

Warn letter examples June 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 their disclosure check must be started.

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

1. A Safe Space Training

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 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 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.

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

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

Many thanks

Girlguiding Complaints and Compliance Team

2. Disclosure checks

Dear Salutation [preferred name],

I hope you're keeping well. I'm writing to remind you to do your DISCLOSURE TYPE check.

You need to complete one as you can't do your Girlguiding volunteer role without an up-to-date disclosure check. You need to start yours before risk assessment due date.

Without a disclosure check, you won't be able to volunteer, and your membership could be refused or withdrawn. We don't want to lose you, so here's what you need to do:

- Contact your local commissioner to start the process. You can message them under 'my roles' in GO. They can also update your details if you've changed your role or no longer wish to volunteer.
- If you've completed a check within the last year but you can't see it on the system, please email us at disclosures@girlguiding.org.uk.

If you've not been able to do your check because of something like serious illness or personal circumstances, you need to tell us straightaway. Email compliance@girlguiding.org.uk and let us know. If you've already completed or started your check, thank you! You can ignore this letter.

Many thanks,

Girlguiding Complaints and Compliance team