‘A Safe Space’ and PVG compliance – good practice

Every county executive should have agreed processes for monitoring compliance with ‘A Safe Space’ and PVG. ‘Compliance’ should also be a standing item on the County Executive agenda with PVG and ‘A Safe Space’ compliance routinely discussed.

**Good practice for ‘A Safe Space compliance’**

A process for monitoring ‘A Safe Space’ compliance is suggested below:

In this example we have suggested that the county commissioner lead on this with support from the county GO coordinator, training advisor, volunteer support lead or others as appropriate in your county.

1. District and/or division commissioners should be tasked to keep an eye on leaders (including young leaders) in their area on GO and contact those whose renewal dates are coming up in the next couple of months (leaders themselves will also receive automatic emails via GO to alert them to the expiry, starting at 180 days to expiry).
2. If two weeks before the training is due to expire the volunteer hasn’t renewed, the county commissioner should e-mail the volunteer (copy in the district / division commissioner).

An example email is given below:

*Hi NAME,*

*How are you?*

*You will have received reminders, but I am now getting concerned that your ‘A Safe Space [INSERT LEVEL(S)] are getting dangerously close to expiring.  As your 120 days to renew are almost up, please can I ask that you give this your attention within the next few days.  Girlguiding may withdraw your membership if you do not complete this before your current courses expire on (DATE).*

*If you are having any problems getting this done or using the learning platform, please let me know as soon as possible and I will try and help.*

*If you could send me an email to let me know when you have completed the required training, that would be much appreciated.*

*Kind regards,*

*NAME*

*County Commissioner*

1. Continue to liaise with the district / division commissioner and ask them to stay in touch with the volunteer or visit their unit to speak to them about renewing and ensure there is nothing stopping them from doing this. Once the volunteer completes the training ask them to take a screenshot of the certificate of completion (just in case there is an issue with their GO record being updated).
2. If there is a reason that the leader is not going to be able to complete the training ahead of the expiry get in touch with the Girlguiding Scotland governance team (governance@girlguiding-scot.org.uk) to let them know, as mitigating circumstances can be given to Girlguiding so that membership is not removed.
3. Continue to monitor the situation and remind the volunteer that their membership may be removed if they do not become compliant. Offer suggestions to enable the volunteer to complete the training (access to equipment, completing during a weekly meeting etc.).

**Good practice for PVG compliance**

Similarly, to compliance with ‘A Safe Space’ requirements, county executives should routinely discuss PVG compliance.

Routine lists should be sent to district / division commissioners with the names of volunteers who still need to complete their PVG (this can be done from looking at volunteer enquiries). District / division commissioners should be encouraged to stay in touch with enquirers to ensure that the required elements are completed - they can keep in touch in a variety of ways; by email, phone or by visiting the unit.

There is more information about recruitment and vetting procedures on the Girlguiding website [here](https://www.girlguiding.org.uk/making-guiding-happen/policies/recruitment-and-vetting-policy/recruitment-procedures/).