

A Safe Space

Key messages

Level 4

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Overall key messages for Level 4

1. Participants will need to wear the hat of commissioner throughout the session.
2. Level 4 is all about building on the content of Levels 1 to 3 and putting it into the context of the commissioner role.
3. Units must follow all Girlguiding's health and safety policies and procedures, and part of commissioners' role is to support units with this.

My role

The key messages for this theme are:

1. The key policies that you're likely to use as a commissioner are Safeguarding, Complaints, and Managing Concerns about Adult Volunteers.
2. You should understand the investigation procedure and how to follow it.
3. There are a variety of sanctions that can be applied when needed.
4. There is a Safe Practice department at Girlguiding HQ - they provide support, advice and apply sanctions where appropriate.

Safeguarding

The key messages for this theme are:

1. Treat any concern, allegation or disclosure reported to you seriously.
2. Make sure either you or the volunteer making the referral pass on all concerns, allegations or disclosures to the HQ Safeguarding team within the timeframe outlined in Girlguiding's Safeguarding policy.
3. Ensure you consider the referrer's wellbeing as part of your support to them.
4. It's important to work in conjunction with your country/region Safeguarding team.

Safety

The key messages for this theme are:

1. Commissioners should be creating a culture of safety within their area.
2. You should encourage risk assessments to be live documents that volunteers use, not just tick-box exercises.
3. As a commissioner you're responsible for checking risk assessments for residential and making sure they're good quality.
4. You'll support leaders to write good risk assessments.
5. Effective risk assessments are not written the night before an event. The process starts with your first ideas, involves updates throughout your planning, a dynamic review during activities and events, and review afterwards.
6. We can never prepare for every scenario and even the most robust risk assessment may not stop surprises on the day.