



# A Safe Space - Recognising prior learning and experience

## Recognising prior learning and experience in safeguarding framework and assessment form - for volunteers

(PILOT exemption from A Safe Space, Level 3)

A Safe Space is the revised safeguarding training for all volunteers in Girlguiding. It will ensure that all volunteers have a clear understanding of the following aspects of safeguarding:

- Policy and roles and responsibilities
- How to create A Safe Space
- How to recognise a safeguarding issue, help someone to tell their story and take action
- How to manage and support when involved in a safeguarding disclosure, allegation or concern.

This document explains the process and requirements around recognising prior learning, which enables volunteers to be exempt from A Safe Space, Level 3 training.

There is no recognising prior learning available for Level 1 or Level 2, because this must be completed by all requiring it as it lays out the approach we take to safeguarding and how we create safe spaces in Girlguiding.

There is no recognising prior learning available for Level 4, because **all commissioners** (and those requiring this level) **must** complete this workshop as it lays out Girlguiding-specific procedures on managing a safeguarding allegation, disclosure or concern.

### What does recognising prior learning or experience in safeguarding mean?

It means that Girlguiding will recognise a previous qualification, professional experience or external training you have had in child or adult protection as a replacement for A Safe Space, Level 3.

- If you are **professionally qualified** and **actively** employed in the children, young people or adult related professions listed in Table 1 and are regularly (max every three years) updated in child or adult protection processes, then you can apply to be exempt from attending the L3 workshop. See the section 'How to apply for an exemption'.
- If you have **attended external training** as part of your job role, which is recognised and listed in Table 2, and are regularly (max every three years) updated in child or adult protection processes, then you can apply to be exempt from attending the L3 workshop. See the section 'How to apply for an exemption'.

or

- If you have **completed the previous A Safe Space** within the last three years, you will automatically be exempt from Levels 1 and 2 until you require renewal (every three years).

# A Safe Space - Recognising prior learning and experience

## How to apply for an exemption - the process

### 1. Cross-reference your profession or qualification with those listed below.

**Table 1. Professional qualification that exempt me from A Safe Space, Level 3**  
(qualification must have child or adult protection as a module within the framework and be in receipt of yearly updates)

- Healthcare professional
- Statutory agencies - police, social services, social care, justice, probation, youth offending workers
- Teachers, teaching assistants, early years workers
- FE teacher, secondary teachers
- Qualified youth, community workers

**Table 2. External qualifications or CPD that exempt me from A Safe Space, Level 3**  
(NB: Others are available, please call the HQ safeguarding team if you are not sure)

- NSPCC Level 3
- Kidscape Advanced Safeguarding course
- Advanced safeguarding or designated safeguarding officer training, delivered through statutory services
- Any external nationally or locally recognised safeguarding qualification to level three eg Other charities' training like The Scouts Association, St John Ambulance, Rape Crisis etc.
- Any outdoor specialist or sports coach courses - they must be recognised by their sector

### 2. We ask you to complete A Safe Space, Module three e-learning - this will take 20 to 25 minutes and is to act as a refresher for you.

This is to ensure you have a clear understanding of the following areas:

- Your role and responsibility in Girlguiding
- Girlguiding roles and responsibility
- Local and national support mechanism in Girlguiding
- How to share a concern in Girlguiding
- How to make a referral in Girlguiding.

**Note:** Your GO record will be updated automatically to reflect that you have completed Module three e-learning.

### 3. If your profession or qualification is listed above and you have up-to-date (within the last three years) continuous professional development (CPD) on safeguarding, complete the 'Recognising prior learning for A Safe Space Level 3 assessment form' (found at the end of this document) and submit to any of the following: Country and region trainer coordinator/A Safe Space trainer to review.

**Note:** you will have to provide an appropriate certificate with the modules covered to clearly show you have undertaken safeguarding or child protection training within your qualification or CPD/training.



# A Safe Space - Recognising prior learning and experience

4. Your form will be reviewed and an answer given to you within 28 days and if you qualify, your GO record will be updated accordingly. If you qualify for Level 3 you will be sent an email to confirm this, which will include a Level 3 certificate to download and print.

## Please note:

- If you are taking a break or stopped your CPD commitment, ie maternity leave, sabbatical, change of career, or you may have retired and it has been for less than three years, you are still able to complete this recognising prior learning process.
- If you are in a profession related to children, young people or working with vulnerable adults, but have not updated your training in child or adult protection within the last three years, no exemption is possible.

## What if my profession or qualification is not listed above, but is similar?

1. The first steps is to cross reference the safeguarding training you have had with the knowledge areas below.
2. If the answer is 'yes' to all sections then complete the 'Recognising prior learning for A Safe Space Level 3 assessment form' and submit to any of the following: Country and region trainer coordinator or A Safe Space trainer to review. Please clearly show how you have undertaken safeguarding or child protection training within your qualification or CPD/training.
3. Your form will be reviewed and an answer given within 28 days and if you qualify, your GO record will be updated accordingly. If you qualify for Level 3 you will be sent an email to confirm this, which will include a Level 3 certificate to download and print.

