# **Girl Protection**

#### Module 4



This is one of six Adult Member Support Modules:

- 1. Principles and Policies
- 2. Screening
- 3. Performance and Conduct Management
- 4. Girl Protection
- 5. Girl Well-being
- 6. Awards and Recognition

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Girl Guides of Canada - Guides du Canada is proud to offer a safe and supportive environment where girls and women can feel accepted, valued and respected. When a girl feels she can trust someone, such as a Guider, she may disclose information that gives rise to suspicion of abuse. The Girl Protection procedures are intended to help a member know what to do if she suspects child abuse and also intended to help Members protect themselves from allegations of abuse.

#### Purpose of the document

This document supports the Girl Guides of Canada *Girl Protection Governance Policy (5.4)*. (See <u>Governance Manual</u> under <u>Bylaws & Governance Policies</u> on Member Zone). It outlines:

- The forms of child abuse
- What to do if a girl comes to you with information or if you suspect a girl is being abused
- How to report suspected abuse
- How to handle abuse allegations against members and non-member volunteers
- How to behave in an acceptable manner and protect yourself against allegations of abuse

Guiders should familiarize themselves with this document, preferably before concerns arise, so that they can deal with any situation calmly and with confidence. Not only are the effects of abuse on a child extremely painful, they are also worse if the child feels unheard in the process. Therefore it is essential that you know how to respond. It is also important to know how to protect yourself from allegations of abuse.

#### Who uses these procedures?

This document is for:

- Members working with girls
- Commissioners and Administrative Community Leaders (ACLs) who oversee the management of members in their jurisdiction
- Girl Protection Advisers

#### Each Member's responsibility

As a member of Girl Guides of Canada you are responsible for:

- Reporting to the appropriate child protection agency or police when there are reasonable grounds to suspect that a girl is in need of protective intervention. This is not just a GGC policy, **it is the law**.
- Keeping all information received from a girl member in strictest confidence.
- Informing the national office of the incident(s) using appropriate Girl Protection Report form (see section 5, Reporting child abuse). These are kept in strict confidence.
- Handling yourself in a manner that is not open to interpretation of abuse.
- Providing programming that offers girls a safe and supportive environment.

#### **Further resources**

Fact sheets are also available for quick reference. Anyone who works with girls, including Pathfinders and Rangers who work in units, at camps and other events, should review these fact sheets (see <u>Appendices</u> and on the <u>Admin Membership Procedures page</u> of Member Zone). These fact sheets should be printed and added to your program binders. The fact sheets are:

- What to do if you suspect a girl member is being abused
- Protecting yourself from allegations of abuse
- Being a Girl Assistant
- Working with Girl Assistants

#### **Girl Protection Adviser contact information**

The role of this adviser is to provide information, support and training around child abuse and protection. A member may go to her adviser if she has questions or concerns about how to proceed in the case of suspected child abuse. Contact your provincial office for information on how to reach your adviser.

- Alberta Council (Alberta, Northwest Territories & Yukon): <u>any-girlprotection@girlguides.ca</u>
- Newfoundland & Labrador Council: <a href="mailto:nl-girlprotection@girlguides.ca">nl-girlprotection@girlguides.ca</a>
- Ontario Council (Ontario & Nunavut): <u>on-girlprotection@girlguides.ca</u>

If your council's Girl Protection Adviser is not listed, email <u>safeguide@girlguides.ca</u> for support.

It is essential that Guiders have a full understanding of how to deal with a situation in which a girl requires protection.

#### What is child abuse?

Child abuse can be defined in many forms such as physical, sexual, or emotional ill-treatment and/or neglect, which result in harm to a child's heath, development, or dignity. Abuse of children and youth most commonly appears as a misuse of power and/or breach of trust.

#### Forms of child abuse

In general, there are four major types of child abuse, outlined as follows.

