

## REN on GO

### Help file for advisers

This help file contains step-by-step instructions for advisers supporting commissioners to approve the REN form.

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If you notice anything wrong or missing in this help file, let us know by emailing [membershipsistemas@girlguiding.org.uk](mailto:membershipsistemas@girlguiding.org.uk) with the subject line *REN help file*.

## Overview of the REN process

### What is the REN form?

REN stands for residential event notification. This is the form that leaders in charge of residential events must use when planning a residential event with young members. This includes sleepovers, camps, holidays, large-scale events and international residential.

The form must be submitted to, and authorised by, a commissioner before the event takes place. [See here for when you need to submit the REN form](#), and [here for who can authorise the form](#).

### What do we mean by leader in charge, and what do they do?

The leader in charge is the person who completes the REN form and submits it to the authorising commissioner for approval. They're the person with overall responsibility for the residential and who holds, or is working towards, the relevant modules of the Going Away With scheme or Lead Away permit (the licence holder).

If a mentor is supporting a Guide camp permit they are classed as the leader in charge and should put their contact details in this section, list the supervisor in the participant details section and put the name of the Guide doing their camp permit in the 'brief summary of your event' section.

### What do we mean by authorising commissioner, and what do they do?

The authorising commissioner is the commissioner who approves the event.

International RENs can only be authorised by the country/region chief commissioner, or the assistant/deputy chief commissioner. The REN will be automatically assigned to the most local commissioner so the chief commissioner will need to assign themselves to the event.

Home RENs can be authorised by any commissioner, but they'll be automatically assigned to the most local commissioner. If an area has joint commissioners, the REN form will be automatically assigned to the commissioner listed on GO for the area. The other commissioner can assign themselves to the event and become the authorising commissioner instead.

A participant in the event must not act as authorising commissioner for that event. The responsibility for authorising the event sits with the commissioner at the next level up. If the authorising commissioner is just visiting an event, this is ok.

A county commissioner attending their unit event as a unit leader can have the form authorised by their district commissioner. If they're participating in a county event as a county commissioner, then the chief commissioner for the country/region needs to sign it off. 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.

Can the authorising commissioner be the home contact for the event?

Yes, they can. For larger events this may not be appropriate, as the commissioner may need to manage any issues which occur.

What do we mean by adviser, and what do they do?

Advisers are specialist volunteers who provide their knowledge and expertise to the authorising commissioner so that they can approve the event.

It's good practice for an adviser to see every form, but the authorising commissioner must pass on the form and other relevant information to be checked by a relevant adviser (eg residential, outdoor activity or international adviser) if:

- A Going Away With scheme assessment is needed.
- A Guide camp permit or Lead Away permit assessment is needed.
- They're organising a large-scale event.
- They're planning an international residential.

The leader in charge can also ask the authorising commissioner to share the form with an adviser if they're doing a specific activity and want some extra advice or local knowledge.

Do I have to complete the REN on GO?

The form is available on paper as well as on GO. But it's easier for the authorising commissioner if you complete the REN on GO, as GO automatically checks that volunteers have the right training and recruitment checks in place.

What is the difference between the Home REN form and the International REN form?

If your residential is taking place in the UK, you should use the Home REN form

The International REN form should be used for any event where you are staying in, or travelling through, any country outside the UK, including Ireland.

The International REN form is slightly different to the Home REN form. You need to complete the permission to plan, as well as part 1 and part 2.

You also need to provide some additional information, including when you last checked the UK government guidance about travel to the country or countries you're visiting, and what restrictions or risks there are.

What else do I need to complete as part of the REN process?

You need to complete a few other documents as part of the process, and share these with the authorising commissioner. You can do this by email, or by using a shared online folder.

You'll need to complete:

- Risk assessment.
- Itinerary or activity plan.
- Home contact agreement form.
- Insurance certificates (if required).

You'll also need to collect consent forms and health information forms for the participants, but these don't need to be shared with the authorising commissioner.

When do I need to submit my REN form for authorisation?

This depends on the type of residential you are planning:

#### International trip

- 9-18 months before the event: international permission to plan and part 1, if agreed with your commissioner.
- 4 months before the event: updated risk assessment and activity plan.
- 4 weeks before the event: part 2.

#### Large-scale events

Check our [guidance on running a large-scale event](#). You only need to complete an International permission to plan form if the event is overseas.

