

Girlguiding UK - Leadership Qualification

A brief outline of the Leadership Qualification

All Candidates must do Modules 1, 2 and 3.
Module 4 must be completed by those who wish to be a Unit Leader, that is a Leader who is responsible for the Unit.

Module 1 Your role in the programme

- Part 1 - Use the five essentials in the unit's programme over a period of three months.
This includes reading The Guiding Handbook and Guidance notes for your section Ensuring the 5 essentials are put into practice and reviewing your programme.
- Part 2 - Work with the unit and the unit team to plan and carry out the programme
This includes taking part in Unit Planning Meetings and attending a relevant section Programme training session
- Part 3 - Provide opportunities for the unit to carry out a range of activities, reflecting balance and variety in the programme.
This includes a Promise activity and an out of doors activity / visit away from the meeting place / activity with another section, and reviewing it with the other Leaders and evaluating the activities.
- Part 4 - Work with members of the unit to support their progress.

Module 2 Your role in Girlguiding UK

- Part 1 - Discuss your understanding of the Promise with an adult member of your choice and make or renew your Guide Promise.
- Part 2 - Attend and contribute to meetings at a local level
- Part 3 - Get involved in local Guiding

Module 3 Your role in safety and unit administration

- Part 1 Ensure effective communication takes place with parents and the local community
This includes knowing about & using Go!
- Part 2 - Ensure that the unit's programme is carried out in a safe environment.
This includes read 'How to make Guiding a safe space' in the Guiding Manual, and hold a "1st Response" or equivalent 1st Aid certificate.
- Part 3 - Be aware of your responsibilities regarding unit funds and Girlguiding UK financial policy
This includes read the "Financial management" section of the online Guiding Manual

Module 4 Your role in managing the unit

- Part 1 - Maintain effective record keeping systems
This includes Members records, the Units Programme and keeping unit accounts for one term or budgeting for an event.
- Part 2 - Ensure that effective communication takes place locally.
This includes read The Guiding Handbook & 'Structure' and 'Policies' in the online Guiding Manual.

Name

WELCOME
to



Girlguiding

Derbyshire

girls in the lead

Your Guiding Contact is :-

Tel No

Thank YOU for
Volunteering

A BIT ABOUT US!

Guiding is a movement, not just an organisation. It liberates the creativity of the young and educates the imagination. For many it is an opportunity to discover new roles, talents and capabilities in themselves”.

Tom Wylie, Chief Executive of the National Youth Organisation

- Founded in 1910, Girlguiding is now the UK’s largest Voluntary organisation for girls and young women.
- There are an estimated 600,000 members in the UK between the ages of five and sixty-five.
- Girlguiding UK has International Centres in London, Switzerland, Mexico and India.
- Girlguiding in the UK is administered and run on a structured basis: of Countries and Regions, split into Counties, Divisions, Districts and Units.
- Derbyshire is one of 11 Counties in Midland Region with over 400 Units and a membership in excess of 9000.
- Girlguiding Derbyshire has it’s own website, where news, events, trainings etc. are posted: www.girlguidingderbyshire.org
- Many opportunities are available for girls & Leaders representing Girlguiding Derbyshire at events in the UK and Overseas.
- Derbyshire holds the largest International “Peak” Camp in the UK every 5 years. This is jointly organised by the Scout Association and Girlguiding of Derbyshire.
- **YOU** are about to become a volunteer or member of a World-Wide organisation.

GO GUIDING IN DERBYSHIRE!

SAFETY AND SAFEGUARDING POLICY

It is the policy of Girlguiding UK to make every effort to safeguard its members from physical, sexual and emotional harm while participating in guiding activities. The Association takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in guiding activities do so in a safe environment.

All Leaders instructors and other adults, whether female or male, have an obligation to avoid creating distressing situations. The trust required between Leader or instructor and participant is fundamental to the learning process and, therefore, should not be jeopardised. For this reason, those working with girls and young women must follow these guidelines.

Other adults present: Leaders, instructors and other supporters should avoid situations where they are alone with a girl or young woman. Ideally, the third person present should be a female adult who knows the girl or young woman. This precaution protects all parties by removing the feeling of threat from an insecure participant, and by providing a witness if an accusation of improper behaviour is made.

Physical contact: Physical contact between an individual and the Leader or instructor or other supporter should be avoided. There are instances when it is necessary, eg to demonstrate a skill, but such contact should remain impersonal so there is no risk of it being misinterpreted.

