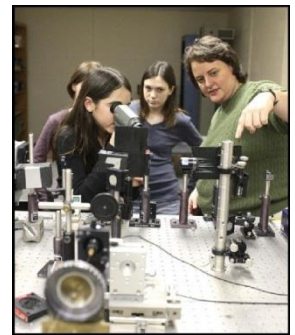
# **Safety**

## **Keeping Girl Scouts Safe**

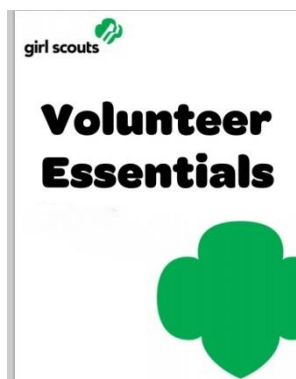
In Girl Scouts, the emotional and physical safety and well-being of girls is always a top priority. One of your primary responsibilities as a volunteer is to safe-guard the health of the individuals for whom you are responsible and to instill in them a sense of safety. This training will help you do just that.

In this training you will learn:

- Your safety responsibilities as a Girl Scout Volunteer
- How to approach activities safely
- How to provide emergency care, if an accident does occur



It is highly recommended that you read chapter 4 of Volunteer Essentials either before or immediately after this training. You can download Volunteer Essentials at [www.bdgsc.org](http://www.bdgsc.org) under Our Council—News and Publications.



Download Volunteer Essentials

<http://www.bdgsc.org/content/bdgsc/en/our-council/news.html>

# Safety Activity Checkpoints

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow these guidelines at all times. The first guideline to follow is to follow the Safety Activity Checkpoints.



Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints, available on our website at the address showing above. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.

In every Safety Activity Checkpoint, you will find:

A list of gear needed for the activity



How to prepare for the activity

How to stay safe while carrying out the activity



# **Safety Activity Checkpoints**

## **Get Trained!**

Certain activities, particularly some outdoor activities such as camping, backpacking and archery, require additional training. The outdoor certification page of our website gives a full listing of all activities requiring additional training or certification. Some activities only require a self-study; others require in-person courses. If you need training for a particular activity, the outdoor certification page provides links to the training schedule where you can find all the trainings scheduled by our council. You can find the outdoor certification page on our website at:

<http://www.bdgsc.org/content/bdgsc/en/for-volunteers/volunteer-resources/OutdoorCertification.html>



# Safety Activity Checkpoints Get Experts!

Each year, troops around the council visit local and regional parks and stables. It is important that these facilities have the proper insurance. If you are taking your troop or group on a trip, please check this list to be sure that the destination is a covered facility and/or that the bus line is also covered. If you wish to use a facility not on this list, please call Roberta Richmond at 304-345-7722 or 800-756-7616 to see if they meet the necessary specifications. Have a safe and fun year.

## Girl Scouts of Black Diamond Council Approved Companies For Program Activities

As of June 25, 2012 the following bus companies, parks, stables, river-raft and boat operators meet the GSUSA standards for liability insurance. However, please note the expiration date of the policy as listed below: This form changes regularly. Please call or check the website.

