

Chapter 4 Policies and Guidelines

4.1 Administering Medicine

MGG has a duty of care for the physical safety of under-age members. This includes the safe administration of medication at Guiding events, camps, meetings or other activities.

- Prescription Medicine

A Leader must have written permission from a parent/guardian before administering prescription medications. The written permission is to be on the MGG Health & Activity Consent Form and must include an original doctor's prescription with the name of the person for whom it has been prescribed, the dosage and frequency of administration, duration of treatment, date dispensed and medical practitioner's name and stamp.

- Over-the-Counter Medicine

A Leader must have written permission, from a parent/guardian before administering over-the-counter medications, including homeopathic medications and analgesics. The written permission is to be on the MGG Health & Activity Consent Form and is to include the name of the person for whom it has been prescribed, the dosage and frequency of administration and the duration of treatment.

- Self-Medication

Depending on their age and capabilities, under-age members may self-medicate after due consultation with the parent/guardian. Consent form signed by the parents/guardians is required.

At all times, medication is to be stored in a secure, appropriate place that is accessible only to the Leader and youth member (in the case of self-medicating). Members must observe National laws and regulations relating to the administration of medication.

4.2 Adventurous Activities

The adventurous activities covered by the MGG General Personal Accident Policy include:

Horse riding, expeditions, hikes, abseiling, canoeing, kayaking, rowing, sailing, cycling, fun runs, field archery, mountain bike riding, obstacle courses, orienteering on a recognized trail, pedal boating, roller skating / roller blading, skate boarding, snorkeling, swimming, trampolining, walkathons and water slides.

MGG members cannot participate in other activities not mentioned above, unless special insurance cover can be arranged. Contact the island treasurer for more details - finance@maltagirlguides.com

MGG requires the person in charge to have specific knowledge and skills relevant to the activity or to ensure that the instructors have such knowledge and skills. Leaders are advised to ask any external instructor for the license to operate such activities.

Safety rules apply to all members, at all times, and are to be strictly observed.

A specific consent form for each adventurous activity needs to be collected from all girls previous to the activity. Girls who do not bring the consent form, should not be allowed to participate in the activity.

General Rules for all Adventurous Activities

- The responsibility for activities rests with the Leader concerned.
- An instructor must have the necessary experience and qualifications. The qualifications of Leaders or instructors carrying out ALL adventurous activities must be confirmed by the Camp & Outdoor Activities Advisor.

The Leader-in-charge must:

- a) be a warranted Leader;
- b) obtain permission from the District Commissioner;
- c) ensure that the activity is adequately covered by the insurance policy of MGG;
- d) ensure, that an Adventurous Activity Consent Form has been filled up and signed by a parent or guardian in the case of members who are under 18 years of age, or by the participant if over 18 years;
- e) ensure the guidelines for the specific activity are followed;
- f) make a risk assessment of the venue and weather conditions;
- g) be prepared to change activity according to the forecast and prevailing water and weather conditions and
- h) ensure that a First Aider and a qualified Life Saver (in case of swimming and boating activities) are present for the activity.

Supervision requirements.

Adult ratio varies according to the ages of the girls. The table below indicates the number of adults required:

Section	Ratio	Minimum No of Adults
Dolphins	1 adult: 6 Dolphins	2
Brownies	1 adult: 8 Brownies	2
Guides	1 adult: 10 Guides	2
Rangers & Senior Rangers	1 adult: 10 Rangers	2

4.3 Behaviour of Personnel

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All adult volunteers, whether uniformed or non-uniformed, unit helpers, trainers or administrators and unit leaders should maintain the highest standard of personal conduct at all times. Good practice means:

- adhering to the MGG Child Protection Policy and Procedures;
- promoting the MGG Child Protection Policy and Procedures with parents and non-members in order to make the general public more aware of the organization's commitment to a safe environment;
- treating everyone equally, and with respect and dignity
- always putting the welfare of children/young people first;
- maintaining a safe and appropriate professional distance between adults and under-age members;
- building balanced relationships based on mutual trust which empowers young women to share in the decision-making process;
- working in company when supervising activities of a delicate and personal nature;
- ensuring that during co-ed activities and events, both male and female leaders are present;
- ensuring that during camps and/or residential events; , adults do not stay alone with one under-age member in a closed space
- being an good role model – this includes not smoking or drinking alcohol in the company of under-age members, promoting a healthy lifestyle and using appropriate language and clothing;
- Avoiding interacting with members and parents using personal accounts on social media networks (Facebook, Twitter,etc). Also ensuring that personal posts and photos on one's personal social media network are decent and adequate for a role model. Refer to **4.6.4 Online Material** for more details.
- recognizing and understanding the developmental needs and capacity of young people;
- giving enthusiastic and constructive feedback rather than negative criticism;
- Creating a safe place where members can speak freely without being judged, bullied or ridiculed by leaders or other members. In case of bullying, leaders are to take immediate action; prohibiting swearing or other inappropriate language, provocative singing and offensive behaviour, including the wearing of clothing items which contains offensive language/images;
- securing written parental/legal guardian consent to act *in loco parentis* if the need arises, especially, but not limited to the giving of permission for the administration of emergency first aid and/or other medical treatment;
- keeping a written record of any injury that occurs, along with the details of any treatment given. Such documents are to be kept in a safe place. Where Leaders witness an injury this must be reported to the parents/legal guardians immediately. A medical record detailing any allergies, medication, conditions and/or special medical requirements is to be kept updated and given to all relevant staff;
- securing written parental/legal guardian consent if Leaders need to transport children/young people in their cars.

