

## Recognising prior safeguarding learning and experience

It is possible to recognise prior learning and experience for exemption from A Safe Space, Level 3 face-to-face training.

### Am I eligible? Please check the list below

I have completed A Safe Space Levels 1 and 2 either face to face or online and my GO record shows this.	<input type="checkbox"/>
I have read the A Safe Space booklet.	<input type="checkbox"/>
My profession includes <b>decision making responsibility</b> around handling a safeguarding allegation or disclosure, as a designated lead or equivalent role.	<input type="checkbox"/>
I work in one of the professions listed in table 1. OR I hold one of the external qualifications listed in table 2 (or have checked my qualification against the knowledge areas).	<input type="checkbox"/>
I have up-to-date (within at least the last three years) continuous professional development (CPD) on safeguarding.	<input type="checkbox"/>
I have certificates to evidence the above and can enclose them with my application along with a copy of the learning outcomes/objectives.	<input type="checkbox"/>

*If you have answered yes to all the above questions, please complete the form on pages 3 and 4.*

*If you have answered no to any questions you are not eligible so please apply for a level 3 training.*

**Table 1. Professions that may exempt you from A Safe Space, Level 3**

You must hold a qualification attached to your professional role, which includes child or adult protection within the syllabus, and receive yearly updates. **All of the roles listed below must include decision-making responsibility around handling a safeguarding allegation or disclosure, as a designated lead or similar role.** This is to ensure the volunteer is confident in taking action if their commissioner or the Safeguarding team are not immediately available.

- Healthcare professionals
- Statutory agencies - police, social services, social care, justice, probation, youth offending workers
- Teachers, teaching assistants, early years workers
- Qualified youth/community workers

**Table 2. External qualifications or CPD that exempt you from A Safe Space, Level 3**

- 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 3, for example, other charities' training courses, such as The Scout Association, St John Ambulance, Rape Crisis, etc.
- Any Level 3 or equivalent outdoor specialist or sports coach courses - they must be recognised by their sector and include learning around decision making.

*If you have a qualification which is similar to the above use the checklist on page 2 to check it covers the relevant knowledge areas before completing the form.*

Please note:

- If you are taking a break or no longer uphold your CPD (continuous professional development) commitment, because of maternity leave, sabbatical, change of career, or retirement and it has been for less than three years, you're still able to complete this recognising prior learning process.
- If you're 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. Neither is exemption possible if you do not have to decision make in your role and would usually refer to someone else.
- At this time we cannot exempt you if you hold a church qualification - we are looking into this for the future.

### **My profession/qualification is not listed but is similar**

The first step is to cross-reference the safeguarding training you have had with the knowledge areas (in the box opposite).

If the answer is 'Yes' to all sections, then complete the 'Recognising prior safeguarding learning and experience assessment form' and submit it to a country and region trainer coordinator or A Safe Space trainer to review.

### **What's next?**

- 1) If you've met the requirements, complete the 'Recognising prior safeguarding learning and experience assessment form'.
- 2) Submit the form and copies of any relevant certificates to either a country/region trainer coordinator or A Safe Space trainer to review. If you're not sure who to contact, please speak to your country/region office who will be able to advise.
- 3) Your form will be reviewed, and an answer given to you within 28 days.
- 4) If you qualify for exemption, your GO record will be updated accordingly. If you qualify for Level 3, we'll send you an email to confirm this, which will include a Level 3 certificate to download and print.

### **Knowledge areas**

Did your training cover the following?

- 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
- Sharing a concern
- Making a referral
- Safeguarding children with additional needs
- Working together
- Responding to a disclosure

### **Additional Questions**

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

Gather evidence from your workplace to show your prior learning, this can then be submitted instead of a certificate. For example, a letter from your manager confirming when you undertook training and what it involved, and a bit about your role.

***What to do if you are dissatisfied with the decision?***

If you're not satisfied with the decision, follow our complaints procedure by going to [girlguiding.org.uk/making-guiding-happen/policies/girlguiding-policies/complaints-policy/complaints-procedure](http://girlguiding.org.uk/making-guiding-happen/policies/girlguiding-policies/complaints-policy/complaints-procedure).

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

You'll need to renew your A Safe Space training, like all other volunteers, every three years. If you want to, you can renew recognition of your prior learning every three years, instead of renewing/undertaking A Safe Space training.

## Assessment form for safeguarding experience

Applicants must complete all parts of sections A-C, where applicable.

If you're assessing the applicant, please complete section D. This should be completed by a Safe Space trainer or a country region trainer coordinator, who has up-to-date A Safe Space Levels 1, 2 and 3 (including completing Modules 1, 2 and 3 of the e-learning), and is confident and comfortable in doing so. If you approve the application for recognising their prior learning, you must ensure the volunteer's record is updated on GO and, as appropriate, a signed A Safe Space Level 3 certificate issued (see A Safe Space trainer resources).

A. Personal information of applicant	
Full name	
Membership number	
County	
Main contact information (mobile number and/or email) and the best time to contact you	

B. Complete if you have a profession/ professional, qualification or external training listed in tables 1 or 2 on page 1 Note that you require each element listed below in order for you to be exempt. If you do not meet these criteria, go to section C of this form.	Y/N	List your answers in this column. Please state how you meet the criteria and what evidence you have attached.
I have completed A Safe Space Levels 1 and 2 and my GO record is up to date.		
My profession includes decision making responsibility around handing a safeguarding allegation or disclosure.		
I hold one of the professions listed in table 1. OR I hold one of the external qualifications listed in table 2 (or have checked my qualification against the knowledge areas).		
I have up-to-date (within at least the last three years) continuous professional development (CPD) on safeguarding.		



C. Only complete if you do not have a profession or a qualification listed in tables 1 and 2 on page 2. Review list below and for each element write what evidence you have meeting this requirement.	Write what evidence you have to meet this element, ie training attended and date.	For assessors use: Have they met this requirement? Y/N
1. What is safeguarding?		
2. What is child protection?		
3. How to risk assess activities, people and groups		
4. Assessing risk to children, young people and vulnerable adults		
5. Types of abuse and harm		
6. Recognising vulnerabilities and signs of abuse and neglect		
7. Child sexual exploitation (if appropriate to job role or area)		
8. Female genital mutilation (if appropriate to job role or area)		
9. Sharing a concern		
10. Making a referral		
11. Safeguarding children with additional needs		
12. Working together		
13. Responding to a disclosure		

<b>D. Assessment use: (To be completed by those doing the assessment)</b>	
Date stored at country and region office:	
Assessed by (volunteer name and membership number):	
Volunteer role (A Safe Space trainer or trainer coordinator):	
The volunteer understands the Girlguiding process for responding to allegations, disclosures and concerns and how this supports the legislative framework and procedures related to safeguarding children and adults. It has been recommended that they complete the optional e-learning for Level 3:	
Date processed:	
Assessment decision (and reasons for an application being rejected):	
Date volunteer notified of decision:	

Once completed send to country or region office where this will be retained for one year for unsuccessful applications and three years for successful applications.