



# A Safe Space - Recognising prior safeguarding learning and experience

## PILOT exemption from A Safe Space, Level 3 face-to-face training

This document explains the process and requirements around recognising prior safeguarding learning. It means that Girlguiding will recognise certain previous qualifications, professional experience and external training you have had, in child or adult protection, as a replacement for A Safe Space, Level 3 face-to-face training.

There is no recognised prior safeguarding learning and experience available for A Safe Space Levels 1, 2 and 4. This is because the content covered in these levels explains specific Girlguiding approaches to safeguarding.

### What other qualification or training do I need to be exempt?

You must:

- Be professionally qualified and actively employed in one of the children, young people or adult related professions listed in Table 1, and are regularly (maximum of every three years) updated in child or adult protection processes
- or
- Have attended external training as part of your job role, which is recognised and listed in Table 2, and are regularly (maximum of every three years) updated in child or adult protection processes.

In addition to the above, you must have up-to-date A Safe Space Levels 1 and 2, and have completed the [A Safe Space Module three e-learning module](#).



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## How to apply for an exemption - the process

### 1. Ensure you have up-to-date A Safe Space Levels 1 and 2, and you have completed the current Module 3 e-learning.

Note that Level 1 and 2 are equivalent to the older A Safe Space face-to-face course.

The Module 3 e-learning will take between 20 and 25 minutes, and will act as a refresher for you. This is to ensure you have a clear understanding of the following areas:

- Your role and responsibilities in Girlguiding.
- Girlguiding roles and responsibilities.
- 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 3 e-learning.

### 2. Cross-reference your profession or qualification with those listed below, ensuring you meet at least one of the professions/professional qualifications or external qualifications listed.

#### Table 1. Professions that 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 in Table 1 must include decision-making responsibility around handling a safeguarding allegation or disclosure. 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

(Note: This isn't an exhaustive list of qualifications; please contact the Leadership team ([leadership@girlguiding.org.uk](mailto:leadership@girlguiding.org.uk)) who will liaise with the Safeguarding team to agree additional training and qualifications accepted.)

- 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 outdoor specialist or sports coach courses - they must be recognised by their sector



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### 3. Have up-to-date (within at least the last three years) continuous professional development (CPD) on safeguarding.

**Note:** you will have to provide evidence of having undertaken safeguarding or child protection training, for example, a certificate and course/training syllabus.

### 4. If you've met the requirements outlined in 1, 2 and 3, above, complete the 'Recognising prior safeguarding learning and experience assessment form'.

The assessment form can be found at the end of this document and should be submitted to either a country region trainer coordinator or A Safe Space trainer to review.

### 5. Your form will be reviewed and an answer given to you within 28 days.

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.

#### Please note:

- If you're 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.

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## What if my profession or qualification is not listed above, 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.
- Your form will be reviewed and an answer given within 28 days. If you qualify, 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.
- Child sexual exploitation (if appropriate to job role or area).
- Female genital mutilation - FGM (if appropriate to job role or area).
- Sharing a concern.
- Making a referral.
- Safeguarding children with additional needs.
- Working together.
- Responding to a disclosure.



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## Additional questions

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

You'll need to find a way to get the missing elements from a professional safeguarding training provider or Girlguiding trainer and then supply proof. Proof could simply be in the form of a conversation and email outlining what was covered in your conversation. Once you've covered any missing areas, you can apply for the exemption.

### 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?

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 can talk through the safeguarding or child protection training you have had with you, and together you can devise a way forward.
2. If they're satisfied, they'll pass this on to the person responsible for updating GO in your area, and a certificate issued as outlined on page 4.

### 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](https://www.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.



# A Safe Space - Recognising prior safeguarding learning and experience

## 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, ie mobile number and/or email:  |   |
| <b>B. Complete if you <b>have</b> a profession/professional, qualification or external training listed in Tables 1 or 2 on page 2. Note that you require each element listed below in order for you to be exempt. If you do not meet this criteria, go to section C of this form.</b> | <b>List your answers in this column. Please state how you meet the criteria and what evidence you have of it.</b> |
| What profession/professional qualification or external training do you meet from those listed in Tables 1 and 2 (which includes update training a maximum of every three years)?  |   |
| Does your profession include decision making responsibility around handling a safeguarding allegation or disclosure? What evidence can you supply for this?   |   |
| Do you have up-to-date (within the last three years) <a href="#">A Safe Space training for Levels 1 and 2?</a><br><b>Note:</b> The older A Safe Space face-to-face session is equivalent.   |   |
| Have you completed the current <a href="#">A Safe Space module three e-learning</a> (launched in September 2017)?   |   |

## Assessment form for safeguarding experience continued

| C. Only complete if you <b>do not have</b> 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. | For assessors use:<br>Have they met this requirement?<br>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 (FGM) (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>  |  |  |
| <b>Date received at country and region office:</b>   |  |  |
| <b>Processed by:</b><br>(Volunteer name and membership number)   |  |  |
| <b>Volunteer role:</b><br>(A Safe Space trainer or trainer coordinator)  |  |  |
| <b>Date processed:</b>   |  |  |
| <b>Assessment decision</b> (and reasons for an application being rejected)   |  |  |
| <b>Date volunteer notified of decision:</b>  |  |  |

**Note:** This form does not need to be kept once a decision has been made, the volunteer informed and if they were successful, the volunteers GO record updated. Please liaise with your country region office to see if they wish to keep the forms locally for later reference.