4.4 Camps & Sleepovers Procedures

Detailed guidelines, on obtaining licenses related to camps and necessary paperwork are included in **My Backpack**, which can be downloaded from Members' Area of MGG website.

4.4.1 Dolphin Sleepovers

- Dolphins can sleep over for one night during **an indoor camp/pack holiday**.
- The District Commissioner needs to be informed about the sleepover by receiving the sleepover Application Form (Form B) and a copy of the programme from the guider in charge. The guider/s in charge need to wait for the District Commissioner's approval before the parents are advised about the sleepover.
- A minimum of one warranted Dolphin Guider should be present at all times and taking responsibility of child safety and delivering /monitoring an age appropriate programme.
- For safety reasons, adult supervision ratio needs to be 1:6. Parents, young leaders, unit helpers and guiders from other sections may help out to meet the ratio of adults to children.
- The warranted guider/s must have parent's consent and health forms in hand before the sleepover starts (Form D).
- One of the adults present during the overnight must be a First Aider.
- Girls attending the sleepover must have a paid up membership that includes insurance cover.

4.4.2 Brownie/Guide/Ranger Sleepover

- Warranted leaders do need to have a pack holiday license or a camper's license to take the girls for a sleepover activity which exceeds 18 hours.
- The District Commissioner needs to be informed about the sleepover by receiving the Sleepover Application Form (Form B) and a copy of the programme from the guider in charge. The guider/s in charge need to wait for the District Commissioner's approval before the parents are advised about the sleepover.
- A minimum of one warranted Guider should be present at all times and taking responsibility of child safety and delivering /monitoring an age appropriate programme.
- For safety reasons, adult supervision ratio needs to be as follows:

Brownies	1:8
Guides	1:10
Rangers	1:10
- Parents, young leaders, unit helpers and guiders from other sections may help out to meet the ratio of adults to children. There should be a minimum of two adults present at all times.
- The warranted guider/s must have parent's consent and health forms in hand before the holiday starts (Form D).
- One of the adults present during the overnight must be a First Aider.
- Girls attending the sleepover must have a paid up membership, which includes insurance cover.

4.4.3 Brownie Pack Holidays

- Brownies can camp indoor or outdoor for up to three nights.

- The Pack Holiday Leader should have the Pack Holiday License and must be present at all times.
- For safety reasons, adult supervision ratio needs to be 1:8. Parents, young leaders, unit helpers and guiders from other sections may help out to meet the ratio of adults to children. There should be a minimum of three adults present at all times.
- One of the adults must be a First Aider.
- Paper work should be signed by the District Commissioner and sent to the Camp Advisor at least three weeks before the camp. Refer to **Appendix 2 – Regulations for Sleepovers and Camps – The Backpack** for paperwork procedure.
- A pack holiday has to be based on a theme.
- The programme must include:
 - Spirituality (Morning and Evening prayers or reflections)
 - Flag Hoisting and flag breaks
 - A session in camp craft skills, adapted for the age group catered for
 - Participants' duties
 - Menu provided should be based on healthy dishes, avoiding junk food as much as possible.
- Hygiene and environment friendly measures should be observed throughout the camp. This includes hygiene in the kitchen abiding by the Food Handling Certificate Guidelines, regular cleaning of indoor/outdoor bathrooms, separating waste, discarding appropriately any leftovers of fires, throwing garbage in designated skips, avoiding disposable utensils, containers and cutlery and protect the flora and fauna when choosing an area for tent pitching.