#### Neglect

Neglect is chronic inattention to the basic emotional and physical needs of a child, such as clothing, shelter, nutrition, education, hygiene, and/or medical care. Although this form appears to be less urgent that other forms of abuse, neglect should not be ignored as it can have long- term psychological effects.

#### Emotional

Emotional abuse is the chronic attack on a child's self-esteem, which can lead to the destruction of the child's self-image. Name calling, threatening, ridiculing, berating, intimidating, isolating, or ignoring the child's needs are examples of emotional abuse. Setting an unreasonably high-performance goal in athletics or academics and belittling a girl when she does not achieve this level may also be considered emotional abuse. Witnessing domestic violence is also regarded as emotional abuse.

#### Physical

Physical abuse is the use of physical force, resulting in non-accidental injury. This includes beating, slapping, hitting, pushing, shaking and burning. The result of physical abuse includes but is not limited to, bruises, burns, welts, fractures dislocations and black eyes. Physical abuse is a misuse of power and a loss of control by the adult.

#### Sexual

Sexual abuse is the misuse of power by someone over the child, for the purposes of exploiting the child for sexual gratification. It includes sexual touching, exposing a child to sexual materials, intercourse, incest and exploiting a child for pornography or prostitution. Sexual activity between children may constitute sexual abuse if the difference in ages between them allows the older and more powerful child to take sexual advantage of the younger.

**Legal definition of a child** The age of majority in each province is in the chart below. The age at which a child is protected by the legal system varies from province to province. Contact your provincial child protection agencies for more information.

Province or territory	Age of majority
Newfoundland and Labrador	19
Prince Edward Island	18
Nova Scotia	19
New Brunswick	19
Quebec	18
Ontario	18
Manitoba	18
Saskatchewan	18
Alberta	18
British Columbia	19
Yukon	19
Northwest Territories	19
Nunavut	19

#### 3. Duty to report child abuse

#### **Adult members**

Any adult member to whom the allegation is reported, who suspects abuse or who observes an abusive situation **must report** the matter to the local child protection agency or police service. This is a legal requirement and GGC requires that all members adhere to this law. As well, the member must complete a Girl Protection Report (GP.01 or GP.02) and submit it to the national office.

#### **Girl members**

Many of our girl members work in units and at camps and may become aware of children who may require intervention because of a disclosure of suspicion of abuse. These cases **must be reported**.

These young women are welcome to follow adult procedures and report the suspected abuse themselves. However, if they find the experience too daunting, they may ask a trusted Guider for help in reporting the situation. A Guider who is approached by a younger member who has concerns about the abuse of a girl member **must** help her to report the situation and keep the information in confidence.

For more information check out the **Being a Junior Leader** and **Working with Junior Leaders** documents available in the <u>Appendices</u> and on the <u>Admin Membership Procedures page</u> of Member Zone.

#### 4. Recognizing and responding to child abuse

#### **Recognizing child abuse**

- A girl who is neglected may be frequently dirty or not bathed; may not be wear clothing suitable for the weather; may be always hungry.
- A girl who is emotionally abused may show signs of serious anxiety, self-destructive or aggressive behaviour, or delays in emotional or mental development.
- A girl who is physically abused may have repeated burns, bruises or welts that cannot be explained and which a girl would not generally get from play or movement.
- A girl who is sexually abused may have inappropriate knowledge of sexual acts beyond her developmental age, may exhibit self-destructive behaviour, or may have bruises or other injuries not consistent with play.

#### How to respond to disclosure by a girl

If a girl comes to you with information or if you suspect a girl is being abused:

#### Believe the girl

- It is unusual for a child to imagine/make up stories of abuse.
- Your relationship has allowed for this girl to confide in you. Believe her.

#### Listen openly and calmly

- Do not judge, voice opinions or show emotion other than trust and support.
- Talk to the girl in an area that allows for private conversation but is within view of another Guider.

#### Reassure the girl

- Let her know that you believe and trust her. Do not promise that you will 'keep her secret'.
- Assure her that you will try to get her the right kind of help.
- Let her know that you must share the information with someone to get help for her.