### Knowledge areas: did your training cover the following?

Yes

- What is safeguarding?
- What is child protection?
- How to risk-assess activities, people and groups
- Assessing risk to children, young people and vulnerable adults
- Types of abuse and harm
- Recognising vulnerabilities and signs of abuse and neglect
- Child sexual exploitation (if appropriate to job role or area)
- Female genital mutilation (if appropriate to job role or area)
- Sharing a concern
- Making a referral
- Safeguarding children with additional needs
- Working together
- Responding to a disclosure



# A Safe Space - Recognising prior learning and experience

## What if I am missing an area from the knowledge areas listed above?

You will need to find a way to get the missing elements from a professional safeguarding training provider or Girlguiding trainer with proof, this could simply be a conversation.

## What if I don't have a certificate to prove the qualification I have completed for safeguarding or child protection but I wish to have prior learning recognised?

1. Arrange a discussion with any of the following; your country and region trainer coordinator, a Safe Space trainer or the Safeguarding team at HQ. They will talk through the safeguarding or child protection training you have had and together devise a way forward.
2. If they are satisfied, they will pass it on to whoever updates GO in your area and a certificate issued in line with the answer above.

## Additional questions

### What if I am missing an area from the knowledge areas listed above?

If you are not satisfied with the decision please follow our complaints procedure [girlguiding.org.uk/making-guiding-happen/policies/girlguiding-policies/complaints-policy/complaints-procedure](https://girlguiding.org.uk/making-guiding-happen/policies/girlguiding-policies/complaints-policy/complaints-procedure)

### Will I get a certificate for recognising prior learning for A Safe Space, Level 3?

Yes. Your commissioner (or A Safe Space trainer) will ensure you will receive a certificate you can download and print.

### How will my GO record be updated in line with recognising my prior learning?

Your commissioner (or A Safe Space trainer) will inform the person responsible for GO updates in your area. They will update the system to reflect that you have been certified as having A Safe Space, Level 3 through recognising prior learning.

### How long until I will be asked to renew recognition of my prior learning for Level 3?

You will be required to renew your A Safe Space training like all other volunteers every three years. If you wish at this time to do this through recognising prior learning then you may.



# A Safe Space - Recognising prior learning and experience

## Recognising prior learning and experience in safeguarding assessment form - for volunteers

Applicants must complete all parts of sections A-C that are applicable.

If you're assessing the applicant, please complete section D. If you approve the applicant's application for recognising their prior learning, you must ensure the volunteer's record is updated on GO and as appropriate, a signed certificate issued.

A. Personal information		
Name		
Membership number		
Main contact information ie mobile no and/or email:		
B. Only complete if you <b>have</b> a qualification listed in Tables 1 and 2.	Yes/No	Detail of evidence
Are you <b>professionally qualified and actively</b> employed in the following: children, young people or adult related professions (see page 2) and are regularly (max every three years) updated in child or adult protection processes?		
Have you attended external training as part of your job role, which is recognised (see page 2) and are regularly (max every three years) updated in child or adult protection processes?		
Have you completed the previous A Safe Space within the last three years?		
Have you completed the A Safe Space module three e-learning within the last three years?		