4.4.4 Indoor & Outdoor Camps

- Guides and Rangers can camp for any number of nights as long as adult supervision is appropriate at all times.
- The Camp Commandant should have the Campers' License and must be present at all times. Guidelines on obtaining the Campers' License are included in *My Backpack* which can be downloaded from the members' area of the MGG website.
- For safety reasons, adult supervision ratio needs to be 1:10. Parents, young leaders, unit helpers and guiders from other sections may help out to meet the ratio of adults to children. There should be a minimum of three adults present at all times.
- One of the adults must be a First Aider.
- Paper work should be signed by the District Commissioner and sent to the Camp Advisor at least three weeks before the camp. Refer to *My Backpack* for paperwork procedure.
- The programme must include:
 - Spirituality (Morning and Evening prayers or reflections)
 - Flag Hoisting and flag breaks
 - A session in camp craft skills, adapted for the age group catered for
 - Campers' Duties
- The programme must be challenging but inclusive with an access opportunity for campers with different physical and mental abilities.
- Menu provided should be based on healthy dishes, avoiding junk food as much as possible.
- Hygiene and environment friendly measures should be observed throughout the camp. This includes hygiene in the kitchen abiding by the Food Handling Certificate Guidelines, regular cleaning of indoor/outdoor bathrooms, separating waste, discarding appropriately any leftovers of fires, throwing garbage in designated skips, avoiding disposable utensils, containers and cutlery and protect the flora and fauna when choosing an area for tent pitching.

4.5 Child Protection

MGG is fully committed to safeguard the wellbeing of its' adult and young members. Leaders should at all times show respect and understanding of the children/young persons' rights, safety and welfare, and conduct themselves in a way that reflects the aim of the association and abides by its mission statement.

The association provides to girls and young women, a non-formal educational programme, where they develop leadership and life skills through self-development, challenge and adventure. Girl Guides learn by going through their 8-point programme and following their commitment to the Promise & Laws.

We do this by...

- ensuring that all leaders are carefully selected, trained and supervised to look after children/young people;
- assessing carefully all risks that children/young people encounter and taking all necessary steps to minimize them;
- giving parents, children/young people and leaders information about the association, it's ways of work and what can be expected from all parties involved in the development of the child/youth;
- letting parents and children/young people know how to voice their concerns or complain if there is anything they are not satisfied with.

Responsibilities

The Malta Girl Guides:

- Accepts the moral and legal responsibility to implement procedures to provide a duty of care for children/young people, safeguard their wellbeing and protect them from harm and abuse;
- Respects and promotes the rights, wishes and feelings of children/young people;
- Recruits, trains and supervises leaders so as to adopt a mechanism of best practice to safeguard and protect children/young people from abuse, and themselves against allegations;

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- Abides by the MGG Child Protection Policy and Procedures as well as the MGG Guidelines for Good Practice;
- Responds to any complaints about poor practice or allegations of abuse in a timely fashion.

The guidance given in the procedures is based on the following principles:

- This policy recognizes and builds on the legal and statutory definitions of a child;
- A child/young person is recognized as being under the age of 18 years;
- An adult has the moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision;
- The child's welfare is paramount;
- All young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse;
- All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to appropriately;
- All children/young people have the right to participate in activities/meetings in an enjoyable and safe environment;
- Children/Young people have the right to expect and/or be guided to seek appropriate support in accordance with their personal and social development.
- It is the responsibility of the Child Protection Agency (Agenzija Appogg) to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns, and/or suspicions to the MGG Child Protection Board through its respective child protection officer;
- Confidentiality should be upheld in line with the Data Protection Act (1998). Working in partnership with children/young people, their parents and other agencies is essential for the protection of children/young people. All those involved in the management of children/young people have a duty to ensure that they are:
 - Members are allowed access to activities in a way that is appropriate for their age and ability;
 - Members are not subjected to any form of discriminatory abuse from any source;
 - Members are not subjected to bullying or undue pressure from any source;
 - Members are encouraged to achieve their full potential at all levels;

4.6 Communications

The Communication team is the body, which is responsible for this policy. The Communication Commissioner coordinates the team. The Communication Team takes care of the all MGG's branding and communication initiatives and aims to provide guidelines for the MGG and its members for all internal and external communications, both in printed and digital form.

Any communication material produced to either represent the MGG or its individual units represents the image and brand of the MGG, hence the importance of projecting a unified representation of the association.

In case of queries or consultation regarding any communication initiatives should be directed to the Communication Commissioner. This post is currently vacant and therefore queries should be directed to pr@maltagirlguides.com

4.6.1 Brand

The MGG brand integrates any symbols, signs or slogans that represent guiding in Malta, Europe and the World.

Below is a list of logos:

MGG full logo (colour or greyscale)



MGG small logo (colour or greyscale)



MGG trefoil without MGG (colour greyscale or B/W)



WAGGGS logos

Imagine More logo



Unit Logos

Units are allowed to have their own unit logo; however this can only be used on newsletters sent to parents and members. For formal letters, the official MGG logos are to be used as directed in the Brand section above.

Any unit logos being used must also be sent to the Communication team for approval before being used publicly.

For use of the logo on guide wear items, the communication team is to be notified of artwork prior to printing and units must await go-ahead from the said team before going ahead with printing.

Imagine More Campaign

This campaign was created by WAGGGS to give member associations a platform to share stories and show the world that Guiding is more than they might expect. The Imagine More logo will replace the WAGGGS logo in promotional material, as it is also a WAGGGS logo in itself.

