

SUPERVISION RATIOS

Adult to youth ratios vary according to the ages of the girls and the results of any risk assessment undertaken for the activity. The table below identifies the number of adults required for different Girl Guide activities.

Model example	Routine/Predictable		Non-Routine/Irregular	
	<i>Unit level including meetings</i>	<i>Camping & Sleepover</i>	<i>Adventure-based Activities including swimming</i>	<i>On water activities</i>
5 - 9	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
9 – 14	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
14-17	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	Nil	ADM.27 ADM.56b OUT.01 OUT.03	ADM.27 ADM.56b OUT.01 OUT.03	ADM.27 ADM.56b OUT.01 OUT.03
ADM.24a / ADM.24b / ADM.53a & ADM.53b as applicable				

Forms:

- ADM.27 Activity Consent for Youth Members
- ADM.56b Risk Assessment and Plan- outdoor activities, events and camps
- OUT.01 Camp Notification/ Application
- OUT.03 Camp/ Adventure Activity Report
- ADM.24a Notification of Accident
- ADM.24b Notification of Incident
- ADM.53a Medication to Youth Members Medication Record
- ADM.53b Youth Members First Aid Treatment Record

Guidelines:

- ADM.53 Guidelines for Administration of Medication

Notes:

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. 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
3. 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.
4. When males are present at a camp/activity, the Leader in charge is to ensure:
 - Parents/Guardians are notified that a male/s will be staying overnight
 - All members will be told that the male/s are camping separately
 - Bathroom and sleeping facilities will not be shared by youth members with adults
 - That a female leader is in attendance at all times
5. Males can be used to fulfill ratio levels as activity leaders in adventure based activities or as skilled instructors for specific events. Males could also be involved as parent helpers from time to time, however there must always be a minimum of two female adults when males are present.
6. Best practices will be followed.

For activities with girls of a range of ages the ratios should be adjusted according to the above. The needs of the youngest girls should be given the highest consideration. 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. Leaders organising the activity should also refer to the Activity Manual for information on specific activities.