



A Safe Space: Guidance for Leaders and Commissioners in BGO

A Safe Space training is about more than safeguarding: it is designed to enable leaders to create an environment that helps us live out our values and Promise. It increases self-esteem and self-confidence and gives opportunities for adventure and challenge, whilst encouraging members to think for themselves and make their own decisions.

To help you understand what's needed, BGO chief commissioner Diane Thomas, deputy chief Hazel Plant and safeguarding lead Carol Selwyn-Jones have prepared some guidance for you.

By December 2020, all volunteers must have completed the training appropriate to their role, and we urge you to complete the necessary training as soon as you can.

WHO NEEDS WHICH LEVELS?

The levels, and who needs to have completed them, are summarised below, however there is also a useful grid covering unit roles here:

https://www.girlguiding.org.uk/globalassets/docs-and-resources/membership-administration/access-levels/unit_roles.pdf

Level 1, An introduction: For all volunteers, including occasional helpers, GO coordinators, home contacts, peer educators and young leaders. Also for all external volunteers working with the girls.

Level 2, Creating a safe space: For leaders, assistant leaders, unit helpers, leaders in training, young leaders, peer educators, and those who need to complete Level 3 and 4.

Level 3, Recognising, telling and taking action: For anyone leading a team of adults, at least one leader per unit (leader, assistant leader, leader in training), mentors, advisers, coordinators (except GO coordinators), licence holders on residentials, trainers, tutors and those doing level 4.

Level 4, Managing concerns, allegations and disclosures: For all commissioners, designates, deputies and those sharing a role, trainers delivering A Safe Space, safeguarding leads and A Safe Space advisers.

Please Note: When there is the space on a training, if a leader or leader in training wants to do a higher level than they need, (apart from L4), that would be really helpful, and we would encourage everyone to do this.

CHECKING GO TO SEE WHAT IS RECORDED AT THE MOMENT

You can check your own record - A Safe Space trainings will be under 'My Achievements', and if you are a unit leader you will also be able to check the training for the other volunteers in your unit by viewing them under the sub-heading, 'Individuals'. You can then select 'View Achievements' as your 'Action' and see that leader's completed courses and e-learnings.

Please ensure that you have completed Levels 1 and 2 yourself, and help all others in your unit who need to complete them to do so. If you have any queries regarding this, please get in touch.

FAQs:

Q: Can the Level 2 follow-up conversation still be done?

A: Unfortunately, this has now been removed from GO. Level 2 is now either completely online with some assessment questions at end of the e-learning, or can be a face-to-face session.

Q: Are the answers to the questions at the end of the level 2 e-learning appropriate for all BGO locations?

A: The majority of the answers are correct for all locations but references to 999 should be read as the emergency services number you would use in your part of the world and wherever you are guiding, you will of course contact Diane, Hazel or Carol as a priority. Please also note that although in many BGO locations, we do work together with the girls' schools, this will not be reflected in the answers to the online questions.

Q: What happens if I do not get the required number of the questions at the end of the level 2 e-learning correct?

A: You have 3 attempts to get the required number of answers correct. Please contact your commissioner if you run out of attempts or if you would like some assistance to navigate your way through the e-learning.

Q: Are there two parts to complete for level 3?

A: Originally the two parts were both mandatory. Now, however, only the face-to-face session must be completed but we would advise all leaders to also complete the e-learning for their own development and as best practice.

Q: Is there an exemption for prior learning or qualification?

A: There is no exemption for levels 1, 2 and 4, as they deal with Girlguiding's policies and procedures. There is an exemption process for level 3 (explained on the Girlguiding website) at:

<https://www.girlguiding.org.uk/globalassets/docs-and-resources/learning-and-development/a-safe-space-2017/a-safe-space-recognising-prior-learning-process.pdf> but in practice we encourage attendance at a training, as working with a unit is not like being in a professional environment with ready access to support. Feedback from those who already have safeguarding training who have attended a Girlguiding training has been really positive - in fact one learner said it was the best training she had ever done!

Q: I did the old Safe Space training. Does this still count?

A: If you did Safe Space training between January 2017 and December 2017, you will have to renew at the appropriate time. Your Go record will show when this expires but you can do the updated training at any point so please do not feel that you should wait to do this.

Q: If I need to report a safeguarding concern, is there any written guidance?

A: Yes - there's a form on the Girlguiding website at <https://www.girlguiding.org.uk/globalassets/docs-and-resources/safeguarding-and-risk/notification-of-safeguarding-concern-form.pdf> which you can use if you wish.

Q: Do I need to keep the pocket guide that came with my membership card?

A: Only if it's the one that says British Guiding Overseas on the front. If isn't, ask your commissioner to email you a copy of the BGO amended version and destroy the other one.