<insert local guiding address>

<insert local logo>

e: [<inert](mailto:administrator@girlguiding-scot.org.uk) email address>

w: [<insert](http://www.girlguidingscotland.org.uk) website URL>

<insert address of recipient>

Dear <insert name>

**Access to local authority premises for Girlguiding units**

We are writing to you from *<insert local county name>* regarding access to local authority premises for the purposes of local Girlguiding meetings.

*<insert local county name>* has *<insert number of girl members>* aged 5-18 and *<insert number of volunteers> volunteers*. Our county has a total of *<insert number of units>* units, which offer girls and young women a safe space to discover the best in themselves through challenge, adventure, fun and friendship.

As you may be aware, all guiding units suspended face-to-face meetings on 16 March, in line with UK and Scottish Government advice surrounding the Coronavirus pandemic. As lockdown rules begin to ease we are assessing how best we can resume delivering our youth work offer to girls and young women in *<insert local areas name>* in a waythat is a safe and with their health and wellbeing as our main priority.

*<insert details of main issues*> For example: *St Andrew’s church hall in Dumbarton is where <insert unit> meet on a weekly basis. Due to the number of girls, the hall will no longer an appropriate space due to its small size making social distancing very difficult.*

This is the case for a number of venues used by local guiding groups. As such, we are seeking use of local authority premises in *<local county area>* that could be used in the short term as a place to host unit meetings. For example, sports halls, football pitches or assembly halls in schools that would allow for more girls to attend their weekly unit meeting in compliance with Scottish Government guidance.

Without appropriate places for local guiding groups to resume face-to-face meetings, we are concerned that there will be even further delay in getting guiding back up and running. We know this is a really difficult time for young people, and research by Girlguiding found nearly a third of girls and young women in Scotland feel lockdown has had a negative impact on their mental health – amidst high levels of worry, stress and loneliness. We want to be able to offer them the support they need through their weekly guiding meetings to help boost their mental wellbeing by providing safe and challenge activities and allowing them to spend time with their friends.

There is also the added danger that without a place to meet, people will fall out of habit of volunteering for us or choose this moment to step back indefinitely. This would impact our ability to resume normal levels of provision when lockdown ends. We remain true to our mission of empowering girls and young women but we need assistance in securing appropriate spaces for units to meet to allow us to keep delivering our unique programme across *<insert county area>.*

We’d be grateful if you can advise what support is available to us as and what options there are for local guiding groups to make use of local authority-owned premises.

With many thanks for your attention to this matter.

Yours sincerely

<insert CC name>