<p><b><u>BUS LINE</u></b></p> <ol style="list-style-type: none"> <li>Abbott Bus Lines</li> <li>Advantage Coach</li> <li>Capital Cab Co</li> <li>Central Cab Company</li> <li>Dale Eugene Evans</li> <li>Fabulous Coach Lines</li> <li>Fox Charter Service</li> <li>Group Tours Inc.</li> <li>McCarter Transit, Inc.</li> <li>Mountaineer Coach (Coach USA)</li> </ol>	<p><b><u>LOCATION</u></b></p> <p>Roanoke VA Charleston WV Saint Albans WV Waynesburg PA Oakland MD Branford FL Waynesburg PA Greenville PA Beaver Falls, PA Waynesburg PA</p>	<p><b><u>POLICY EXPIRATION DATE</u></b></p> <p>April 6, 2013 September 29, 2012 March 4, 2013 May 1, 2013 November 19, 2012 June 30, 2012 August 1, 2012 September 15, 2012 November 16, 2012 May 1, 2013</p>
<p><b><u>PARKS/STABLES</u></b></p> <ol style="list-style-type: none"> <li>Babcock Riding Stables</li> <li>Black Diamond Stables</li> <li>Faith Ranch</li> </ol>	<p><b><u>LOCATION</u></b></p> <p>Meadow, WV Wheeling WV Jewett OH</p>	<p><b><u>POLICY EXPIRATION DATE</u></b></p> <p>March 28, 2013 April 13, 2013 March 7, 2015</p>
<p><b><u>OTHER FACILITIES</u></b></p> <ol style="list-style-type: none"> <li>Adventure Park</li> <li>Canaan Valley Resort</li> <li>Laurel Highlands Outdoor Center</li> <li>Mountain Maryland Kennels</li> <li>Timberline Four Seasons Resort</li> <li>Wilderness Resort</li> </ol>	<p><b><u>LOCATION</u></b></p> <p>Easton CT Davis WV Ohiopyle PA Accident MD Davis WV Wisconsin Dells WI</p>	<p><b><u>POLICY EXPIRATION DATE</u></b></p> <p>May 14, 2013 November 1, 2012 February 1, 2013 November 6, 2012 April 15, 2013 November 15, 2012</p>
<p><b><u>BOATS</u></b></p>	<p><b><u>LOCATION</u></b></p>	<p><b><u>POLICY EXPIRATION DATE</u></b></p>
<p><b><u>RAFTING COMPANIES</u></b></p> <ol style="list-style-type: none"> <li>Adventure West Virginia Resort</li> <li>Wilderness Voyagers Inc.</li> <li>Laurel Highlands River Tours</li> </ol>	<p><b><u>LOCATION</u></b></p> <p>Lansing, WV Ohiopyle PA Ohiopyle PA</p>	<p><b><u>POLICY EXPIRATION DATE</u></b></p> <p>March 15, 2013 June 1, 2013 February 1, 2013</p>

The Safety Activity Checkpoints for many activities require having an expert on hand to help girls learn an activity. This expert might be a council trained volunteer or a council approved company. To make it a bit easier for you, Black Diamond has a list of companies approved for activities. This list can be found in the forms section of our website. If you have any questions about whether or not an activity requires an expert, please contact the Member Experience Manager for your area. They will be happy to help!



## ***Safety Activity Checkpoints Get Approved!***




Many activities away from the meeting place will require council approval. Please read the Troop Leader Appendix found in the back of Volunteer Essentials to learn which activities need approval. As always, don't hesitate to contact our council staff with any questions about activity approval.

# Girl/Adult Ratio







Be sure to arrange for proper adult supervision of girls. Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old and must be screened by our council before volunteering. One lead volunteer in every group must be female. To find out the number of approved adults you will need for your group, find your grade level in the chart below.


## Girl Adult Ratio



Continue

	Group Meetings		Events, Travel, and Camping	
	Two unrelated adults (at least one of whom is female) for this number of girls.	Plus one additional adult for each additional number of this many girls	Two unrelated adults (at least one of whom is female) for this number of girls.	Plus one additional adult for each additional number of this many girls
daisies 	12	6	6	4
brownies 	20	8	12	6
juniors 	20	8	12	6
cadettes 	20	8	12	6
seniors 	20	8	12	6
ambassadors 	20	8	12	6



# Get Parent/Guardian Permission

When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate. The parent permission form can be found in the forms section of our website.

