

Young Leaders in Girlguiding Hampshire West

Updated April 2023

Young Leaders are the future leaders of Girlguiding, they are not members of a unit just to play games with the girls, but they are juggling volunteering alongside school work and exams. Please support them with using UMAs and Skill Builders etc to run activities with the unit, assign a leader in the unit to mentor the Young Leader.

Young Leaders wear uniform Young Leader polo shirt and hoodie which can be provided to the girl from unit funds.

There have been no changes yet to the Young Leader Qualification

Commissioners role to set up a new Young Leader

Step 1

New enquiry on GO

- Contact new enquiry
- Find a unit in the division for the girl to join
- Transfer into unit see Step 2 of this PDF below
- If the attached links on this document don't work please go in via GO and access the Help sheets on the main menu

<https://gggoportal.blob.core.windows.net/goportal/help/ManagingVolunteers.pdf>

Current Member of Ranger unit

- Note down their membership number
- Please make sure main role remains as Ranger
- Commissioner adds Young Leader to unit see Step 4 of this PDF below

<https://gggoportal.blob.core.windows.net/goportal/help/ManagingVolunteers.pdf>

Current Member of Guide unit

- Note down their membership number
- Guide Leader end their role on GO with the Guide Unit
- Commissioner adds Young Leader to unit see Step 4 of this PDF below

<https://gggoportal.blob.core.windows.net/goportal/help/ManagingVolunteers.pdf>

Step 2

Together the Commissioner, with Division Young Leader Adviser and Unit Leader support the new Young Leader to complete the following

- Update their GO record to have a current/working email address- many of our YLS have parent emails not personal, but the parent needs to follow these instructions to update this
https://gggoportal.blob.core.windows.net/goportal/help/Parents_HelpZone_v2.pdf
- Update GO record to have a current emergency contact and check their medical information
- 24 hours after activating GO accounts or changing email addresses, create an account on www.learning.girlguiding.org.uk this has to be the email address on the GO record for the YL.
- Complete Safe Space 14-17- this is required for a girl and should be completed within the first half term of the YL starting to volunteer. No YLS should attend residential events without Safe Space 14-17

- Unit Leader issues letter to parent explaining the Safe Space 14-17 learning module, a copy can be found on the county website
- To identify if a Young Leader has completed the Safe Space 14-17 module, please check their GO record under courses.
- The Safe Space 14-17 lasts 3 years and must be renewed unless in this time the YL has turned 18 and so this then requires the Safe Space 1 & 2 to be completed through the learning platform.
- Leaders consider completing the 'supporting young members to complete A Safe Space' to understand content of Safe Space 14-17 this is accessed for leaders via the Learning Platform.
- Check marketing preferences YES for emails and to enable National, Region and County emails received

Step 3

Divisions/ Unit Leader issues a Young Leader qualification workbook, within the unit a Leader mentor's the Young Leader helping them to complete their qualification. Please note this was written pre new programme, learning platform, see notes below.

<https://www.girlguiding.org.uk/what-we-do/rangers/young-leader-qualification/>

Commissioners add to the GO record for the member that they have started their Young Leader qualification, please note the YLQ is an 'other qualification' as listed on GO.

In GO- go to Learning, then Other Qualification (left hand menu), Add qualification (blue button) Follow the details- then click the down arrow on the YL's record and choose In Progress

Unit supports the Young Leader in making their promise- Unit Leader purchases promise badge from Girlguiding Shop

Division Young Leader Advisers & Leaders supporting a YL to compete the YL Qualification

Please support the YL with creating their GO account, the YL will only see their GO record not the Units. Do show them how GO tracks the girls programme records etc through a leaders account to help them understand the role of GO in supporting the Unit.

- Module 1 page- Please add to the bottom of the page a signature confirming Safe Space 14-17 completed and expiry date – in order to complete their YLQ they must have a valid SS 14-17 on GO.
- Element 1b- Please ask YL to watch the 3 videos called Being a Leader on the Girlguiding website <https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/leadership-skills/> OR via the Learning Platform enroll on the Programme Overview e learning module.
- Module 3b- YLs should have a copy of the programme as evidence for a term showing how the themes have been covered by the unit.
- Module 3c- YLs should be able to show how UMAs and Skill Builders support the programme along with other resources
- Module 3d – Plan, deliver and evaluate 3 activities – this **MUST** include 1 official part of the programme (UMA or SB). Evidence of these activities should include, planning notes, safety plans, photos or examples of the activity along with the evaluation on p14
- Young Leaders can complete their First Response before they turn 18 years old but it should be considered the adult nature of this First Aid qualification.

PLEASE BE AWARE THE YOUNG LEADER QUALIFICATION IS FOR GIRLS AGED 14-17

Completion of Young Leader Qualification

Young Leaders submit their workbook and evidence to the YL adviser and/or District or Division Commissioner for verifying

- YLs must be aware that completion of the YLQ is before their 18th birthday, so they must allow Young Leader Advisers and Commissioners 6 weeks before their 18th birthday to enable verification and completion on GO
- Commissioner signs off the YL qualification

- Email to County Adviser ylgghantswest@hotmail.com to confirm completion of qualification, County Adviser will add a congratulations message to the next County Newsletter
- District or Division purchase YL qualification badge and certificate from County Badge Secretary
- District or Division Commissioner arrange presentation of Qualification to Young Leader
- Commissioner updates the qualification as completed on GO (this must be before they turn 18)

In GO- go to Learning, then Other Qualification (left hand menu), find the YL under the In Progress drop down list and click Complete *please note GO will not award a YLQ without a valid Safe Space 14-17 and the YL is under 18.*

Young Leader turning 18 yrs old

- Unit Leader to contact Commissioner prior to YL turning 18
- Discussion to take place as to what role the YL would like as a volunteer within Girlguiding
- If YLQ was started but not completed, Commissioner to 'abandon' YLQ in Learning section of GO
- Role changed by Commissioner on GO as agreed upon 18th birthday- this will begin as the role of Unit Helper but the volunteer may decide to start her leadership qualification to become a Leader in Training.
- DBS request generated and needs completing by Division verifier
- Letter of commendation required from a Leader or commissioner who knows the YL, can be applied up to 6 months before she turns 18, sent to Division Commissioner see <https://www.girlguiding.org.uk/making-guiding-happen/policies/recruitment-and-vetting-policy/recruitment-procedures/>
- **Members have 120 days from their 18th birthday in order to complete the Safe Space 1 and 2 (adult safeguarding) in order to remain volunteering as a Unit Helper or Leader in Training. If this is not completed within 120 days they may be suspended from Girlguiding for 3 years and must declare this on job applications etc.**
- Whilst Volunteers can complete Safe Space renewals up to 180 days before expiry, Young Leaders can not access this in the Learning Platform until they turn 18.

Opportunities for Young Leaders in Girlguiding

Unit Leaders, Mentors, Commissioners please share this with Young Leaders

- Emails from County Young Leader Adviser re County Young Leader events
- County Newsletter including events within the County and volunteering opportunities at County Events
- Member of a Ranger Unit
- D of E- Bronze, Silver & Gold dofegghw@gmail.com
- Commonwealth Award
- Peer Educators peer_coordinator@gghw.org.uk
- Queens Guide Award queensguidehw@gmail.com
- International Opportunities at County and Region level international_adviser@gghw.org.uk
- GOLD (Guiding Oversees Linked with Development)

Any questions don't hesitate to get in touch

Katie

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