



# District/Division/County Commissioner

## The Safe Practice Area

The Safe Practice Area on GO enables you as a commissioner to track members within your area in terms of their Safeguarding training, Disclosure checks, Reference Checks and Letters of commendation for those turning 18.

1) Click on the 'Commissioner/Level Support' button at the top of the screen and then on 'My District Roles/My Division Roles/My County Roles' from the drop down. Click on the relevant level from the list of levels on the screen.



2) Click on the 'Safe Practice' tab. Here you have four sections.

### Disclosures

It will automatically land you on the Disclosures page where you can see all of those who need to start a disclosure, and you can change the filter to see those that are currently in progress.



More information about updating records from this page can be found in the 'Managing volunteers' help file.

### A Safe Space

By clicking on this tab, you can see which volunteers need to complete their A Safe Space training and whether they have had a warn email to them based on the compliance process. This shows anyone who holds a role that requires this level. It will not include those who need Level 3 because they are a holder of the Going Away With qualification or because they are completing it as the holder for their unit.

More information about using the information from this page can be found in the 'A Safe Space and First Aid' help file.

### Letter of Commendation

This page will show you members who are turning 18 over the next year (or have turned 18) and still require a letter of commendation to be recorded. Once you have received the letter and had a chat with the member you can update to show they have completed this.

More information about updating records from this page can be found in the 'Managing volunteers' help file.

### Awaiting Recruitment Checks

This page provides an exact copy of enquiries who are currently at the awaiting recruitment checks stage of the enquiry process. From here you can action these enquiries in the same way you would from the enquiry pages.

More information about updating records from this page can be found in the 'Managing volunteers' help file.