**girl scouts**  
of black diamond

### Parent Permission Form

Troop/Group \_\_\_\_\_ is planning a \_\_\_\_\_  
on \_\_\_\_\_ Location \_\_\_\_\_  
Phone number of location \_\_\_\_\_  
Time and place of departure \_\_\_\_\_  
Time and place of return \_\_\_\_\_  
Leaders accompanying girls: \_\_\_\_\_

Each girl will need: \_\_\_\_\_ additional expenses \_\_\_\_\_  
Cost of event \$ \_\_\_\_\_  
Clothing and additional items needed \_\_\_\_\_ who will notify parents. \_\_\_\_\_

In case of emergency, the leader will notify \_\_\_\_\_  
Phone number of emergency contact \_\_\_\_\_  
Leader's signature \_\_\_\_\_  
Leader's phone number \_\_\_\_\_

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#### Complete This Portion and Return to the Leader

My daughter \_\_\_\_\_ has permission to participate  
in \_\_\_\_\_ She is in good health and has  
not had any serious illness or operation since her last health examination. During the activity, I may be  
reached at \_\_\_\_\_  
If I cannot be reached in the event of emergency, the following person is authorized to act in my  
behalf: Name \_\_\_\_\_ relationship to participant \_\_\_\_\_  
Phone number \_\_\_\_\_ Phone number \_\_\_\_\_  
Physician's name \_\_\_\_\_  
Additional remarks \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian's signature \_\_\_\_\_

PRO-75 (08/10)



# **Report Abuse**



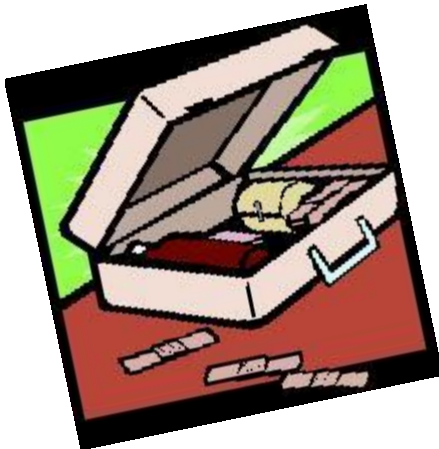
Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Our online video training, *Staying Safe - Preventing Child Abuse*, teaches some of the signs of child abuse, how to report suspected abuse and how to create a safe space in Girl Scouting. This training is required of all adult volunteers directly supervising girls and can be found on the Online Training and Support page of our website.

# Prepare for Emergencies

Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security.



Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families. The health history form is found in the forms section of our website and requires health information, as well as emergency contact information.



**girl scouts of black diamond**

**Girl & Adult Health History**  
This health history is to be completed and signed by parents/guardians of girls or by adult members themselves

Name	Date of Birth	Age
Address	Troop No.	
Parent/Guardian	Phone No.	
Home Address		
Business Address	Phone No.	
Emergency Health (Name)	Relationship	
Address	Phone No.	
Name of Family Physician	Phone No.	
Family medical/hospital insurance carrier	Policy or Group No.	

**Part I: Illnesses and Injuries (Check those that apply and give appropriate dates)**

Chronic or recurring illness:

<input type="checkbox"/> Ear infection	<input type="checkbox"/> Bleeding/Clotting Disorders	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Asthma
<input type="checkbox"/> Heart Disease/Disease	<input type="checkbox"/> Musculoskeletal Disorders	<input type="checkbox"/> Seizures	<input type="checkbox"/> Diabetes

Other (specify) \_\_\_\_\_

Date of last health examination \_\_\_\_\_

Were any complicating medical problems noted in last health examination? \_\_\_\_\_

Is participant currently under the care of a physician or psychologist? \_\_\_\_\_

Since last health exam, has participant had:

A serious injury requiring medical attention? _____	An illness lasting more than five days? _____
Any prescribed or over-the-counter medication? _____	A surgical operation or fracture? _____
Treatment in a hospital or emergency room? _____	Any restrictions concerning physical activities? _____
Any exposure to a contagious disease? _____	

Please explain any "Yes" answers to the above questions. Include dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part II: Allergies (Check those that apply and specify nature of allergic reaction)**

Adrenaline _____	Hay Fever _____
Pollen _____	Food _____
Medicine/Drugs _____	Insect bites _____
Plants _____	Other (specify) _____