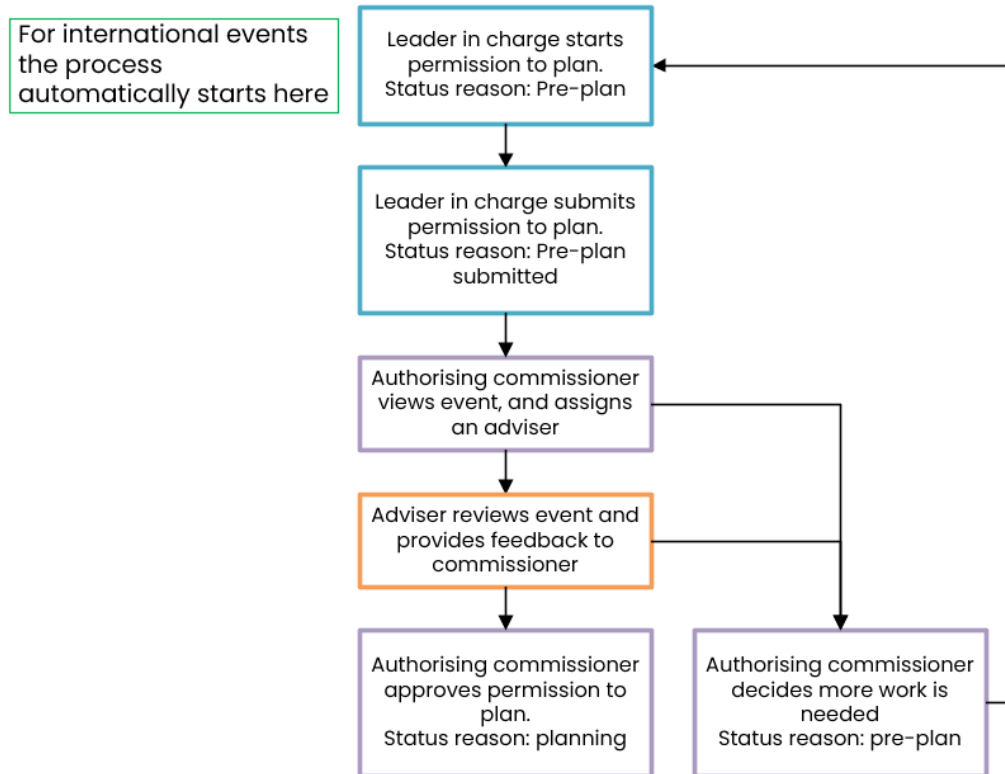
- 12-18 months before the event: Part 1.
- 4 months before the event: updated risk assessment and activity plan.
- 4 weeks before the event: part 2.

All other home residentials

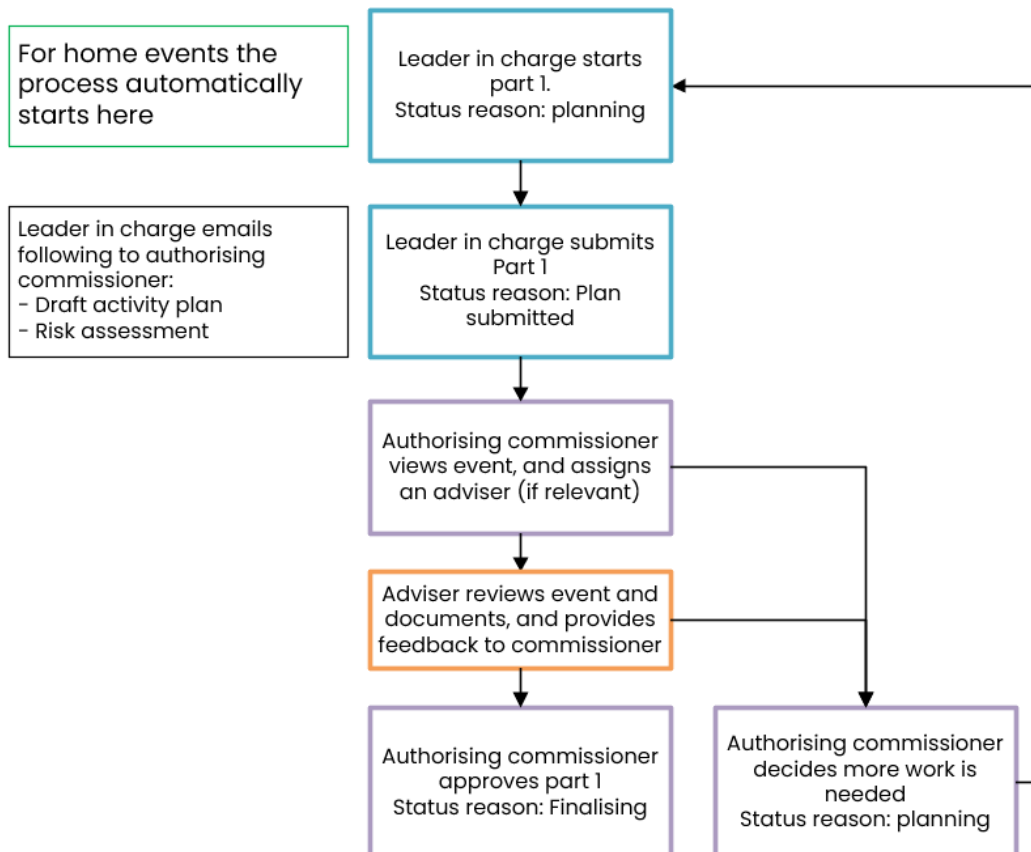
- 12 weeks before the event: part 1.
- 4 weeks before the event: part 2, along with the updated risk assessment and activity plan.

