

## Warn letter example February 2022

The following is provided as example Warn letters which is sent to volunteers 40 days before their A Safe Space Training must be completed or expires.

This letter is sent by the compliance team at HQ and should not be used by local guiding teams.

Dear Salutation [preferred name],

I hope you're keeping well. I'm writing to remind you to do your A Safe Space level [insert level] training. Even though you've got a bit of time left before your deadline of [risk due date], and you might have already planned when you'll do it, we don't want you to forget!

If you renew your training before the deadline, you will keep your original renewal date.

### *For level 1 and level 2*

It's quick and easy to do this training online, as an e-learning. Head to [learning.girlguiding.org.uk](https://learning.girlguiding.org.uk) and on your learning dashboard you'll see the level [insert level] training.

### *For level 3 and level 4*

It's quick and easy to book onto a webinar to complete this training. Head to [learning.girlguiding.org.uk](https://learning.girlguiding.org.uk) and on your learning dashboard you'll see the level [insert level] training. There are also webinars and in person sessions available in your area - ask your commissioner for more information about these.

If you've already booked to attend a webinar or training session that will run before the date above, thank you! If for any reason the session doesn't happen, please contact your commissioner and let them know.

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If you've already completed A Safe Space level [insert level] and it's showing on your GO record, thank you - you can ignore this letter. If it's not showing on GO please contact your commissioner for advice.

If you haven't completed this training by [date] your membership may be stopped, or if you've applied to join, you won't be able to. We don't want this to happen.

If you can't do the training in time, speak to your commissioner. They are there to help you and can apply for an extension if you need it. You can message them through 'my roles' tab in GO.

*For level 1 and level 2*

If you've not been able to do the training because of personal circumstances, please let us know by emailing:

[compliance@girlguiding.org.uk](mailto:compliance@girlguiding.org.uk)

*For level 3 and level 4*

If you've not been able to do training because of personal circumstances, or you've booked a training session that's running after your deadline, please let us know by emailing: [compliance@girlguiding.org.uk](mailto:compliance@girlguiding.org.uk)

Many thanks

Girlguiding Complaints and Compliance Team