**Part III: Other Health Conditions (Check those that apply)**

<input type="checkbox"/> Bad wetting	<input type="checkbox"/> Emotional disturbances
<input type="checkbox"/> Constipation	<input type="checkbox"/> Fainting
<input type="checkbox"/> Menstrual cramps	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Motion sickness	<input type="checkbox"/> Stroke, heart or disease
<input type="checkbox"/> Headaches	<input type="checkbox"/> Special dietary regimen
<input type="checkbox"/> Sleep disturbances	<input type="checkbox"/> Wears glasses or contact lenses
<input type="checkbox"/> Other (specify) _____	

**Part IV: Immunization History**

Immunization	Year Primary	Year of Series Completed	Year of Last Booster
D.P.T.	_____	_____	_____
Diphtheria, Pertussis (whooping cough)	_____	_____	_____
Tetanus	_____	_____	_____
TB	_____	_____	_____
Mumps	_____	_____	_____
Measles	_____	_____	_____
Polio	_____	_____	_____
Rubella	_____	_____	_____
German measles	_____	_____	_____
Oral polio	_____	_____	_____
MMPI	_____	_____	_____
Tuberculin test (most recent) Result	_____	_____	_____
Other	_____	_____	_____

Please explain any items that are checked. Indicate any information useful to the adult in charge in relation to any of these health conditions. Also, indicate any activities to be encouraged or restricted.

\_\_\_\_\_

\_\_\_\_\_

I know of no reason(s) other than the information indicated on this form, why my daughter should not participate in prescribed activities except as noted.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

This health history is correct and I am able to engage in all prescribed activities except as noted.

Signature of adult \_\_\_\_\_ Date \_\_\_\_\_

FD0018 (07/20)

# Travel Safely

**Travel Safely**

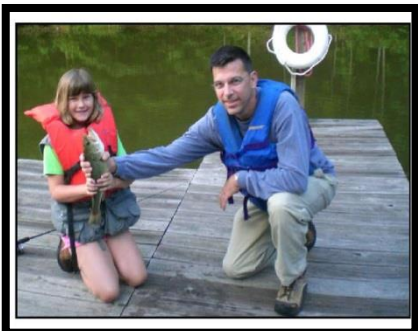
- ❖ Approved Adult Volunteer
- ❖ Good driving record
- ❖ Valid License
- ❖ Registered/insured vehicle



When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer with a current background check and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats. For more specific information about transporting girls to activities away from the regular meeting site, read the transporting girls section of Chapter 4: Safety-Wise of Volunteer Essentials.

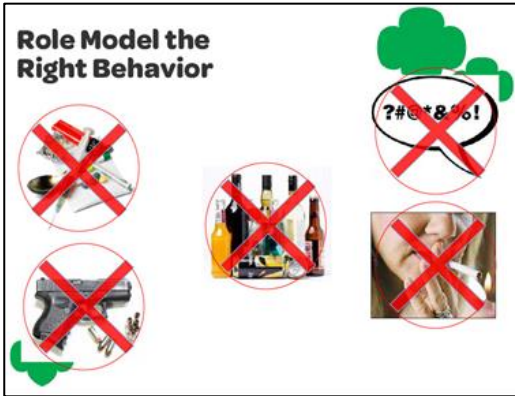
## Ensure Safe Overnight Outings

Prepare girls to be away from home by involving them in planning, so they know what to expect.



Make sure two unrelated adults are at every activity, one of which is female. Male volunteers are welcome at Girl Scout activities, but they always must have separate bathroom and sleeping quarters. Read more about the required paperwork and procedures for taking girls on an overnight adventure in the Safety-Wise and Forms sections of Volunteer Essentials.

## ***Role Model the Right Behavior***



Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls.

## ***Create an Emotionally Safe Space***

Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.



## **Ensure No Girl is Treated Differently**

Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.



## **Promote Online Safety**

Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group websites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge and have them commit to it.

