



International residential event notification and approval form

When planning a residential or overnight event you must refer to Girlguiding's [residential event guidance](#).

Please read all the below information before completing this form.

Your commissioner must be notified of and approve all events that involve an international trip using this form. The leader in charge is responsible for making sure that Girlguiding policies and procedures are followed, that this form is completed accurately, that updated information is sent to the authorising commissioner where necessary, and that the event does not go ahead until authorisation is received.

Remember as this form includes personal data you must make sure you follow the [managing information procedures](#) when completing, sharing or sending the form.

For all international events the international permission to plan section must be submitted and approved before any bookings (for example flights or accommodation) are made.

When to submit this form

The below table lays out the minimum timescales you should follow when submitting this form:

International permission to plan	9-18 months before date of travel
Part one	9-18 months before date of travel as determined by the authorising commissioner when authorising permission to plan
Updated risk assessment and itinerary	4 months before date of travel
Part two	4 weeks before date of travel
Updates after part two approval	If there are any changes after part two is signed off by your commissioner, you must edit the form and resubmit to your commissioner and adviser (if relevant) for approval

You can submit the permission to plan section earlier and we encourage you to do so in certain circumstances. For example, a high cost trip; you're relying on fundraising; you're travelling outside Europe; the length of your trip is more than one week.

In exceptional circumstances you may be allowed to submit this form later than the minimum period, subject to the discretion of your commissioner.

Which sections to complete for each stage

The following table shows you which sections of the form you should complete or update if there are any changes for each part of the authorisation process:

Section	International permission to plan	Part one	Part two
1. Leader in charge details	Complete	Update if changes	Update if changes
2. Event details	Complete	Update if changes	Update if changes
3. Participant details	Complete	Update if changes	Update if changes
4. Additional information for international trips	Complete	Update if changes	Update if changes
5. Additional information	Not required at this stage	Complete	Update if changes
6. Insurance	Not required at this stage	Complete	Update if changes
7. Programme and risk assessment	Not required at this stage	Complete	Update if changes
8. Home contact information	Not required at this stage	Not required at this stage	Complete
9. Additional information on programme and risk assessment	Not required at this stage	Not required at this stage	Complete

Your commissioner may have other questions or need further information before signing off this form. Please provide as much information as possible at each stage to help them make a decision.

There are links to helpful resources for planning your residential at the end of the form.

About the event

1. Leader in charge

Complete for international permission to plan and update as needed for part one and two

This refers to the person who must complete this form and seek commissioner approval. They are the person with overall responsibility for the residential and who holds, or is working towards, the relevant modules of the Going Away With scheme for the event (the licence holder).

To take girls abroad on a residential, you must:

- Hold the relevant modules of the Going Away With scheme for the type of event you're planning
- Hold, or be working towards, the Travelling Abroad module
- Hold the relevant module - Module 6 - for the sections you are taking away

First name(s):		
Surname:		Membership number:
Contact number:	Contact email:	
Travelling abroad module assessment required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Event details

Complete for international permission to plan and update as needed for part one and two

Level name (for which you are running the trip eg 1st Market Guide unit or Skelderton division)		
Name of event		
Start date and time	End date and time	
Authorising commissioner's name		Nights away

A participant in the event must not act as authorising commissioner for that event.

A county commissioner attending their unit event as a unit leader can have the form authorised by their district commissioner. If they're attending a county event as a county commissioner, then the chief commissioner, or delegated deputy, for the country/region needs to sign. If the chief commissioner is attending a region or international event, the chief guide or deputy chief guide must sign it off, or if they're unavailable, then another chief commissioner.

Forms must never be signed by family members; if the authorising commissioner is related to the leader in charge the form should be passed to the commissioner above.

Are you attending a large-scale event as part of your international trip?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your international trip a large-scale event (100+ participants including adults and the event team)?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* Large-scale event organisers must be approved by their commissioner. Please include their details under participant details

Please provide a brief summary of your event

Please provide address details of the venue(s) you are staying in, including organisation or owner (if known)

Please give details of how participants will travel to and from the venue(s) and any additional travel arrangements during the event

You must ensure each venue meets Girlguiding’s policies, and risk assess the venue on your arrival.

3. Participant details

Complete for international permission to plan and update as needed for part one and two

These numbers can be an estimated maximum when submitting the international permission to plan and part one, but must include final numbers at part two.

Total number of participants:

Rainbows	Brownies	Guides	Rangers	Volunteers aged 13-17 *
Adult volunteers/members			Other children **	

* Rainbow and Brownie helpers should be listed as Guides

** Please see our current [guidance](#) around children of volunteers on residential

All adults aged 18 or over on a residential must have a valid disclosure check. Leaders in charge must have A Safe Space, Level 1-3. All other volunteers must have A Safe Space, Level 1-2, except supported volunteers (see helpful resources section).