## REN form process flowchart

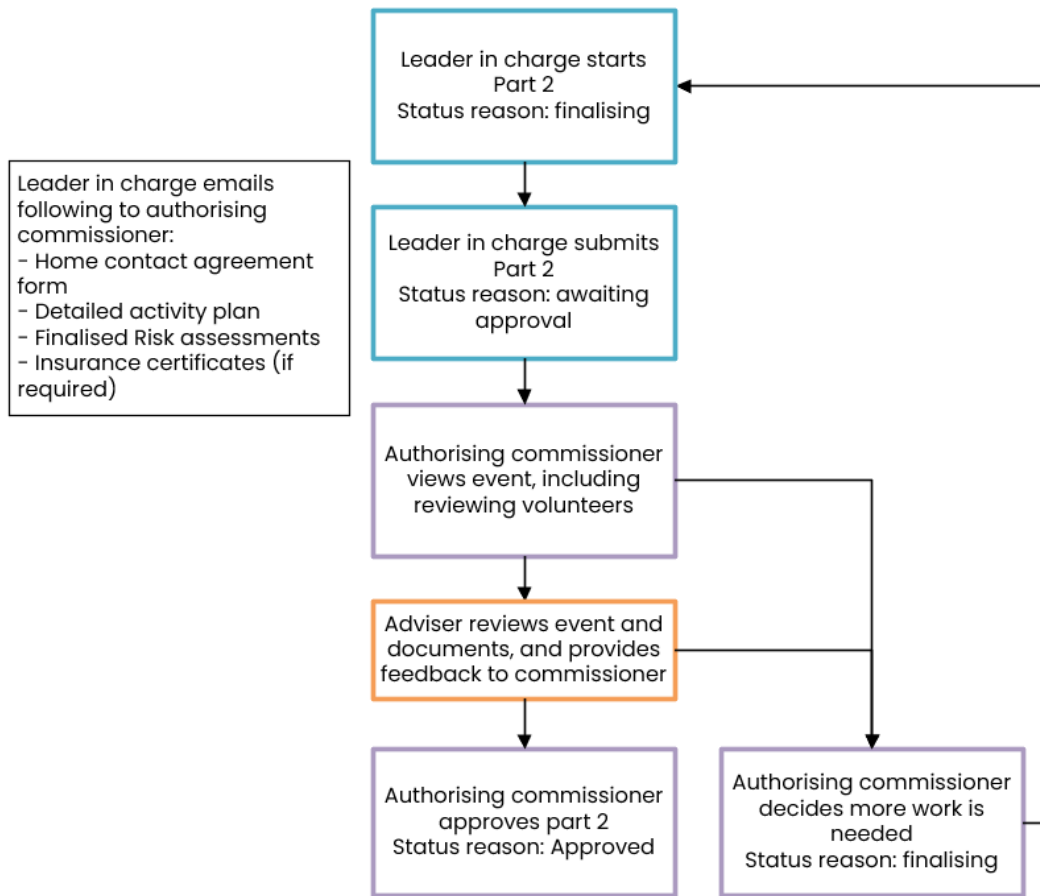
### Permission to plan



### Part 1



Part 2



## Working with the authorising commissioner to review the REN form

As an adviser it's your role to provide the authorising commissioner with knowledge and expertise so they can be confident when approving residential events.

