

Training resource checklist

All training resources can be downloaded from the A Safe Space 'Training Resources' section of the website unless otherwise indicated below. **Note:** Which session resources are required will depend on the exercises chosen for each session by the trainer.

All levels

Name of resource	Number of copies	Number of pages (estimate)	Anything else to note	✓
A Safe Space trainer's feedback form	One per trainer or complete online	2	Double sided or complete online	
A Safe Space certificate	One of each per participant	1	Single sided. Certificate will need to be filled in and signed.	

Level 1

Name of resource	Number of copies	Number of pages (estimate)	Anything else to note	✓
Session plan (with full guidance)	1	24	Double sided	
Session PowerPoint	1	22	Double sided if printing but you do not need to print if using a projector	
Session resources	This depends on selected exercises and the way they are delivered	100 (for all)	Single sided Which resources you need will depend on the training exercises you choose to use	
Volunteer Code of Conduct	One per small group	1	Double sided Find on the Girlguiding website	
End of session quiz	One either per participant or per small group	1	Double sided	
Safeguarding pocket card	Ideally one per participant	N/A	All volunteers should have received a copy with their membership cards in March 2017. You can download and print from the Girlguiding website or they can be ordered from the Safeguarding team safeguarding@girlguiding.org.uk	

Level 2

Name of resource	Number of copies	Number of pages (estimate)	Anything else to note	✓
Session plan (with full guidance)	1	22	Double sided	
Session PowerPoint	1	31	Double sided if printing but you do not need to print if using a projector	
Session resources	This depends on selected exercises and the way they are delivered	75 (for all)	Single sided Which resources you need will depend on the training exercises you choose to use	
Risk assessment form	One per participant or small group	1	Double sided Find on the Girlguiding website	
Being prepared	One per small group	15	Double sided Find on the Girlguiding website	
Safeguarding pocket card	Ideally one per participant	N/A	All volunteers should have received a copy with their membership cards in March 2017. You can download and print from the Girlguiding website or they can be ordered from the Safeguarding team safeguarding@girlguiding.org.uk	
A Safe Space booklet	Ideally one per small group	14	A5 - Double sided	

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Level 3

Name of resource	Number of copies	Number of pages (estimate)	Anything else to note	✓
Session plan (with full guidance)	1	34	Double sided	
Session PowerPoint	1	43	Double sided if printing but you do not need to print if using a projector	
Session resources	This depends on selected exercises and the way they are delivered	70 (for all)	Single sided Which resources you need will depend on the training exercises you choose to use	
Circle of safety blank exercise sheet	One per participant	1	Single sided	
A Safe Space booklet	One per participant or emailed	14	A5 - Double sided Should be emailed to participants ideally prior to attending training	

Level 4

Note Level 4 resources to be formally launched December 2017 with the handout booklet available Spring 2018.

Name of resource	Number of copies	Number of pages (estimate)	Anything else to note	✓
Session plan (with full guidance)	1	28	Double sided	
Session PowerPoint	1	20	Double sided	
Session resources	This depends on selected exercises and the way they are delivered	30 (for all)	Single sided Which resources you need will depend on the training exercises you choose to use	
Managing adult volunteers: A commissioner's guide	One per participant or emailed	TBC	Double sided. Should be emailed to participants ideally prior to attending training. Not available until Spring 2018	

Additional reference materials for trainers

Guidance documents - trainers should be familiar with prior to training delivery. These do not have to be printed.

- [Safeguarding policy](#)
- [Process for receiving disclosures, allegations and concerns](#)
- [Managing a report from a unit helper](#)
- [Types of abuse and harm](#)
- [Groups more vulnerable to abuse or harm guidance](#)
- [A safe cyberspace](#)
- [Child Protection in England: Legislation, Policy and Guidance](#)
- [Child Protection in Scotland: Legislation, Policy and Guidance](#)
- [Child Protection in Ulster: Legislation, Policy and Guidance](#)
- [Child Protection in Cymru: Legislation, Policy and Guidance](#)
- [Whistleblowing policy](#)
- [Whistleblowing procedure](#)

If you have any questions about the training resources, get in touch with the Volunteer Development team leadership@girlguiding.org.uk