



When planning a residential or overnight event you must refer to Girlguiding residential event procedures.  
Please refer to the guidance notes attached before completing this form.

# International residential permission to plan form

It is the responsibility of the license holder to ensure that Girlguiding policies and procedures are followed and that this form is completed accurately, updated information sent to the commissioner where necessary and that the event does not go ahead until authorisation is received.

## When to use this form

You must use this form to gain permission to plan an international event and the form must be submitted before any bookings (for flights, accommodation or travel) have been made. This will normally be a minimum of between 9-18 months before the proposed date of travel, depending on the amount of preparation required (a shorter period may be accepted in exceptional circumstances).

When your commissioner gives permission to plan an international event she will return this form to you and will indicate dates by which the Residential Event Notification, risk assessment, itinerary, travel insurance details and emergency contact information must be received by her

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

## Leader in charge/licence holder

This refers to the person with overall responsibility for the event

### Licence Holder Details

First name/s

Surname  Membership no.

Contact number  Contact email

Qualifications held/working towards	Date achieved	Completion date if working towards

Going away with scheme assessment required? Yes  No

If **yes**, which going away with licence modules do you hold or are you working towards (please tick all that apply):

Modules 1-4 (basic Going Away With licence)	Held <input type="checkbox"/>	Working towards <input type="checkbox"/>	Module 7 (Facilities)	Held <input type="checkbox"/>	Working towards <input type="checkbox"/>
Module 5 (Catering)	<input type="checkbox"/>	<input type="checkbox"/>	Module 8 (Camping Equipment)	<input type="checkbox"/>	<input type="checkbox"/>
Module 6 (Programme)	<input type="checkbox"/>	<input type="checkbox"/>	Module 9 (Travelling Abroad Module)	<input type="checkbox"/>	<input type="checkbox"/>

## Other adult leaders and adults

Name(s) of leader/volunteer	Membership number	Role at residential (eg catering, first aid)	Qualifications (including what level of A Safe Space held)	Requiring assessment at event (Y/N)

## Participants

Name of unit/s:

Please tell us total maximum number attending below:

Brownies       Guides       Rangers       Young leaders

Adult volunteers/members       Other adults (eg parents, carers or members of other organisations  
Their details must be included in "details of adults" section above)

Other children:

Number	Male/Female/gender neutral	Age

## Event details

Please tell us as much information as you can about where you are going including countries you are travelling through, the dates and activities you are planning to do:

## Travel

Please tell us about travel arrangements and how you will manage anticipated risks:

How will you travel to and from your destination/s

Have you checked current Foreign Office advice about the country/ies you are travelling to/through? Yes  No

What, if any, are the restrictions or risks mentioned by the Foreign Office?

How will you monitor whether the destination/s and country/ies you are travelling to/through do not pose an unacceptable risk?

## Commissioner to complete

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

Date due:

**9-18 months before travel** - REN Form (part 1), Risk assessment, draft itinerary, travel insurance certificate

**4 months before travel** – updated risk assessment and itinerary

**4 weeks before travel** – REN Form (part 2), final itinerary, home contact's details, emergency contact details for all participants

## Commissioner's signature

Name:

Signed  Date

Email  Telephone

## International Adviser approval (international events)

Name:

Signed  Date

# Permission to plan form (international events only)

## - guidance notes

**It is the responsibility of the license holder to ensure that Girlguiding policies and procedures are followed and that this form is completed accurately, updated information sent to the 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 data protection procedures when completing, sharing or sending the form.**

### When to submit

You must submit the form 9-18 months before the proposed date of travel. You can submit it earlier and we encourage you to do so in certain circumstances. These circumstances may include, but are not limited to:

- High cost
- You are relying on fundraising
- You are travelling outside Europe
- Length of trip is more than 1 week

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

You cannot submit part 1 of the REN form until you have received permission to plan.

Your commissioner may have additional questions or require further information before signing this form off. Please provide as much information as possible at this stage to enable her to make a decision.

### Leader in charge/licence holder

This refers to the person with overall responsibility for the event. They must complete the form and seek the commissioner's approval. This person already holds or is working towards the relevant modules of the Going Away Licence. For international events, they must already hold the basic licence.

- The basic license for going away is: Modules 1 to 4 of Going Away With Scheme; and
- Module 6 of the Going Away With Scheme for the section you are taking away. At the discretion of your commissioner, you may work towards module 6 for a new section while on an international trip; e.g. if you hold module 6 for guides and are working towards module 6 for Rangers while on an international trip.

You must also have led a Girlguiding residential event lasting two nights or more.

You must let your commissioner know that you wish to complete your Going Away With Licence and/or additional modules so that she can ensure that a mentor is appointed and that you get the support needed to successfully complete your qualification.

You must confirm what qualifications you hold including level/s of A Safe Space training you have completed. Where it is not yet completed but working towards you can include this in the box provided.

**Note:** Licence holders will require A Safe Space, Level 1-3 by the compliance deadline end of December 2020. All other adult volunteers going on a residential should have A Safe Space, Level 1-2. Note the older A Safe Space training is equivalent to the newer A Safe Space, Levels 1-2.

You must provide your membership number so that your commissioner can look up your details on GO to check relevant qualifications.

### Other adult leaders and adults

Your commissioner needs this information, including membership numbers, to check relevant qualifications and that all adults have completed the necessary recruitment checks and are on GO (DBS for England & Wales and some BGO, Branches and PVG for Scotland and Access NI for Ulster.) Please include here all adult volunteers such as parents, carers and occasional residential helpers .

### Unit participant section

include the name of the unit/s (as they appear on GO) and break down the numbers using the table. If you do not know exact numbers at this stage please state the maximum number you anticipate.

## **Event details and travel**

It is important that you include where you are going and what country/ies you are travelling through. You will need to refer to advice from the Foreign Office at [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)

Please tell your commissioner what activities you will be doing including those that your leadership team will be running as well as activities run by other organisations

You will need to include a risk assessment when you submit REN Part 1. Please show here how you are thinking about risks (this will include travel, activities and any known risks relating to participants) at the pre-planning stage.

## **Commissioner section**

Confirm the date/s for receipt of REN part 1 and initial risk assessment, and draft itinerary.

Updated information and REN part 2 with updated risk assessment, final itinerary, copy of group insurance document, and emergency contact details for all participants and the Home Contact's details.

Sign and date the form and return indication within 2 weeks of receipt. Where you are unable to meet this timeframe due to holidays (for example) please acknowledge receipt where possible and indicate the date by which you will respond.

If you require further information in order to make a decision, please let the leader know as soon as possible. You may want to discuss with your County International Adviser and/or County Outdoor Adviser, as appropriate.