It's good practice for an adviser to see every form, but the authorising commissioner must pass on the form, and other relevant information, to be checked by a relevant adviser (eg residential, outdoor activity or international adviser) if:

- A Going Away With scheme assessment is required.
- A Guide camp permit or Lead Away permit assessment is required.
- They're organising a large-scale event.
- They're planning an international residential .

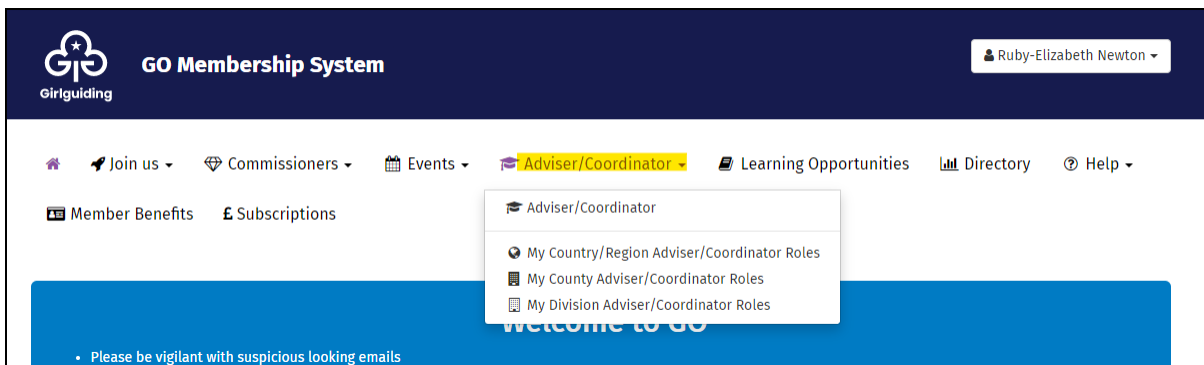
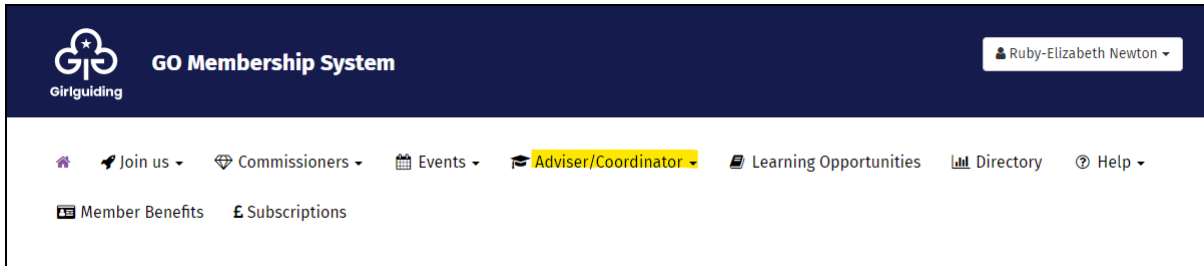
The adviser for the event needs to check the REN form and other information at each stage of the REN form process. This means before the authorising commissioner approves the Permission to Plan, part 1 and part 2 of the REN form.

Events aren't assigned automatically to advisers, so the commissioner will get in touch with you and ask you to assign yourself to the event on GO. [How to I assign myself to an event?](#)




## Finding the REN forms on GO as an adviser

1. Select **Adviser/Coordinator** and then the level where you hold the role.



2. Select the level on the left hand side. You can also select the level by clicking on the **Actions** arrow and **View Level**

### My County Adviser/Coordinator Roles

Name	Level Number	Parent Level	Main Contact	Commissioner	No of Units	Actions
London Testing County	100005935	Testing Review Country/Region	Cathy Programme-Fryer		4	 View Level

3. Select **Residential events**

### London Testing County

County Details **Residential Events** Event Planning

Level Name	Level Number
London Testing County	100005935
Parent Level	Status Reason
Testing Review Country/Region	Active

- You will now be able to see all the residential events at your level. The top box shows residential events where you're the adviser. If you aren't assigned to any events it will say **There are no records to display** in a yellow box.

