

Thinking Day 2020 Information for Leaders

This information should be read in conjunction with the Event Information Booklet for parents and Guides. If, after reading both documents, you have any questions, please email program@guidesvic.org.au.

For the safety and wellbeing of all Guides, youth members must attend with their Unit Leader OR another Leader/Guiding adult from their District to ensure that they are properly supervised while amongst the general public.

Leaders who wish to attend should only register if they are willing and able to supervise youth members. Guides will be allocated to Leaders once registrations have closed. These will primarily be Guides from within your own Unit, but may also include extra Guides from other Units or Districts whose regular Unit Leader is unable to attend.

Leaders wishing to attend must register themselves online before registrations close at 11.59 pm on Monday 10 February.

There is no limit on Leaders attending the morning activities, but there is a maximum of 50 Leaders able to attend the IMAX screening. This number maintains suitable adult to youth ratios whilst also allowing for as many youth as possible to participate.

The option to attend IMAX will be available at registration, and will remain available until it has reached capacity.

Girl Guides has a policy to ensure the safety of youth during events:

Age range of Guides	Ratio
5-9 years old	1 adult: 8 Guides
10-14 years old	1 adult: 12 Guides
15 years and older	1 adult: 15 Guides

If you are traveling to or from the event with Guides in your care, please ensure that you meet these ratios and have a minimum of 2 Leaders. For more details on ratios, please visit [Guidelines](#).

If you would like to attend Thinking Day but have no youth members attending from your Unit or District, please contact program@guidesvic.org.au ASAP to be matched with another Unit or District unable to find Leaders, or be allocated to running an activity.

Before the event

Once registrations have closed, you will be contacted with a list of all registered girls you will supervise while at Thinking Day 2020. It's important that your contact details are accurate on the GGV database at the time of registration. Please note that your contact details will be shared with the Guides allocated to you.

Once you have received your list, you will need to ensure that you contact each Guide on your list and:

- Introduce yourself
- Arrange a way for Guides to find you at the meeting point near Carlton Gardens (a sign? a crazy hat? colourful pants?)
- Remind them to bring their medication and Health Form
- Check that they understand what they need to bring with them on the day

First Aid arrangements

Leaders travelling to Thinking Day 2020 with youth members should take a small First Aid Kit to ensure that First Aid can be administered if needed while travelling.

Health Forms will be emailed to all youth participants approximately two weeks before Thinking Day. This must be filled in within 24-hours of Thinking Day, and handed in upon sign-in. **No Health Form = No entry.**

As this is a State Event, all Youth Participants are formally under the care of our Event Leader in Charge. To enable us to adequately manage and document participant health and wellbeing, if First Aid is required during Thinking Day 2020 (including taking medication), the Unit Leader and the Guide are asked to make their way to the First Aid area to see our Event First Aid Team.

Upon sign-in, your Guide must provide you, as their allocated Leader, with a copy of their current plan for any medical conditions listed on their Health Form (e.g. asthma management plan, anaphylaxis management plan etc.).

All personal medication (except asthma puffers and epipens) must be:

- Handed in upon sign-in (this includes analgesics like paracetamol and ibuprofen)
- In its original packaging in a snap-lock bag clearly labelled with: Guide's full name, Unit, and dosage instructions
- Itemised on the Health Form

Please note that Girl Guides Victoria volunteers are not permitted to issue any medication to participants without the consent of their guardian.

Any questions? Email the LIC Stacey Bunny at
program@guidesvic.org.au.