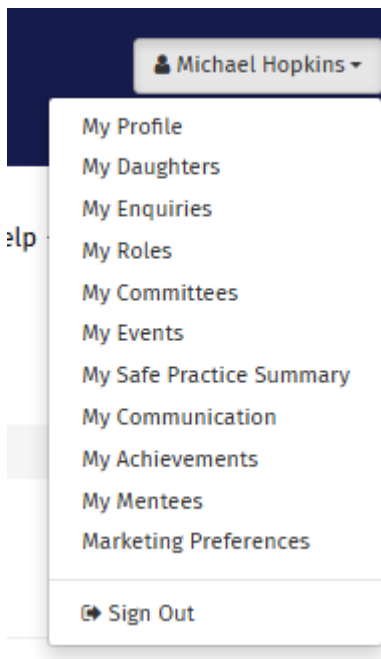


Add referee details

This guide explains how to add and update your referee details on GO.

Before using this guide, please check out the [Recruitment and vetting procedure](#) for more information about the referencing process and who can be a referee.

1. Select the icon with your name at the top right of the screen to bring up the menu:



2. Select **My Safe Practice Summary**. This will take you to the my safe practice summary page:

Home / My Profile / My safe practice summary

My safe practice summary

For more help on this page, please visit [check your safe practice summary](#).

Michael Hopkins

- My Profile
- My Daughters
- My Enquiries
- My Roles
- My Committees
- My Events
- My Safe Practice Summary
- My Communication 22
- My Achievements
- My Mentees
- Marketing Preferences

Security

Change Email ⓘ

Safer guiding

You can complete your safer guiding on the [learning platform](#).

Safer guiding level required: Safer guiding
Completed
Safer guiding valid to:

First aid

You can complete your first aid course on the [learning platform](#).

Not completed

Disclosure check

If your role requires a disclosure check, you'll find this information below, Find out more about disclosures [here](#)

Type ↑	Disclosure number	Disclosure date	Valid until ↑	Disclosure deadline	Disclosure state	Actions
DBS					Complete	⊙

References

You will need to provide references as part of joining Girlguiding. Find out more [Link](#)

3. Go to the **References** section. This will show details of your current reference progress. If you need references, your current reference status will show as **Required**.

References

If you are volunteering and have not yet provided references, you'll be able to do this using the button below. [Find out more about references.](#)

Current Reference Status: Required
Number of Approved References (if in progress):

[Add New Referee](#)

Reference Number ↑	Name	Actions
--------------------	------	---------

There are no records to display.

4. To start the referencing process, select **Add New Referee**. This will open a pop up where you can add your referee details:

The screenshot shows a modal window titled 'Create' with a close button (x) in the top right corner. The main heading is 'Add Referee'. Below the heading, there is a 'Name' field with a red asterisk. Underneath is a text input box. The next section is 'Contact Type', with 'Email' selected (radio button) and 'Post' as an option. Below that is an 'Email Address' field with a red asterisk and a text input box. A confirmation section follows, stating 'By clicking the button below, I confirm that:' and listing five bullet points: 'I've known the referee for at least a year', 'We've been in contact in that time', 'I'm not related to them', 'They're aware that they are being contacted as a reference', and 'They are aged 18 or over'. A note below the list says 'If you're entering the reference on behalf of someone else, please confirm these details with them before continuing.' At the bottom center is a blue button labeled 'Send reference request'.

Enter your referee's name and email address. If you need a reference to be sent via post instead of email, select **Post** under **Contact Type** and enter the referee's postal address.

Then select **Send reference request** to start the process. Email requests are sent immediately, and postal requests go the next working day.

5. Once you've added referees, you'll see them listed in the table in the references section of the my safe practice summary page:


References

If you are volunteering and have not yet provided references, you'll be able to do this using the button below. [Find out more about references.](#)

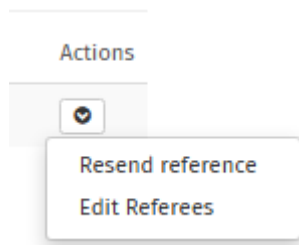
Current Reference Status: Required

Number of Approved References (if in progress):

Add New Referee

Reference Number ↑	Name	Actions
10955	Test Referee	

You can use the actions dropdown listed against each referee to edit their contact details, or resend a reference request.



Please only resend a reference request after checking the referee's details are correct on the **Edit Referees** screen, and making sure the original request was not sent to their junk/spam folder.

If you want to change your referee, please send their name, reference number and reason for the change to disclosures@girlguiding.org.uk.

6. Once a referee responds, they will no longer appear on the list.

Your reference status will stay as **in progress** until 2 satisfactory references have been received. If one of your references is unsuitable you can add a new referee using the same process as before.

References

If you are volunteering and have not yet provided references, you'll be able to do this using the button below. [Find out more about references.](#)

Current Reference Status: In progress

Number of Approved References (if in progress): 1

Add New Referee

Reference Number ↑	Name	Actions
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There are no records to display.

7. Once your references are complete, the table of referees and add new referee button will disappear.