Events aren't assigned automatically to advisers so you have to make yourself the adviser, as agreed with the authorising commissioner.

## London Testing County

[County Details](#)
Residential Events
[Event Planning](#)

For the bottom section 'Events Awaiting Commissioner approval'.

Please refresh the page couple of times if you don't see action button 'Become Adviser' next to the Event Name.

**Residential event notifications where I am the adviser**

Q

Event Name	Level	Start Date <span style="font-size: small;">↑</span>	End Date	Status Reason	Authorising Commissioner	Advice Provided <span style="font-size: small;">↑</span>	Actions
There are no records to display.							

**Events Awaiting Commissioner approval**

☰ Events awaiting commissioner approval ▾

Q

Event Name <span style="font-size: small;">↑</span>	Level	Start Date	End Date	Status Reason	Authorising Commissioner	Adviser	Actions
Brownies abroad	2nd London HQ Brownie Unit	24/1/2023 15:07	31/1/2023 15:07	Pre-plan submitted	Laura Smith		☰
Division brownie trip to Paris (Autumn half term)	London HQ Division	24/9/2023 10:53	27/10/2023 10:53	Pre-plan submitted	Ruby-Elizabeth Newton		☰
February Brownie Residential	2nd London HQ Brownie Unit	23/2/2023 09:40	25/2/2023 09:40	Plan Submitted	Palvi Test		☰

- The bottom box on the page shows **Events awaiting commissioner approval**. If you select this you can change the view to another category.

**Events Awaiting Commissioner approval**

☰ Events awaiting commissioner approval ▾

Q

Events awaiting commissioner approval

End Date	Status Reason	Authorising Commissioner	Adviser	Actions
7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton		☰

Brownies abroad	2nd London HQ Brownie Unit	24/1/2023 15:07	31/1/2023 15:07	Pre-plan submitted	Laura Smith		☰
February Brownie Residential	2nd London HQ Brownie Unit	23/2/2023 09:40	25/2/2023 09:40	Plan Submitted	Palvi Test		☰

## Becoming the adviser for an event

1. Select the **Actions** arrow for the event and select **Become Adviser**. You may need to refresh the page by selecting one of the blue headings if the **Become Adviser** option doesn't appear.

If another adviser has assigned themselves to an event, you'll see their name under the adviser heading on the right hand side. If this is blank it means no adviser has assigned themselves to the event yet.

Events Awaiting Commissioner approval							
Events awaiting commissioner approval ▾							
Event Name ↑	Level	Start Date	End Date	Status Reason	Authorising Commissioner	Adviser	Actions
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton		⌵ Become Adviser
Brownies abroad	2nd London HQ Brownie Unit	24/1/2023 15:07	31/1/2023 15:07	Pre-plan submitted	Laura Smith		⌵

2. The event will now show under **Residential events where I am the adviser**. In the bottom box, your name will show under the **Adviser** heading, and in the **Key information** tab when you view the event. The authorising commissioner and leader in charge will also see you listed as the adviser for the event.

Residential event notifications where I am the adviser							
Search							
Event Name	Level	Start Date ↑	End Date	Status Reason	Authorising Commissioner	Advice Provided ↑	Actions
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton		⌵


Events Awaiting Commissioner approval							
Events awaiting commissioner approval ▾							
Event Name ↑	Level	Start Date	End Date	Status Reason	Authorising Commissioner	Adviser	Actions
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	⌵
Brownies abroad	2nd London HQ Brownie Unit	24/1/2023 15:07	31/1/2023 15:07	Pre-plan submitted	Laura Smith		⌵
February Brownie Residential	2nd London HQ Brownie Unit	23/2/2023 09:40	25/2/2023 09:40	Plan Submitted	Palvi Test		⌵

## Providing advice

Before the authorising commissioner approves the Permission to Plan, part 1 and part 2, you'll need to review the event and other information and give advice to the commissioner.

The authorising commissioner will use your advice to decide whether to approve the REN form at each stage of the process. They may pass the form back to the leader in charge to make changes, and you may need to provide advice again.

1. Select the **Actions** arrow next to the event, and then select **View Event**.

Residential event notifications where I am the adviser							
Event Name	Level	Start Date ↑	End Date	Status Reason	Authorising Commissioner	Advice Provided ↑	Actions
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton		 <a href="#">View Event</a> Advice provided

2. A pop-up window will appear where you can view the whole of the REN form. You will be able to see exactly the same information as the leader in charge and the authorising commissioner, but you won't be able to edit any of the information in the form. Look through the information on each of the tabs.

