



## Commissioner factsheet for using the improved GO tracker

Thank you to all the commissioners that have been putting unit information on the GO tracker. The tracker is part of the risk assessment sign-off process, so please make sure you continue to add in the units ready to start again once you've reviewed their risk assessments and gone through your checklist.

Since releasing the GO tracker in July, we've had feedback from commissioners about how we might improve it. And with local restrictions and lockdowns starting to happen and likely to continue for a while, we've realised we need to make it more flexible. So, we've made some improvements which we hope will make things quicker and easier for commissioners.

### Changes we've made

- We've removed the need to put in dates
- We've made it possible to input multiple units starting up in one go (see point 1 below)
- We've made it possible to temporarily pause individual units (see point 2 below)
- We've made it possible to temporarily pause whole districts, divisions or counties in one go (3 and 4 below)
- We've made it possible for county and assistant county commissioners only to be able to temporarily pause activity in an area
- We've made it easier to select indoor or outdoor activity

### The changes in more detail and responsibilities

#### 1. Inputting a unit that is just starting up again:

- a. A district, division or county commissioner can use the filter boxes to select the number of units visible at different levels.
- b. You can then click on a relevant box for 'approved to meet indoors' or 'approved to meet outdoors' to indicate which of the listed units are being signed off to re-start.
- c. You can click on multiple boxes if you are signing off more than one unit at the same time. Make sure the total number of girls meeting under each unit is entered in the box to the right.
- d. Once you have completed all the units you are signing off to re-start and entered the girl numbers, you can press the big blue button 'update return to guiding records', and it will upload all the units in one go. These changes might take an hour or two to reflect on GO after you have updated them.

#### 2. Temporary pausing of units: individual units:

- a. A county commissioner or assistant county commissioner can temporarily pause an individual unit that has re-started and is on the tracker. This may be because that unit cannot currently deliver face-to-face activity, or that unit is not following guidance stipulated either in their risk assessment or through local government guidance, which puts the members of that unit at risk related to Covid-19.
- b. You can use the filter boxes to select the level of units visible.
- c. To pause an individual unit, you must tick the appropriate green highlighted box that shows the approval for regular meetings - this will turn the box white.

- d. You can then press the big blue button 'update return to guiding records', and it will change this unit's status only. This will mean that it will no longer have a highlighted green approval box when listed and therefore temporarily no longer be permitted to meet.
  - e. Information about the number of girls attached to that unit will be retained should that unit be approved to re-start again. These changes might take an hour or two to reflect on GO after you have updated them, alternatively you can still use the face-to-face guiding tab for updating individual units.
3. Temporary pausing of **outdoor** units: whole guiding areas:
- a. A county commissioner or assistant county commissioner can temporarily pause outdoor activity for a whole guiding area (district, division or county). This will be because of a local restriction or lockdown enforced by the local and/or national government.
  - b. You can use the filter boxes to filter to the correct level that needs to be temporarily paused, and then tick either the 'remove outdoor permissions' or 'remove indoor permissions' box (this is above the big blue button).
  - c. You can then press the big blue button 'update return to guiding records', and it will change this whole area's status to temporarily paused. These changes might take an hour or two to reflect on GO after you have updated them.
- A county commissioner will be advised of the need to close a whole area by their chief commissioner. The county commissioner (or their assistant county commissioner) will be required to:
- email all unit leaders in that area as quickly as is possible to advise that guiding is temporarily paused until further notice -**please use the template email provided on the coronavirus 'information for commissioners' webpage**
  - access the GO tracker as soon as possible after sending the email, to update the pausing of the area required.
4. Temporary pausing of **indoor** activity:
- a. A county commissioner or assistant county commissioner can temporarily pause indoor activity for a whole area by following steps b and c in instruction 3.
  - b. But, the county commissioner should tick '**remove indoor permissions**' instead of outdoor.
  - c. This will temporarily pause indoor meetings but will automatically still allow outdoor meetings. This will be indicated by the 'approved to regularly meet outdoor' boxes still being highlighted green. Risk assessments for meeting outdoors will still be required and should be reviewed or resubmitted in the case of the temporary pause of indoor activity.
- If indoor and outdoor meetings are no longer permitted, the county commissioner should follow instruction 3 but tick 'remove outdoor permissions' instead of indoor permissions - this will clear all green highlighted boxes for indoors and outdoors in that guiding area chosen.
5. Re-starting paused units:
- a. A district, division or county commissioner can follow the same process as instruction 1 to re-start a paused unit.
  - b. This should be done after the unit risk assessment has been reviewed and amended as necessary following any changes to local or national government guidance.
  - c. Any girl numbers previously entered on the tracker will have been retained during a pause to activity and will automatically show when the unit is re-approved to start again.

The changes to the GO tracker will take effect from the 10 September 2020

The improved GO tracker will look like this:

**Return to guiding - bulk update**

These changes have been applied to our database. They might take an hour or two to reflect on GO, so if you refresh the page and it looks wrong, don't worry - give it a while.

**Filter by County**

**Filter by Division**

**Filter by District**

**Apply Filter**

Remove outdoor permissions for units below.  Remove indoor permissions for units below.

**Update Return to guiding records**

Unit	Approved to regularly meet outdoors:	Approved to regularly meet Indoors:	Number of girls actively taking part in face to face:
32nd Bablington Ranger Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="5"/>
18th Dagenham (Hartley Brook) Rainbow Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="4"/>
18th Dagenham Guide Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
7th Dagenham Guide Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="9000"/>
18th Dagenham (Hartley Brook) Brownie Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
2nd Dagenham Brownie Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="8"/>
20th Westminster Guide Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
6th St. Marylebone Brownie Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>

### What is a regular face to face meeting?

We want commissioners to enter unit information on the GO tracker, when they have signed off the risk assessment written by the unit leader. The unit leader should provide a risk assessment for regular face-to-face meetings which can be either of the following:

- Weekly/fortnightly/monthly/termly etc meetings, face-to-face, with a group or groups of girls from a unit at the same venue or space - you should provide a single risk assessment provided for multiple groups of girls in a single place that covers any Covid-19 requirements
- Weekly/fortnightly/monthly/termly etc meetings, face-to-face, with a group or groups of girls from a unit in various venues or spaces - you could provide a single risk assessment for meeting outdoors that covers any Covid-19 requirements, with supplementary pages on risk associated with the different venues rather than completing multiple risk assessments.

The GO tracker is all about regularity, if you are just meeting girls once eg a farewell gathering as they leave their section, this doesn't need to be put on the tracker.

We are not tracking any virtual, online or remote guiding on the tracker as this is not face-to-face activity. But we know units are doing a bit of both (blended offer) so, we are working on a way to track non-face to face guiding through the regular unit pages on GO. We'll let you know when we've been able to do that so you can ask your unit leaders to add that on their unit page. We'll make it as quick and easy for leaders to do as possible.