You can find the full guidelines for the campaign here:
<http://www.waggs.org/en/resources/document/view/23055>

4.6.2 Campaigns

From time to time, campaigns are undertaken by MGG. Campaigns would have a specific start and end date. Material for such campaigns would be produced at National level and may be reproduced by units according to these guidelines. This material would be available to be used at unit level alongside unit information.

4.6.3 Written and Printed material

Written and printed material include any internal and external correspondence via letters, letters to the editor, emails, circulars, newsletters, magazines, newspapers, posters, flyers and other publications which are issued by the MGG or its respective units.

Discretion should be used at all times when producing any material which is meant to be disseminated. Adequate language should be used at all times and each document should be well proof read.

Internal communication material does not need to be verified at National level, however, leaders should adhere to these guidelines whenever producing any material.

With regards to material, which is meant to be public, such as articles, event posters, flyers or otherwise, this should be verified by the Communication Team.

Units are encouraged to make use of local publications such as local council or parish newsletters, or children's publications by contributing articles or other materials.

In the case of recruitment campaigning, no new material should be developed and the Imagine More material should be used for recruitment purposes.

If members come across any material, which in their opinion, gives a bad public image of MGG, they should alert the Communication Team immediately so that timely action is taken.

4.6.4 Online material

Website

Members are encouraged to contribute content to be uploaded on the MGG website. Such material should be verified with the Communication Team.

Section advisors have the right to upload material pertaining to the respective section as directed by the Communication Team.

From time to time, leaders are encouraged to submit good quality photos to be posted on the MGG website. It is up to the discretion of the Communication Team to decide whether photos should be uploaded or not, however, leaders must make sure that the members in the photos have permission to appear in the photos online.

Social media

Facebook, Twitter and other social media are a great method of increasing public relations and communication. The ability to share information instantly with a large number of people is a system that is invaluable. As a non-governmental organisation, we are looking to adopt and utilise these social networking practices to the best of our ability, but as an organisation for girls and young women, it is always important to keep the safety and protection of our members as an utmost priority.

These guidelines are intended to help leaders make the most of new technologies while protecting both the young people in their care and themselves from being placed in a vulnerable position. Leaders are encouraged to share the guidelines with girls in their Units to ensure that they are also aware of the risks involved in using new technologies.

Guidelines for Best Practice

- Facebook Unit Page: When a unit wishes to promote its group on Facebook, they must create a Facebook Page, not a profile. This means that people can Like a page and follow what that unit is putting on the social media site. The Facebook page should be named either the full unit name with numerical, or without, for example: "20th Valletta Girl Guides" or else "Valletta Girl Guides". Note that Facebook pages are public and can be seen by anyone, even if they have not liked the page. Therefore no personal information or details are to be shared on such pages. Such information is to be shared in a secret group.

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- Facebook Groups: If setting up a group for leaders/girls from your Unit, set it up as a 'secret' group. When setting up your group, make sure that you adjust your privacy settings to moderate who can become a member of your group and only invite/accept people you know. Your group should be secret so that no one can see who belongs to it unless they are a member. Ensure that girls are aware of the status of any groups they join. Some groups are 'open' to anyone who chooses to sign up.
- Never reveal your personal details, home address or telephone numbers on the web or in dialogue with other internet users. Make sure you protect your personal details. The default is often set to disclose all information to others in your network. It is safer to limit access to people you know personally or who belong to any closed groups you join. In general, set all your privacy settings to "only my friends" or "no one". Check these pages occasionally to make sure nothing has changed. Note there are several privacy pages, and you need to check them all.
- It is not recommended that leaders are 'friends' with their members on social networking sites. If members are added, it is at the discretion of the leader to make sure the content on her personal page is adequate for such an audience.
- Remind girls that new friends they meet online are really strangers. It is suggested that they only accept people as 'friends' when they know the person already and have met in person.
- Ensure girls are not named or identified in any of your online areas.
- Think carefully before sharing photos or videos of girls in your Unit on social networking sites. If you do want to share photos or videos of girls in your Unit, check the "Data Protection Form" before going ahead and avoid mentioning their full names or including other information that could inadvertently reveal their identities. There should be absolutely no "tagging" of photographs on Facebook by leaders of members under the age of 18 unless it is tagged by the person directly.
- For events – Provide a brief outline only. No precise details of future events should be advertised prior to the event e.g. location of event where girls will be meeting. (The only exception to this rule will be for a nationwide event that will be heavily publicised in traditional media anyway. When this occurs, the information does not need to be limited.)
- Avoid mentioning the specific time and place of your weekly meetings on websites or social networking sites. Provide some way for people to contact you if they would like this information. You can then use your own judgment to decide whether or not this person is legitimate.
- When interacting online you should always think about the content of any message that you send – ensure that you use appropriate language; if you are sending images, make sure that they are appropriate; ensure that any external hyperlinks you include do not lead to inappropriate content.
- Be careful when selecting links to other web sites from your Facebook/Twitter page. The content of potential links should be in keeping with the Malta Girl Guides' principles and activities. Avoid linking to commercial sites selling merchandise to avoid implied MGG endorsement of the products they offer. Seek out sites that enhance girls' participation in

Guiding; are tasteful; are appropriate; show diversity; are beneficial for girls, adults, and families; and are in keeping with the Malta Girl Guides' mission.