**Use the tabs below to move between sections of the form**

[Key Information](#)  
 [Event Details](#)  
 [Participant Numbers](#)  
 [Volunteers and Home Contact](#)


[Residential Additional Information](#)  
 [Insurance](#)  
 [Programme and Risk Assessment](#)  
 [Notes](#)

3. Once you have done this select the pink **Exit** button at the bottom.

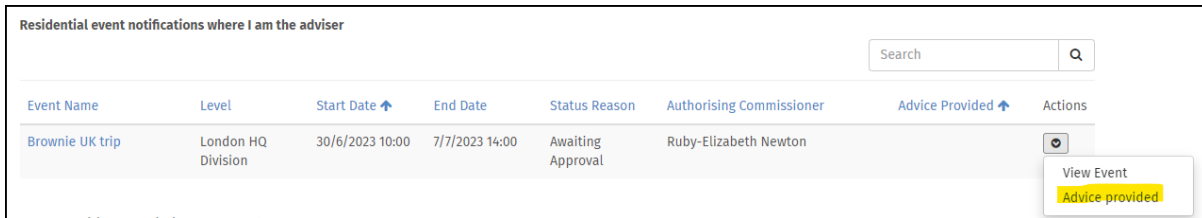
Organising a large-scale event*	12-18 months before the event	4 months before the event	4 weeks before the event	If there are any changes after part two is signed off by your commissioner, you must edit the form and resubmit to your commissioner and adviser (if relevant) for approval.
<div style="background-color: #e91e63; color: white; padding: 10px; display: inline-block; border-radius: 5px;">Exit</div>				

- Provide advice to the authorising commissioner by email, or another contact method. They'll also need to share the risk assessment and any other relevant information with you to check.

If you don't have the commissioner's contact information get in touch with your country or region, or county office.

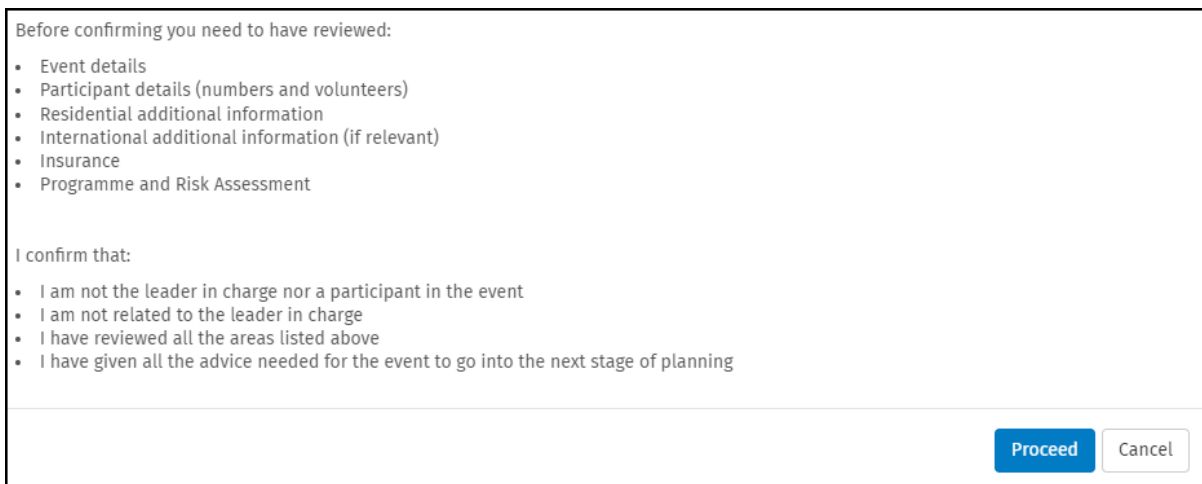
 We'll be adding a way to contact the commissioner directly through GO.

- Once you have provided advice to the commissioner select the **Actions** arrow next to the event, and then select **Advice provided**.



Event Name	Level	Start Date	End Date	Status Reason	Authorising Commissioner	Advice Provided	Actions
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton		<ul style="list-style-type: none"> <li>View Event</li> <li>Advice provided</li> </ul>

- A pop up box will appear asking you to confirm you have reviewed the information. Select **Proceed**.



