Volunteer leaving guiding

Commissioner’s checklist

**Use this checklist when a volunteer leaves, even temporarily.**

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| **To be completed by commissioner** | |
| Volunteer name: | |
| Membership number: | |
| Role: | |
| **Data protection** | **Date actioned** |
| Volunteer role deactivated on GO. |  |
| Volunteer role changed on GO if moving to a different role. |  |
| Discussion with volunteer to ensure all documents that contain personal data removed from personal devices (including photos, images, videos and contact details for parents). |  |
| Unit records returned. |  |
| **Finances** | |
| Volunteer removed from bank accounts. Cheque and paying-in books and any other documents relating to bank accounts, and any cash returned to commissioner or leadership team. |  |
| Unit account records handed over. |  |
| Volunteer has claimed and been reimbursed for any outstanding expenses. |  |
| Volunteer has handed over gift aid responsibilities and records. |  |
| **Property/unit meeting place** | |
| Keys and/or passes returned for buildings. |  |
| Equipment returned. |  |
| Insurance policies or other documents for the unit handed over. Refer to the [**retention schedule**](https://www.girlguiding.org.uk/globalassets/docs-and-resources/membership-administration/gdpr/unit-data-retention-schedule.pdf) for what needs to be retained. |  |
| Key codes or combination locks to any property and safes changed. This includes any sites you use for sleepovers or camps. |  |
| Check whether the volunteer has any of their own property at the unit meeting place or campsite. |  |

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| **Data protection** | **Date actioned** |
| If the volunteer holds any photos of young people, digital or hard copies, these should be returned to the unit and removed from their devices. |  |
| Passwords to shared accounts changed. |  |
| Volunteer removed from any closed groups on social media that are intended for volunteers and parents/carers only. |  |
| Volunteer removed from any WhatsApp groups that are intended for volunteers and parents/carers only. |  |
| Responsibility for social media account or groups handed over. |  |
| Any accounts created with the volunteer’s personal details, such as their email, changed. |  |
| Generic email address for a unit or position handed over, and the password changed. |  |
| Update contact details held by organisations the volunteer has used in their role. |  |
| The volunteer has deleted information relating to their role from their devices – including parents’ email addresses and phone numbers. |  |
| **Other things to think about** | |
| If the volunteer is involved in an open safeguarding case, they should consult with the HQ Safeguarding team. |  |
| Is there any other information they need to hand over? For example, if they hire venues for local training, it will be a great help if you can have these details. |  |
| Ask if you can stay in touch, and share details of other ways they may be able to show support for Girlguiding (e.g. Trefoil Guild, Friends of Guiding) – thank them for all they’ve done and maybe they will come back when the time is right for them. |  |
| **Add any further actions below** | |
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