

# A Safe Space

## Key messages

### Level 2

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##### Overall key messages for Level 2

1. Girlguiding has a safeguarding structure which outlines who you should report concerns to. You can find this on our website.
2. In an emergency, call 999 and then update the Girlguiding HQ Safeguarding team.
3. In Girlguiding risk assessments are often needed. You can do these on the spot or write them out before an event.
4. Every volunteer is part of making Girlguiding a safe space for our young members.
5. Personal information about members needs to be kept safe and stored in line with data protection law.

#### My Role

The key messages for this theme are:

1. All volunteers have a part to play in making sure Girlguiding environments are safe for everyone.
2. Volunteers have a legal responsibility to care for girls.
3. Personal information about members needs to be kept safe and stored in line with data protection law.

## Safeguarding

The key messages for this theme are:

1. Volunteers may have to deal with disclosures, concerns or allegations and need to know how to respond to them appropriately.
2. Volunteers must follow all processes and should report anything concerning to their unit leader/commissioner or the HQ Safeguarding team, who can support and guide them through the necessary process.
3. Anyone can contact the HQ Safeguarding team - they don't need permission or consent to do so.
4. Every volunteer is part of making Girlguiding a safe space for young members, themselves and other volunteers.

## Safety

The key messages for this theme are:

1. Volunteers have a responsibility to manage and reduce the level of risk to an acceptable level, and to avoid unnecessary risks.
2. We recognise that it's not possible to create environments that are completely risk-free, and that exposure to acceptable levels of risk allows girls and young women to have fun, learn new things, make friends and grow.
3. Volunteers have a shared responsibility for bringing risk management and assessment to life, embedding them in all aspects of your Girlguiding activities, including following risk assessments and dynamically assessing risk where appropriate.
4. In Girlguiding risk assessments can be dynamic (on the spot) or written before an event.