Before confirming you need to have reviewed:

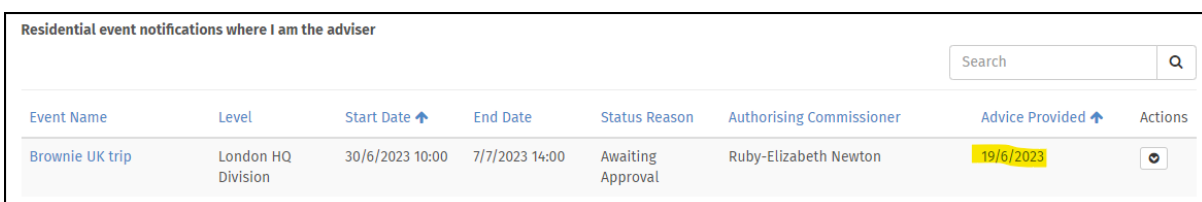
- Event details
- Participant details (numbers and volunteers)
- Residential additional information
- International additional information (if relevant)
- Insurance
- Programme and Risk Assessment

I confirm that:

- I am not the leader in charge nor a participant in the event
- I am not related to the leader in charge
- I have reviewed all the areas listed above
- I have given all the advice needed for the event to go into the next stage of planning

**Proceed**

- The event will be updated to show the date the advice was provided. The leader in charge of the event and the authorising commissioner will be able to see this date.



Event Name	Level	Start Date	End Date	Status Reason	Authorising Commissioner	Advice Provided	Actions
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton	19/6/2023	<ul style="list-style-type: none"> <li>View Event</li> </ul>

8. The date will change when you provide advice again.

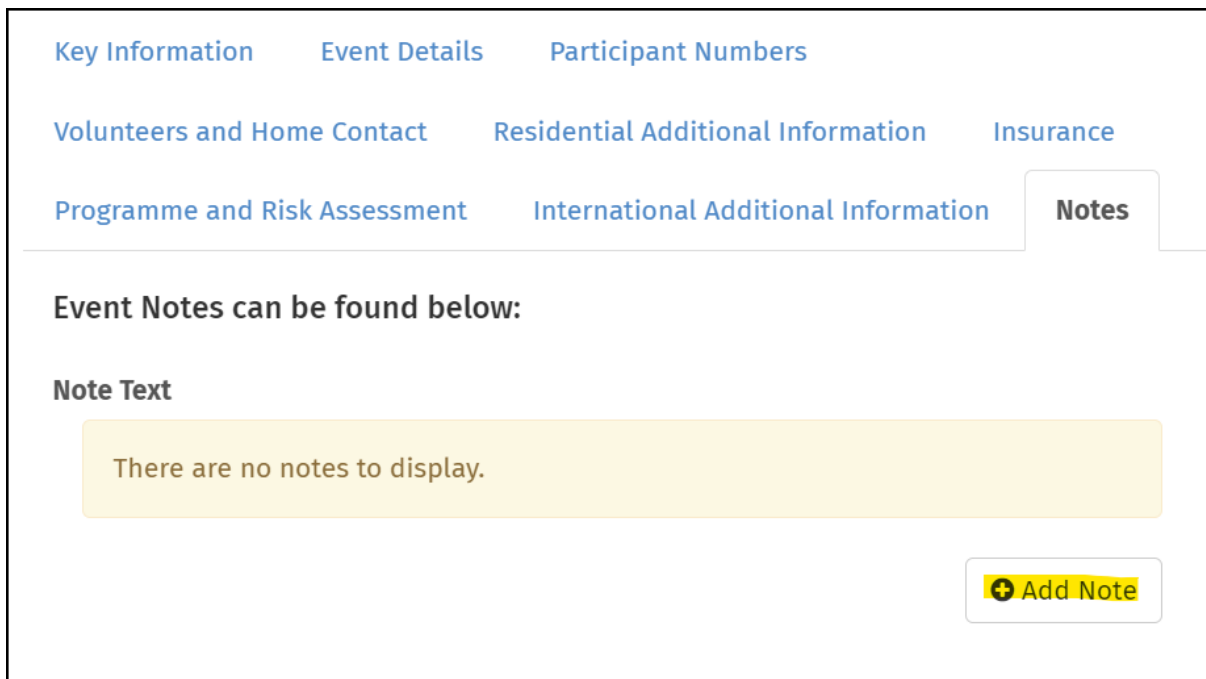
<b>Key Dates</b>	
<b>Current Status:</b> Awaiting Approval	
<b>REN Part 1 Approved On:</b> 1/9/2022	<b>by</b> Ruby-Elizabeth Newton
<b>REN Part 2 Approved On:</b> 	<b>by</b> 
<b>Adviser last gave advice on:</b> 19/6/2023	

## Notes tab

On the notes tab leaders in charge can add any other information about the event that they want to share with you or the authorising commissioner. You will be able to see these notes and also add your own.