- If you allow messages to be left on your Facebook pages or other Social Networking sites, please have good security measures in place. In particular, make sure that every message is checked and unsuitable messages are removed immediately.
- Any person who posts a bad comment, inappropriate video or photograph on any MGG administrated page relating to MGG will be permanently blocked as a fan.
- Only paying members or parents/guardians of paying members should be added to closed/secret groups on Facebook.
- Guiding photos and photos of guiding events depicting members of the association should not be shared on leaders' personal Facebook page.
- Since the legal age for Facebook and similar sites is 13, we suggest that members under 13 years of age should not be added by leaders on any social media sites.
- These guidelines are relevant to Facebook/Twitter/social media accounts and should be followed by all adult members of the association. They also apply to individual Units that wish to set up a Unit Group.
- While MGG cannot control individual members' Facebook pages or any other social media, members setting up or controlling such pages are asked to use these guidelines as recommended good practice since we are all role models for our young members and we should always lead by example.

E-mail

E-mail communication is used as a tool to communicate within the MGG and also externally. Proper email etiquette should be used at all times. A formal style of writing should be used in any external correspondence. Keep in mind that e-mails are considered as official documentation.

Newsletters

The MGG newsletter is circulated online via the MGG website and e-mail. The newsletter is meant to provide adult members with information about upcoming events and opportunities and contains important details. It is encouraged that all adult members go through the newsletter as soon as this is received.

4.6.5 Attendance on TV and Radio programmes and other public events

From time to time, adult leaders and young members may be asked to attend TV and radio shows or important public events.

While all members are encouraged to take part in such opportunities to promote Girl Guiding and its causes, the communication team should be informed of any invitations received on a unit or district level, in a timely fashion.

When attending such programmes or events, members are to wear Guide wear and scarf. Please refer to **4.14 Guiding Wear** policy. Seek the advice of the communication team in case of difficulty.

Both adult and young members are expected to prepare themselves well for participation in such events. The Communications Team will provide support if required to facilitate the experience.

Members are to keep in mind that whenever they are participating in public opportunities, they are representing the MGG. Therefore, good behaviour and a smart appearance is of utmost importance.

4.6.6 Visual Material

Visual material includes photography, videography and other artwork to communicate the MGG's message such as powerpoint presentations or others.

All members are encouraged to familiarise themselves with both photography and videography. These are informal education tools that can be used throughout the guiding programme but also to keep a memory of important milestones in the local Guiding scene.

Photos and videos portraying MGG members and activities can be used in all MGG's publications, online communication initiatives and others.

Make sure all members portrayed in photos and videos are covered by the Data protection form.

4.6.7 Press Releases

Press releases are issued from time to time to promote Guiding events and initiatives with the local media. Press releases are used to attract the local media's attention to promote MGG's causes.

Local units should consult with the Communication Team prior to issuing any press releases. No press releases regarding national and international events are to be issued by the individual units.

Please refer to section about print media regarding submitting articles on print media.

4.7 Copyright

MGG expects every member of the organisation to adhere to all national laws regarding copyright.

4.8 Disclosure of Personal Information and Security

MGG will maintain control of, and take reasonable steps to keep, all personal information it holds securely. As a general rule, MGG will not provide personal information to any third parties except:

- by exchanging information between Guiding organizations for the purpose of fulfilling our mission statement;

- to contractors engaged to provide services in connection with the purposes mentioned above but only if they satisfy MGG that they will comply with the Data Protection Act and other relevant privacy laws; and
- if it is otherwise permitted or required by the Data Protection Act and other relevant privacy laws.

4.9 Drugs, Solvents, Alcohol, Smoking, Tattoos & Body Piercing

MGG aims to present a responsible image to parents, members and the public generally. The program encourages girls to be aware of the health and social risks of substance abuse. Adult members are made aware of the example they set to youth members in practice of a healthy lifestyle. Members must observe national laws and regulations as they relate to smoking, alcohol consumption and drug use.

4.9.1 Drugs

All leaders should make themselves familiar with the signs and symptoms of drug abuse and be aware of the resources available in the community with regards to substance abuse.

The use of illegal drugs is prohibited to all members, as such activities are incompatible with the promotion of a healthy lifestyle approach.

An adult member, who has resorted to the use of illegal drugs, must be provided with internal support by her District Commissioner and other leaders in her unit as well as external professional support. During this period such adult member must not be in direct contact with girl members until she has satisfactorily ended an authorized rehabilitation process, and is certified to be in good physical & psychological health.

