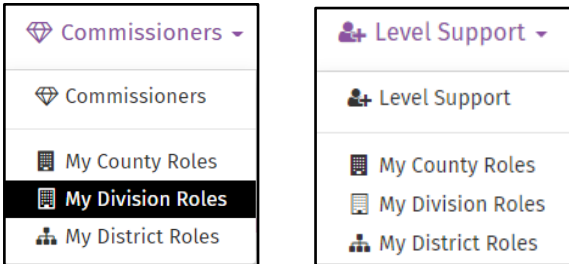


Check who needs to complete safer guiding

Use the **Safer guiding** area to remind members they need to complete their safer guiding course by the deadline date. You can find more information about the course on the [safer guiding](#) page on our website.

1. From **Commissioners** or **Level Support** select the relevant **Roles** from the drop down.



2. Select the relevant level.
3. Select the **Safer guiding** tab:

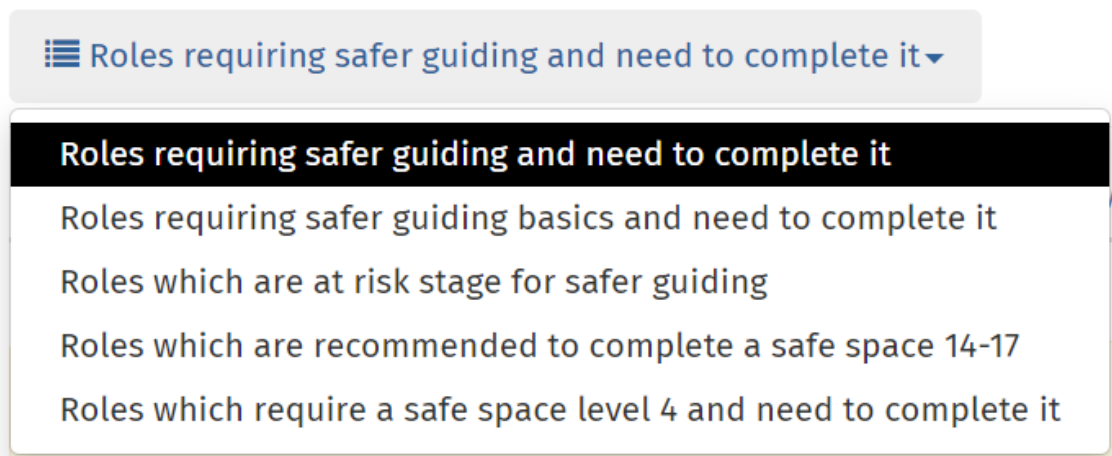


4. This will take you to a report showing information about volunteers who need to complete safer guiding.

The report has five views – see point 5 below for more information about what each view shows.

The blue text above the table shows the name of the current view. Select this to choose between the available views:

Safer Guiding



5. Understanding the views:

a. Roles requiring safer guiding and need to complete it:

Safer guiding

Roles requiring safer guiding and need to complete it- Download

Individual	Membership Number	Status	Role Type	Level	Safer guiding valid to	Safer guiding deadline	E-mail (Individual)
------------	-------------------	--------	-----------	-------	------------------------	------------------------	---------------------

This shows anyone who needs to complete the Safer guiding course. It contains information about the individual, and includes a column for their **Safer guiding valid to** and their **Safer guiding deadline**.

The **valid to** date is 3 years from when the individual last completed the safer guiding course.

If they haven't completed safer guiding before, but have completed a safe space level 2 or above, it will show the valid to date for the highest a safe space level they've completed. If they haven't completed either a safe space or safer guiding, it will be blank.

An individual can continue to volunteer as normal up to their valid to date. If their valid to date is in the past, or they don't have a valid to date, they must not volunteer unsupervised.

The **deadline** is normally 40 days after the valid to date, or 80 days after they started a role requiring safer guiding if they don't have a valid to date. The deadline date can be extended if there's a reason someone can't complete the course – contact compliance@girlguiding.org.uk if you need to talk about an extension.

If an individual doesn't complete safer guiding before the deadline, we may have to withdraw their membership or refuse their application.

If someone tells you they've done the training, but it's not showing here, let us know by emailing membershipsistemas@girlguiding.org.uk.

b. Roles requiring safer guiding basics and need to complete it:

Safer guiding

Roles requiring safer guiding basics and need to complete it- Download

Individual	Membership Number	Status	Role Type	Level	Safer guiding basics valid to	Safer guiding deadline	E-mail (Individual)
------------	-------------------	--------	-----------	-------	-------------------------------	------------------------	---------------------

This view is similar to the one above, but for individuals who need to complete safer guiding basics.

The information above about **valid to** date and **deadline** for safer guiding also applies to safer guiding basics.

If someone has completed a safe space level 1 but no other a safe space or safer guiding courses, the valid to date for this will appear in the **safer guiding basics valid to** column.

c. Roles which are at risk stage for safer guiding

Safer guiding

☰ Roles which are at risk stage for safer guiding - Download

Individual ↑	Membership Number	Status	Role Type	Level	Safer guiding level	Safer guiding deadline	Email
--------------	-------------------	--------	-----------	-------	---------------------	------------------------	-------

This view shows individuals who have reached the **at risk** stage of the compliance process for either safer guiding or safer guiding basics. This means their deadline is within the next 40 days.

Anyone on this list will no longer be within their valid to date for safer guiding and must not volunteer unsupervised.

d. Roles which are recommended to complete a safe space 14-17

Safer Guiding

☰ Roles which are recommended to complete a safe space 14-17 - Download

Individual	Membership Number	Role Type	Level	Email
------------	-------------------	-----------	-------	-------

This view shows individuals who are recommended to complete a safe space 14-17 who haven't completed it. We strongly recommend that all young volunteers complete the a safe space activity for their age group as part of their induction to volunteering with a unit or at an event.

For more information about supporting young volunteers to complete a safe space, see the [A safe space for 10-17 year olds](#) page on our website.

e. Roles which require a safe space level 4 and need to complete it

This view shows individuals with a role that requires a safe space level 4 who haven't completed it. For more information about a safe space level 4, see the **Other trainings** section of the [Safer guiding training](#) page on our website.

6. Viewing course completions

If you need to check whether someone has completed a specific course (for example a safe space level 3, or safer guiding), you can view this in the **Learning** tab:

Division Details Young Members Enquiries Volunteer Enquiries Volunteer Roles Previous members Awards Committees Permits Audit

Reports **Learning** Commissioner Management Event Authorisation Event Planning Safe Practice Safer guiding

Select **All courses** and use the search bar to find the individual you are interested in.

In This Section	<h2>All Courses</h2>							
All Qualifications	☰ All Completed Courses - <input type="text" value="Search"/> Add Completed Course							
All Courses								
E-Learning								
General Courses								
	Membership Number (Mentee)	Course Type ↑	Completed On	Status Reason	Valid To	Parent District	Parent Division	Actions

You will not normally need to do this, as all the information about whether the individual has done the required training for their role is contained in the **Safer guiding** tab.