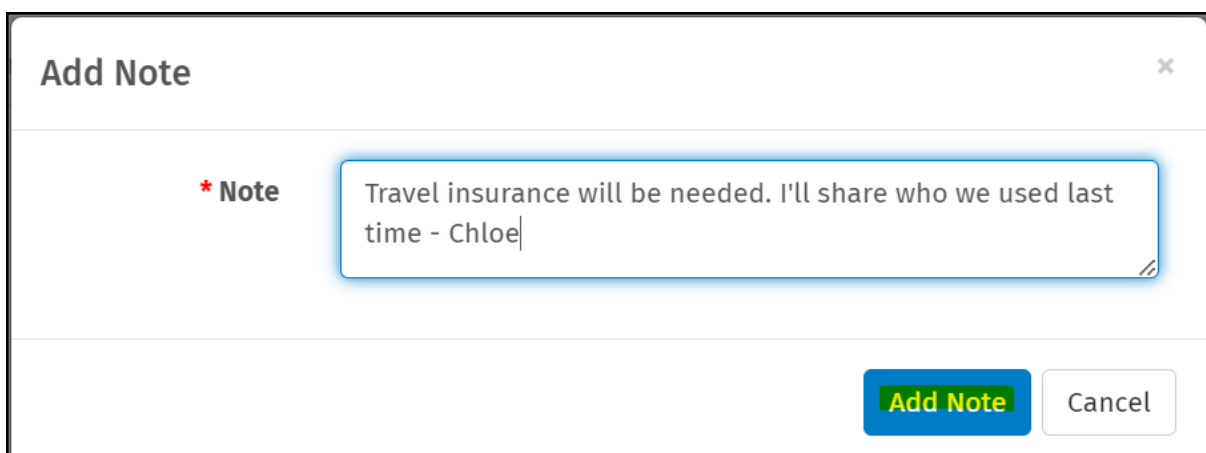
This could be used to record additional timings for the event, or any training that still needs to be completed. Or the leader could add a link to a shared folder with the risk assessment and activity plan.

1. Click on **Add Note**.



The screenshot shows a web interface with a top navigation bar containing several tabs: 'Key Information', 'Event Details', 'Participant Numbers', 'Volunteers and Home Contact', 'Residential Additional Information', 'Insurance', 'Programme and Risk Assessment', 'International Additional Information', and 'Notes'. The 'Notes' tab is currently selected. Below the navigation bar, the text 'Event Notes can be found below:' is displayed. Underneath, there is a section labeled 'Note Text' which contains a yellow message box stating 'There are no notes to display.' At the bottom right of this section is a yellow button with a plus icon and the text 'Add Note'.

2. Fill in the information you want to add and select **Add Note**. Don't forget to make it clear who it is who has added the note.



The screenshot shows a dialog box titled 'Add Note' with a close button (X) in the top right corner. On the left side, there is a red asterisk followed by the word 'Note'. A text input field contains the text 'Travel insurance will be needed. I'll share who we used last time - Chloe'. At the bottom right of the dialog box, there are two buttons: a blue button with a yellow plus icon and the text 'Add Note', and a white button with the text 'Cancel'.

3. The note will now appear on the notes page with details about when it was added. You can't edit the notes so if you need to make any corrections, add a new note.
4. Each new note will appear at the bottom of the list.

[Key Information](#)   [Event Details](#)   [Participant Numbers](#)

[Volunteers and Home Contact](#)   [Residential Additional Information](#)   [Insurance](#)

[Programme and Risk Assessment](#)   [International Additional Information](#)   **Notes**

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**Event Notes can be found below:**

**Note Text**

about a minute ago

Volunteers will arrive from 12pm, and girls from 5pm - Ruby

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less than a minute ago

Oops, I meant girls will arrive from 4:30pm - Ruby

[+ Add Note](#)