#### Write down the facts

- Write your notes as soon as possible, using the girl's own words. Make your notes containing the facts as detailed as possible.
- Do not ask questions or try to clarify the details.

#### Report to your local child protection agency or the police

- Report immediately. Confidentiality is essential. Do not discuss the situation with anyone else. Provide your fellow Guiders with only the information they require to understand the situation and support the girl in the unit.
- Complete and submit the GP.01 Form. If it involves an adult member, also complete the GP.02 **Support**

#### • Reporting abuse is never easy, even when you know it is necessary.

• For advice on how to proceed or to discuss your concerns, contact your Girl Protection Adviser. She can be reached through your provincial office listed at girlguides.ca or email <u>safeguide@girlguides.ca</u>

Consult your provincial Girl Protection Adviser if you are in any doubt about how to proceed or would like support through this.

If an adult volunteer or girl member comes to an adult member with concerns or information about the possibility of child abuse the adult member must support her in her reports to authorities. The adult member must report to GGC as well, explaining how she was given this information.

#### 5. Reporting child abuse

The potential for abuse exists where an adult is in a position of authority and trust with a child. At the same time, unfounded allegations can have a grievous negative effect on the adult involved. In any case, if you suspect abuse of a girl by an adult, you must report it to child protection authorities as well as to GGC.

#### **Reporting to authorities**

Adults to whom the allegation is reported, who suspect abuse or who observe an abusive situation must take the following steps to report to the authorities:

- Do not attempt to verify or investigate the situation.
- Write down facts as presented and/or observed.
- **Report immediately** to the local child protection agency or police.
- Keep the name of the girl and the accused in confidence as well as the nature and details of the allegation.
- Consult your provincial Girl Protection Adviser if you are in any doubt about how to proceed.

**Do not conduct any investigation** to substantiate the allegations. Responsibility for conducting the investigation lies with the child protection authorities and the police. These agencies have the legal authority to act and the training to handle very sensitive and sometimes volatile situations.

#### **Reporting to GGC**

- 1. If the suspected abuse *does not* involve an adult member or non-member volunteer:
  - a. Follow the procedures above to report to authorities
  - b. Complete and submit a copy of the GP.01 form to the national office to notify them that a report has been made
- 2. If the suspected abuse *does* involve an adult member or non-member volunteer:
  - a. Follow the procedures above to report to authorities
  - b. Complete and submit a copy of the GP.01 form to the national office to notify them that a report has been made <u>and</u>
  - c. Complete and submit a copy of the GP.02 form to the national office

#### 6. Allegations of misconduct by adults associated with GGC

Occasionally, concerns about the actions of adult members or non-member volunteers towards girls will arise. While not illegal and requiring the intervention of the authorities, they are still harmful to girl members and need to be addressed and dealt with appropriately. Such situations might include: excessive use of inappropriate language where the adult involved resists all requests to cease; serious and ongoing outbursts of temper expressed vocally or physically; protracted age-inappropriate relationships and conversations between adult and girl member(s) pursued during or outside normal Guiding activities.

#### **Reporting allegations of misconduct**

These actions raise a warning flag in the minds of others; furthermore, they constitute a breach of the Code of Conduct. If you have reason to suspect that misconduct is occurring:

- Complete a GP.02 and submit to the national office.
- Contact your District Commissioner or ACL

The national office will forward copies of all such reports to the relevant Provincial Commissioner for investigation. The Provincial Commissioner will contact the reporting Guider to confirm receipt of the form, but to maintain confidentiality, will not tell her what action, if any, has been taken. Upon completion of her investigation, the Commissioner will submit a report to national office, where it will be added to the GP.02 form and placed in GGC's permanent records file.

As an organization, our obligations are to ensure that:

- GGC takes every appropriate step to protect the girls involved in Guiding from abuse by any member or adult associated with GGC.
- The process of responding to allegations of abuse made against any member or volunteer is fair to all parties concerned.
- Any adult involved with GGC against whom an allegation has been made aware of the procedure which will be followed in dealing with the allegation.
- Confidentiality is maintained throughout the process.
- The national office will take the appropriate internal steps to respond to the situation.

#### **Documentation**

Report to GGC using this form. This form is for allegations of misconduct that may not require the intervention by the authorities.

Form	Purpose
Girl Protection Report for Incidents Involving Adults Associated with GGC (GP.02)	• To report to GGC an allegation of misconduct towards a child by an adult member or adult associated with GGC.

#### 7. Corrective action to deal with allegations of adult misconduct

Allegations of misconduct or child abuse are serious and warrant immediate action by Girl Guides of Canada. **Allegations of abuse should be reported immediately** to the local child protection agency or police. In allegations of either misconduct or abuse, keep the name of the girl, the name of the accused as well as the nature and details of the allegation in confidence. This information should **only** be disclosed when making a report to the local child protection agency or police and when completing the GP.01 and GP.02 forms.

While an allegation does not presume guilt, the organization must take appropriate action and suspend an individual's GGC activities. While under suspension, an individual can have no contact with girl members of Girl Guides of Canada. Non-member volunteers cannot participate in any GGC sanctioned activities.

## Investigative suspension of appointments or membership for allegations of misconduct or abuse

This chart outlines the corrective action during an investigation when allegations of misconduct are made.

Type of Adult	Allegation of misconduct that is against Code but not reportable to authorities	Allegation of abuse that must be reported to authorities
Members	<ul> <li>Appointments are suspended</li> <li>No contact with girl members</li> </ul>	<ul> <li>Membership is suspended</li> <li>No contact with girl members</li> <li>Cannot participate in Guiding events and activities</li> <li>Cannot wear uniform</li> </ul>
Non-members and other adults associated with GGC.	<ul> <li>Relationship suspended</li> <li>No contact with girl members</li> <li>Cannot participate in Guiding activities</li> </ul>	<ul> <li>Relationship suspended</li> <li>No contact with girl members</li> <li>Cannot participate in Guiding activities</li> </ul>

See Module 3: Performance and Conduct Management for procedures for handling suspensions.

#### Responsibilities in dealing with allegations of misconduct or abuse

#### **National office**

- When the GP.02 is received, a copy of the GP.02 form is sent to the Provincial Commissioner for immediate action.
- The Provincial Commissioner will confirm with the national office that she has taken action.
- Staff will check with the Provincial Commissioner to ensure action has been taken.

#### **Provincial Commissioner**

- Starts the investigation process as soon as she is notified of an allegation of adult misconduct towards a child or child abuse (by the receipt of the GP.02 or from a direct report from within her province).
- Oversees the process to ensure appropriate follow-up with the adult in question.
- Consults with the Girl Protection Adviser and they investigate the allegation together.
- Regularly updates the national office of the status of the situation.
- Follows the steps outlined in Module 3: Performance and Conduct Management. In addition:
  - When advising the individual of the allegation and her suspension pending investigation, explains that GGC will require written notification of the outcome of the investigation before the suspension can be removed.
  - Assures the individual that this does not presume guilt; however, the conditions of the suspension must be followed.
  - Notifies Area Commissioner/Administrative Community Leader of the suspension. Does not provide details. States only that the individual is temporarily suspended and the terms of the suspension. Reminds AC/ACL of the need for utmost confidentiality.
  - Contacts the Guider submitting the report to confirm its receipt, but does not discuss what action is anticipated.

#### **Provincial Girl Protection Adviser**

- Provides confidential advice if requested by the adult reporting the situation.
- Assists the Provincial Commissioner in her investigation of the report.

#### Chair of the Board, Girl Guides of Canada

- Makes final decision on termination of membership when requested by the Provincial Commissioner.
- Informs the member and Provincial Commissioner.