Guiders are to ensure that those in their charge are aware of the legality of the prescribed drugs pertaining to the youth and young members.

4.9.2 Solvents

MGG do not accept the misuse of solvent-based substances or inhalants by any of its members.

4.9.3 Alcohol

MGG recognises that it is illegal for people under 17 years of age to drink or serve alcohol. The use of alcohol is prohibited during Guiding activities, as it is incompatible with the promotion of a healthy lifestyle approach. This shall not apply during social events and fund raising activities, provided that members and participants under 17 do not have access to alcohol. Members have a duty of care not to consume alcohol while responsible for young people under 18 years of age or while in charge of adventurous activities. When alcohol is available for adults at a Guiding event, non-alcoholic drinks

should also be provided. Guiders must not seek sponsorship from the alcohol and tobacco industries so as not to promote alcohol or tobacco consumption.

4.9.4 Smoking

MGG aims to promote a healthy lifestyle. It is the responsibility of leaders to encourage youth members not to smoke. Leaders should be aware of the national legislation relating to the age requirements for the purchase of cigarettes.

Smoking is not permitted during meeting time and at any time in the presence of members who are under 18 years of age.

'No Smoking' signs in Guide premises should be observed.

4.9.5 Tattoos & Body Piercing

Tattoos anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited. Tattoos that are prejudicial to good order and discipline, or of a nature that tends to bring discredit upon the Girl Guide Movement are prohibited.

Excessive tattoos should not be exposed or visible while in uniform. Excessive is defined as any tattoo that exceeds $\frac{1}{4}$ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform.

Members will not be allowed to display excessive tattoos that would detract from an appropriate professional image while in uniform. The Council/National Board will use the above guidelines in determining appropriate image and acceptability of tattoos displayed by members in uniform. Adult members with existing tattoos not meeting an acceptable image should be required to:

- maintain complete coverage of the tattoos using current uniform items (e.g. long-sleeved shirt/blouse, pants/slacks, dark hosiery, etc.) or
- volunteer to remove tattoos(s).

When wearing the uniform, piercing of earlobes is allowed, but should not be extreme or excessive. The type and style of earrings worn should be conservative and kept within sensible limits.

Members are prohibited from attaching, affixing or displaying objects, articles, jewellery or ornamentation to or through the ear, nose, tongue, or any exposed body part, except as described above.

4.10 Environment

MGG incorporates best environmental practice in all aspects of the program. Members are encouraged to care for the environment and be actively involved in its preservation. Sound environmental policies and practices are actively applied to MGG properties and participation of members in community environmental service programmes is encouraged.

4.11 Equality and Inclusion

MGG respects and values the diversity of its members and of society. As an organisation we believe in being fair, open and inclusive, while still being committed to the concept of a girl-only association as offering the best opportunity for the development of girls and women in Malta at present.

MGG undertakes its responsibility to comply with equality legislation. As such it is committed to ensuring that no young person or adult is treated less favourably than another on grounds of race, religious belief, sexual orientation, marital status, family status, disability or socio-economic status.

MGG is committed to prevent any form of discrimination, inequality or denial of equal opportunity, whether direct or indirect against youth members, volunteers, members of management committees and staff. MGG is committed to ensure that it fulfills its legal obligation under existing equality legislation.

MGG seeks to actively demonstrate its celebration of diversity and its commitment to equality by placing these tenets central to all the policies, processes and procedures of the organization.

4.12 Food Handling

MGG recognises that food handling legislation must be followed. Whilst all adult volunteers are encouraged to obtain the Food Handling qualification, the Quarter Master and other personnel handling food in Guiding activities, must have obtained the Food Handling qualification.

4.13 Girls & Young Women in Decision Making

MGG recognises the importance of women in society and is committed to enhancing their status. Guiding offers women the opportunity for self-development and personal growth through participation in a variety of skills, leadership and training programmes.

MGG recognises that young people have valuable contributions to make to society. The Guiding programme gives girls the opportunity to participate in decision-making. They should be encouraged to express their views and opinions at all times.

Young women in Guiding are involved in making decisions about the management and programmes of MGG and accept responsibility for these decisions as appropriate to their age group. They are involved

in policy decision-making through local and national youth forums, committees and panels. They also comprise part of MGG delegations to international fora.

4.14 Guiding Wear

MGG has 2 sets of uniforms: formal and casual/camp. The uniform is worn by members to create a sense of unity and to help identifying members as Girl Guides.

- All formal and casual/camp uniform items sold at 'Go Camping, the Outdoor Shop' can be bought by any MGG member.
- All members must wear the formal or casual/camp uniform during guiding activities whether held indoors or outdoors with the exception of social events.
- All members should wear the official guiding t-shirts and casual uniform, together with their unit scarf for all island activities as well as during events organized by third parties.
- Units do not have permission to print "unit t-shirts" or other un-official camp uniform items. Members will be refrained from participating in official island/district/unit events unless they are wearing official guiding wear.

4.14.1 Formal Uniform

The formal uniform is made up of the green shirt, blue trousers/ skorts /skirt, badges, scarf, woggle and fleece vest.

- Members are to wear the official uniform smartly and ensure that badges are fully updated. Members must also be well groomed.
- Clean and smart black shoes should be worn with the formal uniform. Leaders are not allowed to wear stilettos.
- Plain navy blue socks are to be worn by the younger sections, while members who are wearing skirts should wear skin-toned tights with no socks.
- No item of clothing should be too tight or revealing; skirts should be of an appropriate length.
- Earrings/jewellery and makeup are not allowed for members under 18 years of age. Leaders are allowed button earrings together with natural makeup.

- Accreditation badges can be bought from the uniform outlet but badge certificates need to be presented.

4.14.2 Casual/Camp Uniform

The casual/camp uniform consists of different items for different seasons. From t-shirts to tracksuits, sweatshirts, fisherman's hats and summer shorts. The most important part of the uniforms is the scarf, which is to be worn at all times and for all activities, whichever uniform members are wearing.

- Since MGG is in a transition period of updating the camp uniform t-shirts, girls may wear the old or new camp uniform t-shirt until September 2015.
- The girl members of any section may choose any colour from the four available. However, the unit may opt to order the same colour for all girls of the section/unit for special occasions such as going abroad and anniversaries.
- Units may request permission from the Communications Team for an extra guiding t-shirt on special occasions such as anniversaries or international trips.
- When in casual/camp uniform, lower garments should be of appropriate length. Short shorts are prohibited; skirts are to be of an appropriate length and avoided during vigorous activities.

4.15 International Experiences

MGG encourages the participation of its members in international events. Members are to adhere to the requirements as laid down in the document entitled *International Experiences Guidelines* (See Appendix 1). This document can be downloaded from the Members' Area of MGG Website.

The International Commissioner should always be the first point of reference before applying for an international event /experience and /or funding.

4.16 Multiculturalism

MGG expects every member to develop her cultural identity without prejudice or disadvantage. MGG aims to prepare all girls and women to be responsible members of a multicultural society.

4.17 Partnerships

MGG gives priority to forming strategic partnerships both at a National level and at Unit level. Working together with the right partners is a way of achieving the vision of MGG, which is that of being a relevant movement that empowers girls to make a difference in the Maltese society

Strategic partnerships must:

Policies & Guidelines – Malta Girl Guides Association

- Strengthen the association /unit through improved management and training
- Raise the profile of the unit in the community and of the Malta Girl Guides in general
- Support and deliver the message through increased funding and resources

MGG supports units wishing to form partnerships for specific projects, which are in line with the MGG educational programme or WAGGGS /MGG projects.

Units and MGG working groups seeking to develop a strategic partnership for a specific project should go through the following process:

a. Assess Needs

At this stage the project is chosen, the aims identified and a project plan drafted. The project is to be discussed with the respective DC or Unit mentor. The human, financial and material resources which are readily available for the project are identified in order to know what further resources are needed.

b. Find Partners

At this stage possible partners who can meet the needs of the project are identified. When choosing partners, ensure that such potential partners believe in the same principles of MGG. The same guidelines as listed in the Sponsorship policy apply. The respective DC or Unit Mentor is to be kept informed.

c. Prepare Approach

An official project proposal using the MGG official letterhead is to be prepared. This should include aim/s of the project and should be supported by statistics or case studies of previous similar experiences. The type of activity/s and target audience should also be included. Specific requests to the partners including costs and how the partner will gain from this project are to be included in the project proposal also. The inclusion of the MGG /WAGGGS website may also be included in order to ease further research on the credibility of the association.

d. Approach Partners

Potential partners are to be approached in the most appropriate and effective way. If any of the leaders have a connection, one should use such contact for an appointment. In case of making the first contact via e-mail, ensure that the covering e-mail is concise and effective. The project proposal is to be sent as an attachment.

e. Work together

Once partners have accepted to work on the project, good communication is the key of success to working smoothly together. Having a first meeting for which representatives from both sides are present is a necessity. During this meeting, the representatives should look at the project in detail, identify roles, responsibilities, time frames for each action and challenges which might be encountered.

f. Monitor and Evaluate

One is to monitor the project as it happens, including at preparation stage, and evaluate the project as soon as it finishes. Partners should be involved in both the monitoring and evaluation process. Providing accountability is essential.

g. Celebrate Success

A sustainable project deserves media coverage. For press releases or invitations to the media for attending the event the unit leaders in charge of the project should always contact the MGG Communications Commissioner /team leader on pr@maltagirlguides.com

4.18 Politics

MGG members must not take part in any political meetings or political activities whilst wearing their uniform or acting as representatives of MGG.