Name(s) of all attending volunteers (aged 13+) and any other attending adults	Membership numbers	Dates attending residential (include time)*	Will they have first aid responsibilities at the event?	Do they have the qualifications or training required for their role? **	
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet
				<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet

* This can be before/after the event to cover setup and takedown

** They must have all qualifications or training required for their role before the commissioner can approve part two

4. Additional information for international trips

Complete for international permission to plan and update as needed for part one and two

Date last checked current UK government advice about the country(ies) you're travelling to/through	
Date last confirmed that the laws and customs of where you're going are suitable for all attendees and all planned activities	

This advice should be checked regularly, and the form updated should there be any changes.

What, if any, are the restrictions or risks mentioned by the government?
How will you monitor whether the destination(s) and country(ies) you are travelling to/through do not pose an unacceptable risk?

5. Additional information

Complete for part one and update as needed for part two

Do you have appropriate facilities (for example, toilets and washing) for everyone attending the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No *
Is this a joint event with other Girlguiding members? **	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a joint event with another organisation? ***	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am responsible for:		
<input type="checkbox"/> Catering	<input type="checkbox"/> Programme	<input type="checkbox"/> Facilities
		<input type="checkbox"/> Camping equipment

* If no, you must ensure this is covered in your risk assessment

** If you're joining an event run by another Girlguiding unit or area, please ensure the event coordinator has provided their commissioner with full details

*** For joint events with other organisations you must follow all Girlguiding policies, including the Safeguarding and Managing information policies

6. Insurance

Complete for part one and update as needed for part two

All international trips must have appropriate travel insurance. More information and guidance can be found at the below links:

- [Vehicle insurance](#)
- [Travel and trips insurance](#)
- [Insurance for activities](#)

Have you considered all reasonable adjustments that may be needed to ensure that the event is accessible and inclusive for all participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Insurer's name		
Insurance policy number		

Remember, any insurance you might need will only cover payments made after you have taken out the policy so you should make these arrangements at the same time as, or before, booking.

7. Programme and risk assessment

Complete a draft for part one and update as needed to a final version for part two

Date activity plan last updated	
Date risk assessment last updated	
Date last consulted with young members, parent/carers and volunteers about your proposed plan	
Have you considered all reasonable adjustments that may be required to ensure that the event is accessible and inclusive for all participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No

You must have considered the needs of all the individuals on the trip in the risk assessment and activity plan. You should speak to the young members, parent/carers and volunteers to ensure that each individual's needs are taken into account.

8. Home contact details

Complete for part two

Name	Membership number
Email	
Mobile number	Home number
Confirmation that the home contact has been briefed on their role and responsibilities and has confirmed their understanding of the role by signing the home contact agreement form	<input type="checkbox"/> Yes

If you are joining another unit, or a bigger event, please enter the event home contact

9. Additional information on programme and risk assessment

Complete for part two

Confirmation that all instructors/providers have the correct qualifications, risk assessment and insurance for the activities they are providing?*	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
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* Check the [activity finder](#), for guidelines and requirements for all activities.

If you're using a narrowboat, what is the skipper's name?				
If you're walking in the countryside, what is the classification ?				
<input type="checkbox"/> Easy	<input type="checkbox"/> Lowland	<input type="checkbox"/> Open	<input type="checkbox"/> Remote	<input type="checkbox"/> Extreme
If you're walking in the countryside (open or above), what is the group leader's name?				

The narrowboat skipper or walking group leader must be included in the participant details section as an attending adult. If this is for an assessment, or if this is the first time they've skippered a trip/led a walk of this kind, make sure you have included it in the risk assessment.

Submission for authorisation

International residential permission to plan

To be sent to commissioner 9–18 months prior to international event

Date sent to commissioner	
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Part one authorisation

To be sent to commissioner 9–18 months prior to international event

Date sent to commissioner	
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Attachments

Tick to confirm you have attached these documents:

<input type="checkbox"/> Draft activity plan	<input type="checkbox"/> Risk assessment	<input type="checkbox"/> Insurance certificates
<input type="checkbox"/> Any other documents you think would be helpful for the commissioner (please state)		

If there aren't any issues, your commissioner will send back a signed and completed form within two weeks of receiving this section. If you don't receive this form back after two weeks, contact your commissioner. Once you have received the signed form you can book or confirm your venue and continue planning your event.

Updated risk assessment and itinerary

Date sent updated risk assessment and itinerary to commissioner	
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Part two authorisation

To be sent to commissioner at least four weeks prior to international event

Date sent to commissioner	
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Attachments

Tick to confirm you have attached these documents:

<input type="checkbox"/> Home contact agreement form	<input type="checkbox"/> Emergency contacts for participants
<input type="checkbox"/> Detailed activity plan	<input type="checkbox"/> Finalised risk assessments
<input type="checkbox"/> Any other documents you think would be helpful for the commissioner (please state)	

You must not continue with an event unless you have carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from them. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.

Commissioner authorisation section

Guidance

Authorising the event is the responsibility of the commissioner and this is best achieved by using the knowledge and expertise of their advisers. The authorising commissioner must pass the form and attachments along to be seen and signed by an international adviser, and then send the signed copy of each stage of the form to the country/region office.

International residential permission to plan

To be sent at least 9–18 months prior to international event

To approve part one, the following sections must be completed:

1. Leader in charge details
2. Event details
3. Participant details
4. Additional information for international trips

Commissioner to complete

Dates for submission of forms, risk assessment, itinerary, emergency contact details.

