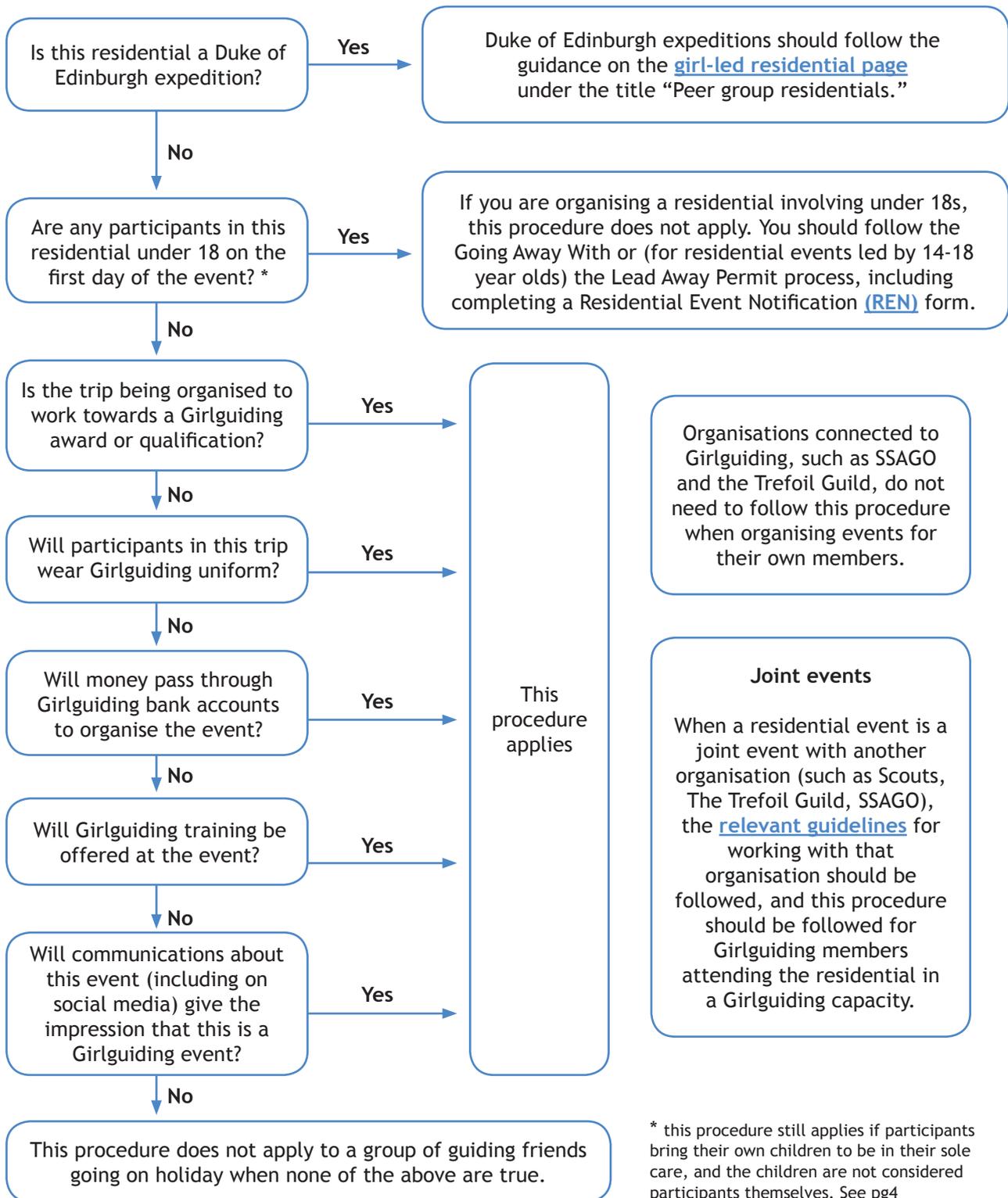


18-30 Residential events procedure

When does this procedure apply?

The chance to organise residential events with other young women in guiding is an important part of our offer for members aged 18-30, so we're piloting this procedure to help you plan safe, high quality events.



Notes for event leaders

All residential events run by and for 18-30s in Girlguiding must nominate an event leader. The event leader is responsible for taking appropriate steps and making decisions to ensure the safety and wellbeing of participants, and that the event is run in line with Girlguiding regulations and the code of conduct.

Use this form to notify your commissioner¹ about events run by and for 18-30-year-olds that involve an overnight stay at least six weeks before the event (a shorter period may be accepted at the discretion of your commissioner). For international events, a copy should also be sent to your international adviser and country or region office. It can be submitted electronically.