However, members of MGG have the duty to lobby for changes regarding issues that directly affect girls and women. In all cases the Chief Commissioner's permission is to be sought prior to participation in such activities. The Chief Commissioner may consult with the President of the Association prior to giving her permission.

Adult volunteers who decide to contest any official posts within a political party, Local Council election, Member of European Parliament election, or the General Election must resign their post with the Malta Girl Guides Association before handing in any official application to contest such official political post or election.

4.19 Privacy

MGG respects the privacy of all individuals and are committed to protecting the privacy of all individuals they deal with. All members of MGG are expected to respect the national law concerning Data Protection and other relevant privacy laws.

MGG needs to collect personal information from its members so that it can accurately identify its members and other individuals it deals with, and provide products and services, which enable it to fulfill its mission. Such information includes but is not limited to:

- name,
- date of birth,
- address,
- contact details and some health information.
- consent for using images of members on print and social media.

All personal information collected by MGG will be used for its operations only.

Unit Leaders are obliged to respect the parents' /guardians' decision and ensure that photos and videos of girls will not be used neither by the Unit nor by MGG for print and online media without the parents' consent. Leaders must inform the Public Relations Officer on pr@maltagirlguides.com about the specific girls without consent.

4.20 Religion & Spirituality

MGG expects all members to acknowledge spiritual principles and a personal responsibility to search for, and live according to, a spiritual dimension greater than themselves. Leaders should realise that their own example and participation are important aspects for the spiritual growth of the girl members. Leaders must also respect the special requirements of the faith to which any member belongs and take these into account when planning activities.

4.21 Health & Safety

MGG has a legal requirement to minimize and manage health and safety risks. Health and Safety is of paramount importance in the planning and participation of every activity (both indoors and outdoors) and all members need to understand their obligations. Health and safety must be considered at the planning stage of all activities:

- All possible risks should be identified and managed effectively using a risk management form where appropriate.
- The guidelines listed in the policy entitled “Adventurous and Not-So-Adventurous Activities” must be followed when undertaking any adventurous activity.
- Every member is required to observe all safety rules, laws and regulations, in order to maintain a safe and healthy environment.
- Leaders must use suitably qualified personnel for all activities, especially those in the outdoors.
- Leaders will ensure compliance with all statutory provisions/requirements and regulations, appropriate to the activity (eg, the wearing of safety helmets).
- Appropriate instruction must be given to all participants prior to all activities.
- The health forms, consent forms for individual activities and a small First Aid Kit should be at hand during weekly meetings and any other guiding activities.
- Any incident/accident sustained during MGG activities and requiring medical intervention must be recorded on the Incident/Accident form. This form is available on Members' Area on MGG Website and must be returned to the District Commissioner upon completion.

MGG is responsible for the safety and health of its members during all activities. Leaders must act with responsibility so that health and safety is paramount and to ensure that a good safety record of MGG is maintained.

4.22 Sponsorship

MGG is willing to be involved in commercial sponsorship provided that:

- The sponsor meets the standards expected by MGG.
- The sponsor's product promotes an acceptable lifestyle or it must not be harmful to the user or the community.
- The background of a proposed sponsor and the product range are evaluated for moral, health and image qualities.
- A written agreement stating the terms and conditions of the sponsorship is signed by both parties.
- Approval of the District Commissioner is sought for sponsoring events at unit level.
- Members participating in a sponsored event with another organisation must not seek sponsorship in the name of MGG.
- All sponsorship for national events /projects should be arranged in liaison with the MGG finance team .
- All District Commissioners should notify the island treasurer of any commercial sponsorship arrangements within their District.
- National corporations or organisations should not be approached for sponsorship by a unit unless, prior approval has been given by the Communications Team Leader and /or Island Treasurer for MGG.
- Whilst Branding and Image rules should be observed at all times, any printed material including the logo of MGG and that of the sponsor should be approved by the Communications Team Leader before buying the material and sending it for printing.

4.23 Sun Protection

MGG is committed to protect its members by adopting a policy of education on the dangers of UV rays and at all times showing by example that adequate precautions should be taken at all Guiding events.

At all outdoor activities, girls and Leaders are encouraged to:

- wear protective clothing;
- wear a hat;
- use sun screen;
- wear sun glasses where practical; and
- use shade facilities as much as possible.

4.24 Transport

MGG expects every member to strictly adhere to all legislation, regulations and safety guidelines governing the particular mode of transport employed during an event.

4.25 Valuing Diversity

MGG believes Guiding should be available to all girls and women based on their acceptance of the Promise and Law. MGG recognises that each member should be able to maintain her cultural or religious identity without prejudice. Members have a range of abilities and challenges and Guiding provides a nurturing and supportive environment respecting and valuing their individuality.