

GROWTH IN ACTION

Division teams met for our growth focused development day in September. We shared lots of great and inspiring ideas, and everyone is really enthused. Now we need your help. We would like:

- Photos – action shots with you and your girls (with written permissions for use on our website and promotional materials)
- Quotes from you about what motivates you to volunteer
- Quotes from girls about the volunteers in their unit

Please email anything suitable to admin@girlguidingleeds.org.uk

Have you tried the county Grown Ups in Guiding challenge?

35% of parents say that they don't volunteer because they have never been asked. The challenge is a great opportunity for parents to come along and see what we get up to, the girls get a badge and you possibly get a new volunteer. There are some template emails that you could send to get parents involved in our [new recruitment toolkit](#) on the county website. If you have not received your recruitment pack, please contact your local commissioner. These packs have been funded externally, so please do make good use of them.

CHILDREN IN NEED

Girlguiding's all girls can do anything fundraising challenge takes place from 30 October to 12 November this year. Here is the [memo](#) with an essential checklist so that you know how to prepare for the fundraising challenge this year.

1ST RESPONSE COURSE

Do you need to renew your 1st response training? If so, there are a number of training courses planned throughout autumn 2023. The 1st response training is split into 3 modules, which equals a total of 6 hours training plus an e-learning, which is on the learning platform. These training courses will cover the 6 hour training. All of the training courses will take place at The Trefoil Centre in Kirkstall. Dates and further information can be found on our [website](#).

External First Aid Qualification Verification process

The Region have now appointed four first aid verifiers, their role in Region is to advise on all external first aid qualifications completed by volunteers in our Region and decide if they meet the Girlguiding syllabus or not.

Our Region process will be as follows:

1. Volunteers complete an external first aid course and query with their Commissioner or County Administrator if this can be used for Girlguiding too.
2. Commissioners/ County Administrators to advise volunteers to resend their email to FirstAidVerifiers@girlguidingnortheast.org.uk and to include their name as recorded on GO,

membership number, training certificate (including date training completed) and training syllabus

3. The email will be picked up by the team who will discuss the course and qualification with the volunteer to gather information and decide if the course meets the Girlguiding syllabus or not.
4. The verifier who has been dealing with that enquiry will then reply to the volunteer to advise on any additional training needed or if the course has been accepted.
5. Once completed, the verifiers will let Region office know for GO to be updated.

QUEEN'S GUIDE AWARD

The Queen's Guide award is the highest award in Girlguiding and gives members the opportunity to work within their local community and challenge themselves. The syllabus has recently changed, and the award is now open for all members aged between 16 and 30 years. Each award participant is supported by a mentor, who can be anyone within the guiding community, as long as they have completed a safe space level 3. The role can be very rewarding as you will see your mentee challenge themselves. To find out more about the award, contact Sarah, [Queen's Guide adviser](#).

PROGRAMME REVIEW

HQ are reviewing the Girlguiding programme and they are listening to what you think. It's important that volunteers are empowered to plan and deliver a fun and varied programme that works best for each unit, and that girls are also inspired to get involved. Have your say by filling out this [survey](#) before 30 October 2023. It'll take you 20 minutes.

HOME CONTACT REQUIREMENTS

When you're taking part in an activity outside of your normal meeting place and time, you must assign a responsible adult as a home contact. A home contact is a person that you've agreed will act as a first point of contact if plans change, or if an accident or emergency occurs.

It is essential that the home contact is:

- An active member or recognised volunteer with Girlguiding
- Not related to or has a close personal relationship to anyone in the group
- Someone who can deal with an emergency in a calm and effective manner
- Ideally the home contact will also have completed Safe Space level 1 training.

You can arrange for more than one person to be home contact so one person does not need to be available all of the time. If you do this, make sure you agree a schedule so you and they know who's responsible when.