#### 8. Resources and links

The following resource list is presented for information purposes only to assist Guiders who wish to look further into the various aspects of girl protection. Girl Guides of Canada has no relationship with any of the individuals, organizations or sites listed here, nor does it guarantee the accuracy of the information.

#### Child abuse

<u>National Clearing House on Family Violence:</u> Canada's resource centre for information on violence within relationships

<u>Dept. of Justice Canada, Child Abuse fact sheet</u>. For more resource material contact your local Children's Aid, Child Youth and Family Services, community policing, or your Girl Protection Adviser

#### Mental health issues

Youth and Self Injury Canadian Mental Health Association

<u>www.kidsmentalhealth.ca</u> Kids Mental Health is an Ontario agency. However, their website also includes information on mental health disorders and contributing factors.

#### Girl Guides of Canada Girl Protection Fact Sheets (See Appendices)

- 1. Protecting yourself from allegations of abuse
- 2. If you suspect abuse
- 3. Being a Junior Leader
- 4. Working with Junior Leaders

#### 1: Protecting yourself from allegations of abuse

It is essential that your relationship with the girls and women you spend time with is based on mutual trust and respect. Your behaviour must demonstrate good personal judgment through both your actions and your words. You have a responsibility to help each girl you interact with feel good about her relationship with you and to express your feelings about her in positive ways. Always behave in a manner that someone watching from a distance would view as appropriate. Listen to your inner voice.

#### **Physical**

Appropriate touch is important to emotional development and should be encouraged. Being touched in positive and appropriate ways means "I like you" and "You belong here". **Examples of appropriate touch includes high fives, fist bumps and side hugs.** 

- Touching should be done only on areas of the body that are considered 'safe' or 'neutral'. These include shoulders, back and head (i.e., tousling of hair). Do not touch anywhere that could be considered 'private' (for example, genitals, buttocks, chest, or torso).
- Always ask her if it is OK for you touch her because her comfort may change in different circumstances and throughout the Guiding year.
- Always respect the personal space of the girl. Some girls are uncomfortable with any touch. Do not touch a girl that does not want to be touched; or do not touch anywhere that she does not want to be touched. Best practice is to let the girl initiate physical touch and to alert to her verbal and non-verbal cues.
- Role model setting boundaries for physical touch. For example, you may say "I need more physical space right now and do not want to be touched/hugged. I would love a high five instead." This helps girls understand that setting boundaries is okay and empower them to set their own.

#### Emotional

- Show acceptance of all your girls through verbal encouragement, praise, inclusion and paying attention to their needs.
- Comment on their human qualities and strengths, rather than their clothing, appearance, or possessions. For example, "I noticed you sharing the markers today."
- Allow all your girls full opportunities to participate in all activities to the best of their abilities.

#### Sexual

Remember that you are a role model for the girls in your unit, and your behaviour is seen as a positive standard for adult behaviour.

- Wear clothing that is functional and safe for the activity you are participating in. When changing clothing (at camp, when getting ready for a water activity, etc.) find a private changing area.
- In general, be cautious in any conversation with the girls around the topic of sex. Although these conversations may be appropriate in the right situation (e.g., program activities), avoid joking/teasing discussions about sexual behaviour. It is never appropriate to discuss your own sexual history or experiences.
- Language must be appropriate and 'clean'. Swearing or using sexual terms is not acceptable.

#### Being alone with a girl

- Avoid any situation (including driving or travelling) where you are alone with one girl.
- When an ill or injured girl needs to be examined, maintain her privacy but examine her with another Guider in the same space.
- Do not remove clothing from an injured girl unless essential for her well-being. This should be done by a health professional, if at all possible.
- When a girl wishes to speak to you privately move away from others but stay within view of another adult.

#### Supporting toileting accidents

Girls who attend GGC programs should be able to toilet independently or be accompanied by a support person, who is responsible for toileting and personal care.