# Recognising prior learning and experience in safeguarding assessment form - for volunteers continued

<b>C. Only complete if you <b>do not have</b> a qualification listed in Tables 1 and 2. Do you have evidence that supports the following statements?</b>	<b>Write any evidence you have here:</b>																						
1. What is safeguarding?																							
2. What is child protection?																							
3. What is safeguarding?																							
4. How to risk assess activities, people and groups																							
5. Assessing risk to children, young people and vulnerable adults																							
6. Types of abuse and harm																							
7. Recognising vulnerabilities and signs of abuse and neglect																							
8. Child sexual exploitation (if appropriate to job role or area)																							
9. Female genital mutilation (if appropriate to job role or area)																							
10. Sharing a concern																							
11. Making a referral																							
12. Safeguarding children with additional needs																							
13. Working together																							
14. Responding to a disclosure																							
<b>D. Assessment use: (to be completed by those doing the assessment)</b>																							
<b>Date received at country and region office:</b>																							
<b>Processed by (name and volunteer role):</b>																							
<b>Statements or professional discussion: have they been met?</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes No</td> <td style="width: 50%; text-align: center;">Yes No</td> </tr> <tr> <td>1. What is safeguarding?</td> <td>6. Types of abuse and harm</td> </tr> <tr> <td>2. What is child protection?</td> <td>7. Recognising vulnerabilities and signs of abuse and neglect</td> </tr> <tr> <td>3. What is safeguarding?</td> <td>8. Child sexual exploitation (if appropriate to job role or area)</td> </tr> <tr> <td>4. How to risk assess activities, people and groups</td> <td>9. Female genital mutilation (if appropriate to job role or area)</td> </tr> <tr> <td>5. Assessing risk to children, young people and vulnerable adults</td> <td></td> </tr> </table> </td> <td style="width: 33%; vertical-align: top;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes No</td> <td style="width: 50%; text-align: center;">Yes No</td> </tr> <tr> <td>10. Sharing a concern</td> <td>11. Making a referral</td> </tr> <tr> <td>12. Safeguarding children with additional needs</td> <td>13. Working together</td> </tr> <tr> <td>14. Responding to a disclosure</td> <td></td> </tr> </table> </td> </tr> </table>		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes No</td> <td style="width: 50%; text-align: center;">Yes No</td> </tr> <tr> <td>1. What is safeguarding?</td> <td>6. Types of abuse and harm</td> </tr> <tr> <td>2. What is child protection?</td> <td>7. Recognising vulnerabilities and signs of abuse and neglect</td> </tr> <tr> <td>3. What is safeguarding?</td> <td>8. Child sexual exploitation (if appropriate to job role or area)</td> </tr> <tr> <td>4. How to risk assess activities, people and groups</td> <td>9. Female genital mutilation (if appropriate to job role or area)</td> </tr> <tr> <td>5. Assessing risk to children, young people and vulnerable adults</td> <td></td> </tr> </table>	Yes No	Yes No	1. What is safeguarding?	6. Types of abuse and harm	2. What is child protection?	7. Recognising vulnerabilities and signs of abuse and neglect	3. What is safeguarding?	8. Child sexual exploitation (if appropriate to job role or area)	4. How to risk assess activities, people and groups	9. Female genital mutilation (if appropriate to job role or area)	5. Assessing risk to children, young people and vulnerable adults		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes No</td> <td style="width: 50%; text-align: center;">Yes No</td> </tr> <tr> <td>10. Sharing a concern</td> <td>11. Making a referral</td> </tr> <tr> <td>12. Safeguarding children with additional needs</td> <td>13. Working together</td> </tr> <tr> <td>14. Responding to a disclosure</td> <td></td> </tr> </table>	Yes No	Yes No	10. Sharing a concern	11. Making a referral	12. Safeguarding children with additional needs	13. Working together	14. Responding to a disclosure	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes No</td> <td style="width: 50%; text-align: center;">Yes No</td> </tr> <tr> <td>1. What is safeguarding?</td> <td>6. Types of abuse and harm</td> </tr> <tr> <td>2. What is child protection?</td> <td>7. Recognising vulnerabilities and signs of abuse and neglect</td> </tr> <tr> <td>3. What is safeguarding?</td> <td>8. Child sexual exploitation (if appropriate to job role or area)</td> </tr> <tr> <td>4. How to risk assess activities, people and groups</td> <td>9. Female genital mutilation (if appropriate to job role or area)</td> </tr> <tr> <td>5. Assessing risk to children, young people and vulnerable adults</td> <td></td> </tr> </table>	Yes No	Yes No	1. What is safeguarding?	6. Types of abuse and harm	2. What is child protection?	7. Recognising vulnerabilities and signs of abuse and neglect	3. What is safeguarding?	8. Child sexual exploitation (if appropriate to job role or area)	4. How to risk assess activities, people and groups	9. Female genital mutilation (if appropriate to job role or area)	5. Assessing risk to children, young people and vulnerable adults		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes No</td> <td style="width: 50%; text-align: center;">Yes No</td> </tr> <tr> <td>10. Sharing a concern</td> <td>11. Making a referral</td> </tr> <tr> <td>12. Safeguarding children with additional needs</td> <td>13. Working together</td> </tr> <tr> <td>14. Responding to a disclosure</td> <td></td> </tr> </table>	Yes No	Yes No	10. Sharing a concern	11. Making a referral	12. Safeguarding children with additional needs	13. Working together	14. Responding to a disclosure			
Yes No	Yes No																						
1. What is safeguarding?	6. Types of abuse and harm																						
2. What is child protection?	7. Recognising vulnerabilities and signs of abuse and neglect																						
3. What is safeguarding?	8. Child sexual exploitation (if appropriate to job role or area)																						
4. How to risk assess activities, people and groups	9. Female genital mutilation (if appropriate to job role or area)																						
5. Assessing risk to children, young people and vulnerable adults																							
Yes No	Yes No																						
10. Sharing a concern	11. Making a referral																						
12. Safeguarding children with additional needs	13. Working together																						
14. Responding to a disclosure																							
<b>Assessment decision (and reasons for an application being rejected):</b>																							
<b>Date volunteer notified of decision:</b>																							

**Note:** This form can be stored locally at the country and region office.