9–18 months before travel – part one of this form, risk assessment, draft itinerary, travel insurance certificate	Date due:
4 months before travel – updated risk assessment and itinerary	Date due:
4 weeks before travel – part two of this form, final itinerary, home contact's details, emergency contact details for all participants	Date due:

International adviser signature

Name	
Membership number	Date
I can confirm that I have given all the advice needed – and have consulted with other relevant specialist advisers to do so – and I am happy for this event to go into the next stage of planning.	
Signed	

Authorising commissioner approval

Name	
Membership number	Date
Signed	

Date signed copy sent to country/region office	
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Please sign and return to the leader in charge within two weeks of receiving this section of the form. If you aren't able to meet this timeframe, for example due to holidays, please acknowledge receipt where possible and let the leader in charge know when you'll be able to respond.

Part one authorisation

To be sent at least 918 months prior to international event

To approve part one, the following sections must be completed:

1. Leader in charge details
2. Event details
3. Participant details
4. Additional information on international trips
5. Additional information
6. Insurance
7. Programme and risk assessment

International adviser signature

Name	
Membership number	Date
I can confirm that I have given all the advice needed – and have consulted with other relevant specialist advisers to do so – and I am happy for this event to go into the next stage of planning.	
Signed	

Authorising commissioner approval

Name	
Membership number	Date
Signed	

Date signed copy sent to country/region office	
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If there aren't any issues, send back the signed and completed form to the leader in charge within two weeks of receiving this section of the form.

Part two authorisation

To be sent at least four weeks prior to event

To approve part two, the following sections must be completed:

1. Leader in charge details
2. Event details
3. Participant details
4. Additional information for international trips
5. Additional information
6. Insurance
7. Programme and risk assessment
8. Home contact details
9. Additional information on programme and risk assessment

International adviser signature

Name	
Membership number	Date
I can confirm that I have given all the advice needed – and have consulted with other relevant specialist advisers to do so – and I am happy for this event to go ahead.	
Signed	

Authorising commissioner approval

- As authorising commissioner, I confirm that I am happy with all aspects of the event and that I have checked that:
- All adults ages 18 and over attending this event have completed Girlguiding recruitment checks (including relevant disclosure checks)
 - All volunteers attending this event have at least A Safe Space Level 1 and 2 and that the leader in charge has A Safe Space Level 3 excluding any supported volunteers
 - Any volunteer with responsibility for first aid on this residential has completed a suitable and valid first aid course

Name	
Membership number	Date
Signed	

Date signed copy sent to country/region office	
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If there aren't any issues, send back the signed and completed form to the leader in charge at least two weeks prior to the event.

Updates after part two approval

If there are any changes after part two is signed off by the authorising commissioner, the form must be edited and resubmitted to the authorising commissioner and adviser (if relevant) for approval.

Date submitted for reapproval	
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You **must not** continue with an event unless you have received the updated signed form.

Helpful resources for planning

- [Going Away With scheme](#) – for international events you must hold the Going Away With licence (Modules 1 to 4) and have led a Girlguiding residential event lasting two nights or more. Before you leave on the international trip, you must also have completed the relevant modules of the Going Away With scheme for the section you are taking away and the type of event you are planning
- [Travelling Abroad module](#) – you must either hold or be working towards this for your event
- [Risk assessment](#) template
- [Activity finder](#) – please check for guidelines and requirements for all activities
- [Health, safety and welfare procedures](#) – a comprehensive list of the measures that must be in place in order to maintain a safe environment
- [Ratios](#) – for joint or multi-section residentials, at least one leader from all participating sections must be present, and the correct ratio for each section must be observed. Many activities also have specific ratios that must be adhered to for safety reasons, these ratios can be found on the activity finder
- [Including all](#) – seek advice from your inclusion advisers and check the guidance on our website
- [Insurance](#) – please check our guidance and consider whether your event, or activities at your event, require insurance
- [Parent/carers permission](#) – this is required for all residential events. The information and consent for event/activity form must include all planned activities (eg swimming, archery)
- [Health information forms](#) – parents/carers and all adults must also complete the appropriate form for the nature of the residential
- [Home contact agreement](#)– to be completed following the [home contact system guidance](#)
- [Grants and funds](#) – these are available to support you to take girls on residentials
- [Taking girls abroad](#) – additional guidance and advice to support your international trip
- [FAQs](#) – our regularly updated FAQs page on the Girlguiding website provides additional information and advice
- Large-scale events – there is guidance available for those [running large-scale events](#) and for those [taking girls to large-scale events](#)
- [Coaches and minibuses](#) – guidance for those driving coaches and minibuses themselves, including how to apply for a small bus permit
- [UK government foreign travel advice](#) – you must ensure that you are following the most up to date guidance for international events, and that you keep monitoring the advice for the country(ies) you are visiting/travelling through
- [Supported volunteers](#) may attend residential events without completing A Safe Space training but their [individual volunteer supporter](#) must also attend. The individual volunteer supporter must have an up to date disclosure check and A Safe Space levels 1-3.