- In rare occurrence of a girl requiring help with toileting during an activity (for example, a girl has an accident) provide support within view of another adult.
- Ask the girl how you can help. Try to talk them through the toileting or cleaning process.
- If required, you may touch a girl to help with the toileting process. This should take place in a way that respects the girl's privacy but also allows the other adult to be present. For example, toileting should take place in a bathroom or stall, with the door open, so you can be observed by the other adult.
- If you are required to help a girl with toileting during an activity you **must** inform the parent/guardians of the incident when their girl is picked up **and** complete and submit an Incident Report form.
- These instances should be very rare. If the same girl requires toileting support on multiple occasions, they should be accompanied to activities by a support person who will be responsible with toileting. See *Support Person* in the Key Terms of <u>Safe Guide</u>.

#### **Online communication**

#### Under 14 years of age:

To protect all members GGC does not permit one-on-one digital communication (messaging, texting, email etc.) with any girl under the age of 14. Instead, you must contact their parent/guardian directly or include their parent/guardian on digital communications with the girl.

#### 14 years of age and older:

Parents/guardians should be made aware but do not need to be copied on the messages themselves. Consider how the message might look and/or be interpreted by an outside party. Avoid one-on-one digital communication about personal matters.

#### All ages:

Get consent before sharing images. Pictures should only be shared with consent from girls AND their parents/guardians. Don't record online meetings for later use or distribution. Names and contact information of any member MUST be blurred out in screen captures of your virtual session before sharing them on social media.

Visit <u>Digital Communication on Member Zone</u> for detailed best practices for social media, image sharing and email communications:

- <u>CASL Overview and Best Practices document</u>
- <u>GGC Social Media Guidelines</u>
- Admin Support Module 4: Girl Protection

For additional questions contact your Provincial Girl Protection Adviser or email <u>SafeGuide@girlguides.ca</u>.

#### 2: If you suspect abuse

#### **Girl Protection**

If you suspect abuse:

You have a legal responsibility to notify your local child protection agency or the police when you suspect that a child is in need of protection.



#### **Believe the girl**

It is unusual for a child to imagine/make up stories of abuse. Your relationship has allowed for this girl to open up to you. Believe her.



#### Listen openly and calmly

Do not judge, voice opinions or show emotion other than trust and support. Talk to the girl in an area that allows for private conversation but is within view of another Guider.



#### Reassure the girl

Let her know that you believe and trust her. Do not promise that you will 'keep her secret'. Assure her that you will try to get her the right kind of help. Let her know that you must share the information with someone in order to get her help.



#### Write down the facts

Write your notes as soon as possible, using the girl's own words. Make your notes as detailed as possible. Do not ask questions or try to clarify the details.

#### Report to child protection agency or to the police



Report immediately. Confidentiality is essential. Do not discuss the situation with anyone else. Provide your fellow Guiders with only the information they require to understand the situation and support the girl in the unit. Complete and submit the GP.01 form. If it involves an adult member, also complete the GP.02 form.



#### Support

Reporting abuse is never easy, even when you know it is necessary. For advice on how to proceed or to discuss your concerns, contact your girl protection adviser. She can be reached through your provincial office listed at www.girlguides.ca. My girl protection contact is: \_\_\_\_\_

If a girl member becomes aware of a situation and suspects that a child may be in need of protection from potential abuse, it must be reported. She can report the suspected abuse herself or she may approach a Guider for assistance.