INFO FOR THOSE WHO MANAGE PROPERTIES

Please consider if you have RAAC in your meeting place. Reinforced autoclaved aerated concrete (RAAC) is a lightweight, bubbly form of concrete that is usually found in roofs and occasionally in walls and floors. It looks like standard concrete but compared with the “traditional” reinforced material, which is typically denser, RAAC is weak and less durable. It is generally found in schools, hospitals and various other public buildings which were built from the 1950s to the mid-1990s due to the cost effectiveness of the build. Buildings built using RAAC generally had an original life span of 30 years – so obviously we are well past this date! The material is prone to collapse when wet, which can happen if there are leaks in a building’s roof. Roofs are the particularly vulnerable area.

If you are unsure, I would urge you to engage a professional organisation to support you, but be aware that most consultancy companies will be caveating any report that they are willing to provide, you unless you specifically engage them to undertake a RAAC survey. It will also likely to be costly at this time due to the pressure that large organisations are putting on firms providing the surveys.

If you need any support please email cc@girlguidingleeds.org.uk.

ACCOUNTS & MEMBERSHIP SUBSCRIPTIONS

Now is the time to start getting your 2023 accounts up to date to allow them to be independently reviewed in January. If you need any support, please contact your local commissioner or the county treasurer treasurer@girlguidingleeds.org.uk

Please note the following important membership subscription dates:

Noon, Tues 23 Jan: Trial invoices are ready to view and download from the Subscriptions system.

Unit leaders should:

- Check unit invoices and look at numbers of girls and volunteers to be paid for.
- Update records for girls who have left and ensure all girls attending meetings are recorded on GO.
- Ensure there will be sufficient cleared funds in unit accounts to pay invoices promptly.

7pm, Mon 19 Feb: No more changes can be made to trial invoices.

Noon, Tues 20 Feb: Official and payable invoices will be available to download and send with payment.

Noon, Thurs 28 Mar: All subscription payments must be received in full by this date.

Payments can be made by debit card or cheque with 2 signatories – [no personal cheques will be accepted](#).

For more information about the annual subscription process and where you can find help and support, please visit Girlguiding’s [paying your annual subscription](#) webpage. Unit leaders should contact their local commissioner or key user if they have any queries about the process.

Commissioners with queries should contact the county treasurer via treasurer@girlguidingleeds.org.uk.

YOUNG LEADER WELCOME LEAFLETS

The new [young leader welcome leaflets](#) are now available to download from the Girlguiding UK website.

ADJUSTMENT PLANS

Girlguiding strives to be accessible to all. Reasonable adjustments should be made to ensure everyone has access to the same opportunities and experiences.

To fully support those with additional needs within units, leaders are encouraged to complete an [adjustment plan](#) to help identify changes needed in meetings, on trips and residential events.

The [supported volunteer](#) and [individual volunteer supporter](#) roles are 2 new roles created to support disabled adult volunteers, so they have access to the same opportunities and experiences as non-disabled members and volunteers.

COUNTY OFFICE CLOSURE DATES

The office will close at 2pm, on Thursday 26 October for the October half term, reopening on Monday 6 November at 9.30am. Emails will be responded to as soon as possible once the office reopens.

DATES FOR YOUR DIARY

DATE	EVENT	LINK
Thursday 19 October 6.30 – 8.30pm	Trefoil Centre Opening Evening – your opportunity to meet the county team, purchase girl awards, county merchandise, challenge badges etc.	Just call in, or book for DBS ID verification
Saturday 21 October 10am – 3.30pm Zoom	New Leader induction including risky business and doing our best from the Leader Development Programme trainings	Link
Saturday 21 October – 10am to 4.30pm	First Response, all modules Trefoil Centre	Email training@girlguidingleeds.org.uk To book a place
Tuesday 7 November 7.30–9pm Zoom	Leader Development Programme – Managing your unit accounts	Link
Monday 27 November 7.30–8.30pm Zoom	Leader Development Programme – Effective communication for leaders	Link
Tuesday 12 December 7.30–8.30pm Zoom	Leader Development Programme – Celebrating every member	Link
Week commencing Monday 10 June 2024	Out & About Week	TBA
Saturday 29 June 2024	A Grand Day Out – all County Activity Day	TBA