

START

Candidate is appointed as a Freedom to Speak Up Guardian locally

Contact National Guardian's Office for training information

National Guardian's Office confirm appointment and send link for eLearning Foundation Training (FT)

GUARDIAN JOURNEY

Candidate registers with the National Guardian's Office portal

On completion of FT, please email enquiries your certificate and you will receive a link to register on the National Guardian's Office portal

Candidate should complete the eLearning FT within one month after appointment

National Guardian's Office progresses registration and sends guardian handbook and login for Freedom to Speak Up Guardian log in area.

Guardian selects and contacts a mentor

Guardian completes reflective conversation with mentor within three months of completion of eLearning FT

FINISH

Refresher training must be completed by 30 November every year whilst in post

Guardian adds date of conversation and mentor name to guardian profile

Key considerations

If a guardian goes on sick/maternity leave/redeployed, they/their organisation should contact enquiries.

If a guardian has been out of the role for over a year, we would expect them to complete the most recent refresher training within one month of returning to work.

If a guardian has been out of the role for over two years, we would expect them to complete foundation training within one month of recommencing in the role.

If a guardian steps down, they should inform enquiries and refer to the Starting Out Stepping Down guidance.



**National
Guardian**

Freedom to Speak Up