The people that you submit this form to may want to talk through your plans with you, or suggest that you get support or training before the event. The event leader has final responsibility for the event.

Guidance for planning

- We recommend you use the [Information and Consent for Event/Activity form](#) to share details of the event with participants, and receive information on participant needs and their emergency contact information before the event.
- All participants should hold [A Safe Space](#) Level 1 (which can be completed online) and should abide by the code of conduct throughout the event. This includes any non-Girlguiding members attending.
- At least one participant must hold A Safe Space Level 2.
- At least one participant must hold a current first response or equivalent first aid qualification
- Complete a risk assessment, including details of your accommodation/venue - [Risk assessment template](#)
- [Activity finder](#) - please check for guidelines and requirements for all activities.
- [Participants with disabilities](#) - speak to all participants about their access needs, and where necessary seek advice from your inclusion adviser and check the guidance on our website.
- Health Information Forms ([UK](#) or [International](#)) -all adults must complete the appropriate form for the nature of the residential. These should be held securely by the event leader or nominated first aid lead. (For the purposes of this pilot, we ask that all adults complete a health form, even though this is usually only compulsory for under 16s)
- [Check whether you need additional insurance](#) for your event.
- Home Contact Agreement -follow the [home contact system guidance](#).
- [Going Away with Guiding](#) has detailed guidance on planning a safe and high-quality UK and international residential events. The [Going on residential](#) page on the Girlguiding website also has useful advice.
- [Contact your outdoor adviser or international adviser for help and support](#).

Longer, larger or international events

When you are organising events with more than 8 people or lasting more than 4 nights or including overseas travel the event leader should:

- Submit a draft of this form 12 weeks before the event, with a draft risk assessment.
- Hold A Safe Space Levels 1-3.

Guidance for commissioners receiving the 18-30 residential events form

This form is to notify you of an 18-30 residential event. You do not need to approve or give permission for the event, but you should read the form and take the following actions:

- Confirm that an appropriate [risk assessment](#) has been completed.
- Confirm that the guidelines are being followed for any [adventurous activities](#).
- Confirm that a home contact system is in place.
- Confirm that any parents/carers bringing children to the event have signed the form on p4.
- For international trips, you should send this form to the relevant international adviser for her advice, and ensure that appropriate travel insurance has been organised.

After this, please sign the form to acknowledge receipt and return it to the event leader.

If you have any concerns about the level of experience and/or training that the event leader has, please raise this with her and discuss opportunities to access support and training as required.

¹ If your commissioner is a participant in the event, the form should be sent to the commissioner one level of responsibility above her. If you don't have a volunteer role it should be sent to your country or region office.

Name of event:	
Start date:	End date:

Event leader details

Name:	Membership number:
Contact number:	Contact email:
County:	Country/region:

Venue name and address:

Names of all participants (including event leader) and any children they are caring for For large scale events, attach your registration document	Membership number if applicable	Role on residential if applicable (eg first aider)	A Safe Space Level and other qualifications or relevant experience for this role

I confirm that I have taken appropriate steps to ensure the quality of this event and the safety and wellbeing of participants, according to Girlguiding guidance, and I have organised the following:

- Risk assessment
- Home contact agreement
- Travel insurance certificate (for international only)
- Any participants bringing children to the event have read p4 'Children at 18-30 residential events' and signed to indicate their agreement.

I confirm that I have checked that all adults have Safe Space Level 1.

The home contact for this event is:

Name:	Membership number:
Email:	Contact number:

Event leader's signature: _____

Advice/comments from commissioner:	
Commissioner's name:	Date:
Signature to acknowledge receipt:	

After the event, the event leader should keep this form for 12 months and then destroy it.

Children at 18-30 residential events

The event leader should notify others attending the event if any participants will be bringing children to the event. Before a decision to bring children to an 18-30 residential event, the event leader must ensure the parent/carer agrees to the following:

- The parent/carer must complete a health form and Information and Consent for Event/Activity form for their child.
- The parent/carer must advise the event leader in advance of reasonable adjustments the child will require.
- The parent/carer must provide an emergency contact for the home contact system who will not be attending the event.
- The Parent/carer must be informed that the other adults at the event will not be subject to Girlguiding's recruitment and vetting processes for volunteers. They may not have a current DBS/PVG certificate or Access NI clearance.
- The parent/carer has sole responsibility for the child.
- The event will be designed for adults, and the parent/carer has sole responsibility for the child's participation, wellbeing and behaviour.

If a lot of participants are bringing children, you might want to consider running a [family camp](#), rather than an 18-30 residential event.

I, the parent/carer of _____ (child's name) confirm that I have understood and agree to the above.	
Parent's name: Signature:	Date: