

# Unit safeguarding guidelines

Thank you for taking part in a Girlguiding activity. This document explains a basic approach to safe practice within the unit, supporting the training carried out in A Safe Space. This document is for visitors attending a Girlguiding unit who has not completed a disclosure check and references. More information is available in Girlguiding's Recruitment and Vetting policy.

## Principles of A Safe Space:



### You should always

- Act as a positive role model at all times
- Be fair and treat everyone equally and with respect and dignity
- Avoid physical contact wherever possible
- Ask for help if you are unsure of a situation or your responsibilities
- Report any allegations, concerns or disclosure to the unit leader or appropriate Girlguiding volunteer as soon as possible



### You should never

- Act inappropriately
- Show favouritism
- Trivialise or ignore bullying or other concerns
- Make suggestive or discriminatory comments
- Put yourself in a situation of unnecessary risk or danger
- Be in a situation where you are unsupervised with girls or young members

## If you become aware of a concern, you must:

- Remain calm and approachable.
- Listen carefully without interrupting.
- Acknowledge that you appreciate how difficult this may be.
- Make it clear that you're taking what is being said seriously - do not give your opinion.
- Reassure them they've done the right thing in telling you and that you'll do your best to help.
- Tell the unit leader (or appropriate Girlguiding volunteer) immediately in a private confidential place where practicable.
- Write precise notes of what was said (do not paraphrase), and sign the page with your name, and the date. Give them to the same volunteer you have informed. Record only what has been said to you.
- Do not promise confidentiality.

## If you are concerned about the safety or wellbeing of a young person you must:

Remain calm and tell the unit leader (or appropriate Girlguiding volunteer) immediately.

Safeguarding is at the heart of everything we do in Girlguiding, and it's the responsibility of all of us. You share this responsibility to protect and promote the safety and wellbeing of girls, young women and adults as you help them reach their full potential through great guiding experiences. It's our policy to safeguard all adults and children while they take part in Girlguiding activities. This is regardless of any characteristic, (protected or otherwise) or background.

If you have any questions/concerns, or want to know more about Girlguiding's Safeguarding policy, you can contact the HQ Safeguarding team on the contact details below:

[safeguarding@girlguiding.org.uk](mailto:safeguarding@girlguiding.org.uk) | 020 7834 6242 ext. 3037

[girlguiding.org.uk](http://girlguiding.org.uk)



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