For a full copy of the Girl Scout Online Safety Pledge, go to:

[http://www.girlscouts.org/help/internet\\_safety\\_pledge.asp](http://www.girlscouts.org/help/internet_safety_pledge.asp)





## ***Keep Girls Safe During Money-Earning Activities***

Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts.



## ***Approaching Activities***

How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What's safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, call your council staff with full details and don't proceed without approval. Err on the side of caution and make the safety of girls your most important consideration.





## Approaching Activities

As you know, emergencies can happen. Emergencies require prompt action and quick judgment. For any activity away from the normal meeting place, Girl Scouts of Black Diamond requires that at least one adult volunteer be first-aid/CPR-certified. For that reason, if you have the opportunity to get trained in council-approved first-aid/CPR, do it! Often local areas offer CPR/First Aid training, or you can take advantage of first-aid/CPR training offered by chapters of the American Red Cross, National Safety Council, EMP America, American Heart Association, or other sponsoring organizations approved by your council. Try to take age-specific CPR training, too—that is, take child CPR if you’re working with younger girls and adult CPR when working with older girls and adults.

**Caution:** First-aid/CPR training that is available entirely online does not satisfy Girl Scouts’ requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you’re taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get council approval first.

A first-aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training that includes specific instructions for child CPR. If, through the American Red Cross, National Safety Council, EMP America, or American Heart Association, you have a chance to be fully trained in first-aid and CPR, doing so may make your activity-planning go a little more smoothly. The Girl Scouts of Black Diamond Council requires the presence of a first aider anytime the troop/group leaves their regular meeting place.



# Procedures for Accidents

## Girl Scout Activity Insurance

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic plan upon registration. An optional plan of activity insurance is available for Girl Scouts taking extended trips and for non-members who participate in Girl Scout activities. Please read more specifics about Girl Scout activity insurance in Chapter 4 of Volunteer Essentials.



## Council Crisis Plan

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. At the scene of an accident, first provide all possible care for the sick or injured person. Follow established council procedures for obtaining medical assistance and immediately reporting the emergency. To do this, you must always have on hand the names and telephone numbers of council staff, parents/guardians, and emergency services such as the police, fire department, or hospital emergency technicians.

In case of an emergency follow these steps:

1. Give priority to the protection of the injured person or take such action as is necessary to reduce danger.
2. Notify the Chief Executive Officer immediately following completion of Step 1. (In her absence, use the other numbers listed as emergency contacts.)
3. Make NO statement (oral or written) which would be interpreted either as an assumption or rejection of responsibility for the occurrence.
4. Do NOT give information to any representative of the news media. Refer media to the Chief Executive Officer.
5. Do NOT speculate as to the cause, outcome, motive or other circumstances to anyone.
6. Get names and addresses of witnesses and parents or guardians, if necessary.

### Emergency Contact Number

Beth Casey, Chief Executive Officer

304.767.1175

Jessica Richards, Chief Operating Officer

304.634.9477

Roberta Richmond, Chief Finance Officer

304.545.4992

After receiving a report of an accident, council staff will immediately arrange for additional assistance at the scene, if needed, and will notify parents/guardians, as appropriate. If a child needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow council procedures for accidents and incidents. Your adherence to these procedures is critical, especially with regard to notifying parents or guardians. If the media is involved, let council-designated staff discuss the incident with these representatives.

In the event of a fatality or other serious accident, notify the police. A responsible adult must remain at the scene at all times. In the case of a fatality, do not disturb the victim or surroundings. Follow police instructions.

Do not share information about the accident with anyone but the police, your council, and, if applicable, insurance representatives or legal counsel.

## ***Thanks!***

You are now ready to work with Girl Scouts in a safe, responsible way! Don't forget to read Chapter 7 of Volunteer Essentials, as well as check out the forms and procedures in the forms section in the back. Always remember—the staff of the Girl Scouts of Black Diamond Council is always here to answer any questions you have about participating in safe Girl Scout activities.