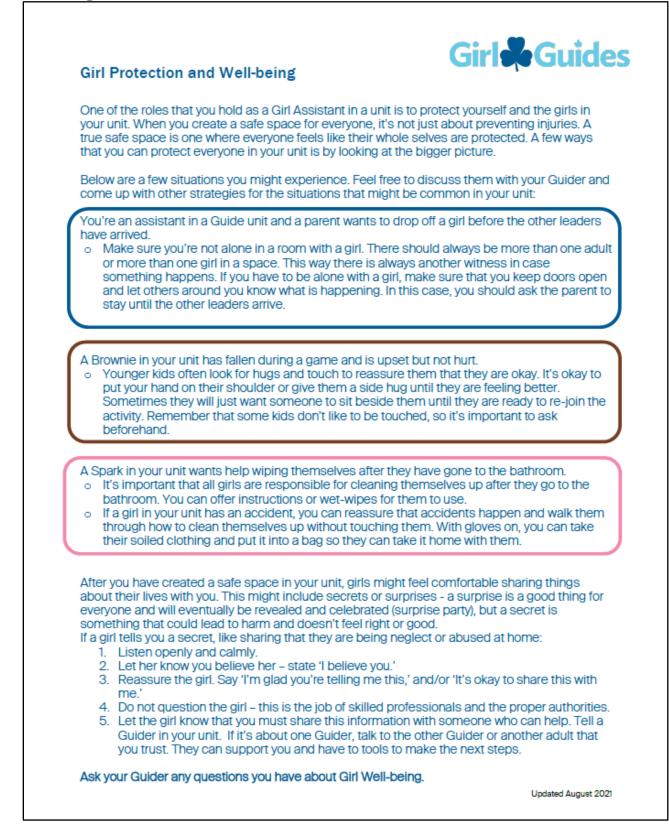
The Guider MUST help her to report the situation and keep the information in confidence.

www.girlguides.ca



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#### **3: Being a Junior Leader**



#### 4: Working with Junior Leaders

Girl	Protection and Well-being
expe what	Junior Leader Support Document includes a few well-being scenarios she may erience in her unit role. Discuss these situations with her and help her consider in advance t she can do or say to keep girls' whole selves protected. You may choose to discuss other vell-being scenarios that happen most often in your unit.
o l	re an assistant in a Guide unit and a parent wants to drop off a girl before the other leaders e arrived. Make sure you're not alone in a room with a girl. There should always be more than one adult or more than one girl in a space. This way there is always another witness in case something happens. If you have to be alone with a girl, make sure that you keep doors open and let others around you know what is happening. In this case, you should ask the parent to stay until the other leaders arrive.
οY	ownie in your unit has fallen during a game and is upset but not hurt. Younger kids often look for hugs and touch to reassure them that they are okay. It's okay to put your hand on their shoulder or give them a side hug until they are feeling better. Sometimes they will just want someone to sit beside them until they are ready to re-join the activity. Remember that some kids don't like to be touched, so it's important to ask beforehand.
0	Spark in your unit wants help wiping themselves after they have gone to the bathroom. It's important that all girls are responsible for cleaning themselves up after they go to the bathroom. You can offer instructions or wet-wipes for them to use. If a girl in your unit has an accident, you can reassure that accidents happen and walk them through how to clean themselves up without touching them. With gloves on, you can take their soiled clothing and put it into a bag so they can take it home with them.
about 1 everyo somet	ou have created a safe space in your unit, girls might feel comfortable sharing things their lives with you. This might include secrets or surprises - a surprise is a good thing for one and will eventually be revealed and celebrated (surprise party), but a secret is hing that could lead to harm and doesn't feel right or good. jirl tells you a secret, like sharing that they are being neglect or abused at home:
2 3 4	<ul> <li>Listen openly and calmly.</li> <li>Let her know you believe her – state 'I believe you.'</li> <li>Reassure the girl. Say 'I'm glad you're telling me this,' and/or 'It's okay to share this withme.'</li> <li>Do not question the girl – this is the job of skilled professionals and the proper authorities.</li> <li>Let the girl know that you must share this information with someone who can help. Tell aGuider in your unit. If it's about one Guider, talk to the other Guider or another adult that you trust. They can support you and have to tools to make the next steps.</li> </ul>
C	Resources Protecting Yourself from allegations of abuse and the Girl Protection handout anhelp you answer her questions. Keep in mind, these resources are written for adults andthe support you provide your Junior Leader should be age appropriate.
	Updated August 2021