Appropriate language: Care should be taken about what is said, and the way it is said. Leaders, instructors and other supporters should avoid saying anything which could be interpreted as being aggressive, suggestive, or containing an innuendo.

Infatuation: Leaders, instructors and other supporters should discourage girls and young women from becoming infatuated with them. Situations where a participant develops a ‘crush’ on an adult need to be handled sensitively. While it is important not to encourage a participant with a crush, the adult should be aware of the damage caused by rejection. If an adult thinks a girl or young woman is developing a crush, she/he should mention it to the participant’s Unit Leader or Commissioner, or other responsible adult Leader, so she/he does not have to deal with the situation alone.

Favouritism: Leaders, instructors and other supporters should avoid showing favouritism. There are times when an adult finds it easier to relate to one girl or young woman. However, singling her out can cause a feeling of resentment from others in the group, or she can become the object of their teasing. Similarly, unrealistic expectations can be created, and the motive misunderstood.

Creating impressions: It is important that Leaders and other supporters do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid awkward situations. Should such a situation arise, it is essential to handle it with care and consideration to minimise embarrassment to leaders, instructors and participants.

Further information concerning Girlguiding UK’s Safeguarding policy & appropriate procedures can be found on the Girlguiding website (www.girlguiding.org.uk) and reference card in the Girlguiding UK Leadership Qualification Pack).

What I need to take to the meeting with my local Key User and/or Registered CRB Administrator:

(NB. Either might be your local Commissioner)

All volunteers aged 18 plus, (and those aged 16 plus who are not members e.g. D of E, 'V' Volunteers and Unit Leader's 16+ children attending a residential event) who are likely to work with our young people in an unsupervised capacity are required to provide preferably an email address &/or the name and full address, including postcode, of two people that they have known for a minimum of 1 year, are NOT related to them and would be prepared to give a reference. (One referee can be a Guiding Member). Please do check beforehand that these people are willing to complete a very basic reference questionnaire, which will be emailed (or sent) to them once the **Girlguiding UK Criminal Records Bureau Enhanced Disclosure has been done**. An **Adult Application/Registration** will also have to be completed.

Both these procedures will be completed at an arranged meeting with the local **Key User and/or Registered CRB Administrator**; therefore it important that referees and the following evidence, as appropriate, is taken along with you to this/these meetings. All documents MUST BE originals and NOT photocopies.

EVIDENCE - Three pieces of evidence are required:-

You are required to provide either, 1 Document from **Category 1**, plus any 2 from **Category 1** or **2**, or 5 documents from **Category 2**. All documents must be in the applicant's current name (marriage certificate excepted). At least one document must show your current address and at least one must show your date of birth

Category 1 "Valid"

Passport (Any nationality)

UK Driving Licence ✓ (Either Photo card or paper, a photo card is only valid if the individual presents it with the counterpart paper licence)

Original UK (only) Birth Certificate (Issued within 12 months of date of birth)

Valid EU Photo ID Card

UK Firearms Licence ✓

Category 2

***Issued within the last 3 months. **Issued within the last 12 months. Documents marked with ✓ have addresses on them.**

Marriage Certificate

A re-issued British Birth Certificate (Issued after 12 months of date of birth)

Certificate of British Nationality

Valid Vehicle Registration document ✓

National Insurance Card (UK)

Exam Certificate (e.g. GCSE, NVQ)

Connexions Card

Valid NHS Card ✓

Bank or Building Society statement * ✓

Utility bill (electricity, gas, water, telephone including mobile phone Contract/bill*) ✓

Credit Card statement * ✓

Correspondence or documents from: The Benefits Agency, the Employment Service, the Inland Revenue, or a Local Authority. * ✓

Mail Order Catalogue statement * ✓

Addressed payslip * ✓

Financial statement (e.g. pension, endowment, ISA) ** ✓

Court Summons ** ✓

Child Benefit Book ** ✓

Council Tax statement ✓

British work permit/visa **

P45 statement **

P60 statement ** ✓

Mortgage statement ** ✓

Valid TV Licence ** ✓

Valid Insurance Certificate ** ✓

WHAT DO I HAVE TO DO?

