



Girl Guiding in Australia is committed to the safety and wellbeing of all Guides, Volunteers and Employees.

It is important to consider the supervision ratios of adults to Youth Members when planning any Guiding activity.

Adult to Youth Member ratios vary according to the ages of the girls, the activity being undertaken, and the results of any risk assessment undertaken for the activity. There must not be any occasion in which one girl is alone with one adult. There must always be a minimum of two adults supervising girls at all times. Further, there are some specific rules applicable for some activities including for members with additional needs, international travel, swimming and boating activities.

The table below identifies the minimum number of adults required for different Girl Guide activities.

	Routine/Predictable		Non-Routine/Irregular	
	<i>Unit level including meetings</i>	<i>Camps and Sleepovers</i>	<i>Adventure-based activities including swimming</i>	<i>On water activities</i>
Ages 5 – 9 years	1:8 Minimum 2 adults including 1 qualified Leader	1:6 Minimum 3 adults including 1 qualified Leader	1:6 Minimum 2 adults including 1 qualified Leader	1:4 Minimum 3 adults including 1 qualified Leader
Ages 9 – 14 years	1:12 Minimum 2 adults including 1 qualified Leader	1:8 Minimum 3 adults including 1 qualified Leader	1:8 Minimum 2 adults including 1 qualified Leader	1:6 Minimum 3 adults including 1 qualified Leader
Ages 14-17 years	1:15 Minimum 2 adults including 1 qualified Leader	1:10 Minimum 2 adults including 1 qualified Leader	1:10 Minimum 2 adults including 1 qualified Leader	1:10 Minimum 2 adults including 1 qualified Leader

Forms required for camps, sleepovers and adventure-based activities include:

- Activity Consent & Health Form for Youth Members (ADM.27)
- Risk Assessment Plan for Outdoor Activities (ADM.56b)
- Camp / Adventure-based Event Application Form (OUT.01)
- Camp / Adventure-based Event Report (OUT.03)

Additional Information

1. 'Qualified Leader' refers to the Unit Leader / Leader-in-Charge who is to manage all risks, including health, behavioural and environmental factors, which may require compliance that adult numbers are increased.
2. For activities with girls of a range of ages the ratios should be adjusted as appropriate. The needs of the youngest girls should be given the highest consideration.
3. Supervision ratios for activities, including camping and other such activities must be adjusted depending on the level of demonstrated need e.g., for girls with a verified impairment, visual, hearing, physical or intellectual, the level of care must be adjusted depending upon the demonstrated level of need. An increase in the ratio of adults to Youth Members may be necessary. Leaders organising the activity should also refer to the Activities Manual for information on specific activities.
4. Please refer to *Guide Lines* <http://www.guidelinesforgirlguides.org.au/> for specific rules as applicable, including for members with special needs, international travel, lifesavers and boating.
5. A Junior Leader can be a member of staff but is NOT counted as part of the adult ratio. She is to always work under the supervision of a qualified Leader and is not to be left as the sole supervisor of Youth Members. A Junior Leader is counted as part of the youth ratios.
6. Inclusion of men in ratios:
As an organisation for girls and young women, Youth Members are led by volunteers who are women. However, there are times when men may provide limited support at Girl Guiding activities (for example as instructors, providers of specialist skills, as family members, assistance with transport, or emergency supervision at Unit meetings and activities. Men should not be included as regular volunteer helpers at Unit meetings and activities.

Regardless of whether men are included in ratio numbers, the risk management plan must include specific consideration of the Child Safe Child Friendly (CSCF) impact, e.g., there must not be any occasion on which the girls are left unsupervised by a qualified Leader, no adult is to be alone with one girl, bathroom arrangements for men must be specified etc.

Men can be used to fulfill ratio numbers as activity leaders as long as at least one qualified Leader is present. This may include for adventure-based activities, as skilled instructors for specific events, and for transport support. Men can also be involved as parent helpers/carers in certain circumstances. When a man is present at a Girl Guide activity, the usual practice (i.e., apart from emergency situations) is there will be one qualified Leader and at least one other woman present with Youth Members.

When men are present at a camp/ overnight activity for any reason, the Leader-in-Charge must ensure:

- Parents/guardians are notified if a man will be staying overnight prior to the commencement of the camp/activity
 - If a man is staying overnight, all Members (and the parent/guardians of Youth Members) will be told that there will be a separate camping area for men and they will not be permitted to enter the area in which Youth Members are sleeping
 - Bathroom and sleeping facilities will not be shared at the same time by Youth Members and adults
 - That a qualified Leader and at least one other woman will be in attendance at all times.
7. Best practices of supervision will be always followed. This includes:
- a) One Youth Member must never be alone with one adult
 - b) Youth Members are to stay in line of sight of adults
 - c) Youth Members work in groups (Patrols or whole Units)