

Volunteer leaving guiding Commissioner's checklist

Use this checklist when a volunteer leaves, even temporarily.

To be completed by commissioner	
Volunteer name:	
Membership number:	
Role:	
Data protection	Date actioned
Volunteer role deactivated on GO.	
Volunteer role changed on GO if moving to a different role.	
Discussion with volunteer to ensure all documents that contain personal data removed from personal devices (including photos, images, videos and contact details for parents).	
Unit records returned.	
Finances	
Volunteer removed from bank accounts. Cheque and paying-in books and any other documents relating to bank accounts, and any cash returned to commissioner or leadership team.	
Unit account records handed over.	
Volunteer has claimed and been reimbursed for any outstanding expenses.	
Volunteer has handed over gift aid responsibilities and records.	
Property/unit meeting place	
Keys and/or passes returned for buildings.	
Equipment returned.	
Insurance policies or other documents for the unit handed over. Refer to the retention schedule for what needs to be retained.	
Key codes or combination locks to any property and safes changed. This includes any sites you use for sleepovers or camps.	
Check whether the volunteer has any of their own property at the unit meeting place or campsite.	

Digital safeguarding	Date actioned
If the volunteer holds any photos of young people, digital or hard copies, these should be returned to the unit and removed from their devices.	
Passwords to shared accounts changed.	
Volunteer removed from any closed groups on social media that are intended for volunteers and parents/carers only.	
Volunteer removed from any WhatsApp groups that are intended for volunteers and parents/carers only.	
Responsibility for social media account or groups handed over.	
Any accounts created with the volunteer's personal details, such as their email, changed.	
Generic email address for a unit or position handed over, and the password changed.	
Update contact details held by organisations the volunteer has used in their role.	
The volunteer has deleted information relating to their role from their devices - including parents' email addresses and phone numbers.	
Other things to think about	
If the volunteer is involved in an open safeguarding case, they should consult with the HQ Safeguarding team.	
Is there any other information they need to hand over? For example, if they hire venues for local training, it will be a great help if you can have these details.	
Ask if you can stay in touch, and share details of other ways they may be able to show support for Girlguiding (e.g. Trefoil Guild, Friends of Guiding) - thank them for all they've done and maybe they will come back when the time is right for them.	
Add any further actions below	