The answer is simple - decide what you would like to do -

There are many different options:-

1. As a **Leader** or **Young Leader** working with the girls in a Rainbow, Brownie, Guide or Senior Section Unit.
2. As a **Unit Helper** or **Holiday Helper**
3. In **Administration** e.g. **Treasurer** or **Secretary**
4. Or as an **Occasional Helper**

All volunteers aged 18 plus (and those aged 16 plus who are not members (e.g. D of E, 'V' Volunteers and Unit Leader's 16+ children attending a Residential event), who are likely to work with our young people in an unsupervised capacity are required to provide the names, email (if applicable) & / or full address, including postcode, of two people that they have known for a minimum of 1 year, are NOT related to them and would be prepared to give a reference. (One referee can be a Guiding Member). In addition a volunteer is also required to hold a **Girlguiding UK Criminal Records Bureau Enhanced Disclosure**.

Girlguiding UK conforms to the requirements of the Data Protection Act 1994.

To become a **Leader** you must be 'Registered' on **Go!** (Guiding Organisation database) undergo the CRB process, provide referees and complete the '**Girlguiding UK Leadership Qualification**'.

A **Unit Helper** is someone who works in a Unit to support the Leaders but does not have to commit to every week but must be 'Registered' on **Go!** and undergo the CRB process and provide referees.

A **Holiday Helper** or **Treasurer** must also be 'Registered' on **Go!** and undergo the CRB process and provide referees

An **Occasional Helper (or Instructor)** may only help out once in a while, does have be 'Registered' on **Go!** but does NOT have to undergo the CRB process and provide referees **unless** they are going to work unsupervised with the girls or are staying over at a residential event.

Any Helper may become a **Member** and pay the Annual subscription.

STILL INTERESTED?..... Read on

For Volunteers completing the Registration process :-

- ♣ At an arranged meeting(s), you will complete the **Adult Volunteer Registration process (Go!)** and an on-line **Criminal Records Bureau Disclosure** with your local Key User and/or CRB Administrator. The documents you will need for evidence are on page 6 of this Welcome Brochure. This is also where you will need the names of 2 people who will provide you with a reference.
- ♣ Dependant on your Role you will receive a **Recognised volunteer card** once your references and CRB Disclosure have been received and approved.

For **Unit Leaders** - if you make a commitment to work towards the **LEADERSHIP QUALIFICATION :-**

You will in return, get individual support from a personal Mentor, and receive a

'Girlguiding UK Leadership Qualification Pack'

containing the following: -

- ◆ Leadership Qualification Workbook and optional work sheets
- ◆ "Safeguarding", Risk Assessment and Insurance Cards
- ◆ Letter for your Unit Leader explaining their support role
- ◆ General Guiding publicity leaflets, including those relevant to the section in which you wish to work.
- ◆ County Properties information

As a starter, we have included in this Welcome Brochure:

- ◆ A brief outline of the Leadership Qualification
- ◆ Information on the Registration process
- ◆ *Every Leader or Young Leader should receive "Signpost" - our own County Newsletter. To ensure you receive a copy, preferably by email, ring County Office with your details 01773 880875 or email: office@girlguidingderbyshire.org.uk*

WHAT COMES NEXT....

- ♣ You will be contacted and *assigned a personal Mentor, by your Area's Leadership Qualification Co-ordinator as soon as possible. Your Mentor will then meet and issue you with your **'Girlguiding UK Leadership Qualification Pack'**, and support you through the Leadership Qualification. (*This process can sometimes take longer than we would like - so in the meantime, please keep all your notes of meetings, trainings and your Unit's Programme notes etc.) **but** if you do not hear from either of them within a month, please contact your local Commissioner or Elizabeth Stafford (County Leadership Qualification Co-ordinator) on 01663 743275 email: Elizabeth.Stafford@talktalk.net
- ♣ You will receive a **Member and recognised volunteer card** once your references and CRB Disclosure have been received and approved. Your record will show you are "*in training*" until you have completed the Leadership Qualification.
- ♣ On completion of the Leadership Qualification, you will be presented with a **'Girlguiding UK Leadership Qualification'** certificate and **Qualified Leader Badge**. You will also receive a **Training and Activity Centre Voucher** worth £25 which can be used towards residential trainings, or a Girlguiding UK or National Governing Body Qualification.
- ♣ On completion of the Leadership Qualification your records will be updated to show your Qualification.

Whatever Role you volunteer for we hope this will lead to many years of:

FUN & FRIENDSHIP!