**Process for requesting a 1:1 with a trainer to complete Safer Guiding training**

This process should only be used if the volunteer has been unsuccessful in completing **one** of the modules listed below and passed all other modules.

* Data protection
* Safeguarding
* Including all
* Health and Safety

If they have been unsuccessful in more than one module, they will need to attend a face-to-face training organised by their county/island or a trainer-led Safer Guiding webinar which can be booked on the Learning Platform.

1. The volunteer or commissioner needs to complete the Safer Guiding information form and email it to lucy@ggswe.or.uk
2. Lucy will acknowledge receipt of the form and record it on our spreadsheet held on Teams.
3. Lucy will password protect the form (using the trainer’s membership no) and send to one of the trainers that have agreed to be involved.
4. The trainer will then contact the volunteer and arrange a time for the zoom meeting to take place.
5. The trainer will notify Lucy once the 1:1 has been held with the volunteer and will update GO accordingly.

The expectation is that the 1:1 meeting will be held on Zoom, however it may be necessary to hold them in person due to the needs of the volunteer.

**Safer Guiding information form**

**This form should be returned to** **Lucy@ggswe.org.uk**

This form should only be completed if you were unsuccessful in completing **one** of the modules listed below and passed all other modules.

If you have been unsuccessful in more than one module you will need to attend a face-to-face training organised by your county/island or a trainer-led Safer Guiding webinar which can be booked on the Learning Platform.

|  |  |
| --- | --- |
| Name | Membership Number |
| Email address |  |

|  |  |
| --- | --- |
| **Date of deadline/expiry** |  |

|  |  |
| --- | --- |
| **Module** | Select the quiz that needs to be discussed with a trainer |
| Data Protection |  |
| Safeguarding |  |
| Including all |  |
| Health and Safety |  |

Availability for speaking with a trainer on Zoom

|  |  |
| --- | --- |
| Best day(s) for the trainer to contact  |  |
| Best time(s) for the trainer to contact  |  |

The trainer will ask you to either login to the learning platform to show them your course status or you will need to send a screenshot of the course status page.

**Please be aware that your email address will be passed to one of our region trainers who will be in contact with you to arrange a suitable time to meet on zoom.**