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| |  | | --- | | Hello  You may already be aware that your role in Girlguiding requires you to have a basic level of safeguarding training called safe space. Your level xx is now due for renewal.  To complete the training, you can either go to a training session orcomplete the relevant e-learning on Girlguiding UK’s learning platform.  The link below will take you to the learning platform, if it’s your first time on the learning platform then click on the ‘need help logging in’ button to get instructions on how to set up your password. If you would prefer to go to a training session you can look for local sessions on the Girlguiding Leeds website at the upcoming events or alternatively at events section of the Girlguiding North East England Website.  <https://learning.girlguiding.org.uk/course/view.php?id=88>  If you have any problems accessing the training please let me know.  Thank you  (your name)  **(insert division) Division Commissioner** | |  | | |