



WE DISCOVER, WE GROW

Girlguiding

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.

Residential event notification and approval 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

Your commissioner must be notified of and approve all events that involve an overnight stay using this form. This form can be submitted to your Commissioner electronically.

- **For international events** you must submit a permission to plan form and receive your commissioner's authorisation to submit part 1 of the REN. A copy of this form must be held at Country/Region office or by the Branches Adviser once part 2 is signed off.
- **For UK events**, Part 1 must be submitted before any booking is made, unless the unit could afford to write off any small deposit required.

Authorising the event is the responsibility of the commissioner and this is best achieved by using the knowledge and expertise of her Advisers. Your local commissioner must pass the information along to be seen by a relevant adviser (eg outdoor activities adviser and/or international adviser). If you are staying at an independent site (such as church hall or farmer's field) it is good practice to make contact with the local residential/outdoor activities adviser.

Things to remember

Risk assessment

Complete your risk assessment for the residential event. You can find the template here:

<https://www.girlguiding.org.uk/globalassets/docs-and-resources/learning-and-development/a-safe-space-2017/level-2/a-safe-space-level-2---risk-assessment-form.pdf>

Activity finder

You can find this at

<https://www.girlguiding.org.uk/what-we-do/our-badges-and-activities/activity-finder/>

Please check for guidelines and requirements for all activities.

Members with disabilities

Seek advice from your inclusion advisers and check the guidance on our website

<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/safeguarding-and-risk/health-and-additional-need>

Parental permission

This is required for all residential events. The Information and Consent for Event/Activity form must include all planned activities (eg swimming, archery). Available from:

www.girlguiding.org.uk/making-guiding-happen/resources/resource-library/unit-forms

Parents and all adults must also be complete the [Health Information form](#) (UK events) or [Health Information form](#) (international events).

Data protection

The REN form includes personal data so you must make sure you follow the [data protection procedures](#) when completing, sharing or sending the form. This also applies to the forms referred to above under parental permission.

Part 1 - to be sent to commissioner at least 12 weeks prior to the event (UK events) and 9-18 months (international and large-scale events)

Unit Name Division/District
Name of Event
Start date End date

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 (modules 1-4 of the Going Away With Scheme)

Licence Holder Details

First name/s
Surname Membership no.
Contact number Contact email

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	Working towards	Module 8 (Camping Equipment)	Held	Working towards
Module 5 (Catering)	<input type="checkbox"/>	<input type="checkbox"/>	Module 9 (Travelling Abroad Module)	<input type="checkbox"/>	<input type="checkbox"/>
Module 6 (Programme)	<input type="checkbox"/>	<input type="checkbox"/>	Guide Camp Permit	<input type="checkbox"/>	<input type="checkbox"/>
Module 7 (Facilities)	<input type="checkbox"/>	<input type="checkbox"/>	Senior section permit	<input type="checkbox"/>	<input type="checkbox"/>

Type of event

Your event may fall into more than one category; tick all that apply:

- Overnight Residential lasting two nights or more
I am responsible for: Catering Programme Facilities Camping Equipment
 Large scale event (100+ participants including adults and the event team)*
 Joint event with other Girlguiding members** Joint event with another organisation***
 Expedition International**** Holiday afloat Adult trip

Provide details of your event here:

Note: You must provide an outline of your activity plan and your draft risk assessment

* Event co-ordinator must be approved by your commissioner. Please include their details under participant details

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

*** For joint events with other organisations you must follow all Girlguiding policies, including the Safeguarding policy and data protection

**** Your commissioner must discuss the trip with the international adviser before an international event can be approved.

Venue and/or provider information

Please provide address details including organisation or owner (if known), for example information could be: 'Skelderthorpe County Campsite, Skeldertown, SK1 1AA', or 'The Canal Queen narrowboat, owned by Jane Wilson, moored at SK1 1AA'.

Is this a Girlguiding approved venue? Yes No Don't know

Travel arrangements

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

Participant details

Details of all adults (Please include all roles undertaken by adults at your event, including additional roles that are covered by the licence holder such as event coordinator, caterer or first aider):

Name(s) of all adult(s) attending	Membership numbers	Role at residential (eg catering, first aid)	Qualifications (eg first response, Safe Space)
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Total number of participants:

Rainbows 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
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Are there males attending this event? Yes No

If yes, do you have adequate facilities to accommodate the attending males? Yes No

Do any of the participants have additional needs Yes No

If **yes**, please confirm how you have addressed these in your risk assessments and ratio of adults

Attachments Tick to confirm you have attached these documents:

Activity plan Risk assessment Travel Insurance certificate (international only)

Other (please state)

Commissioner approval

Name: Date

Signed

International Adviser approval (international events)

Name: Date

Signed

Commissioner will return your signed part 1 of the form, along with a checklist of next steps. For UK events, once the signed form has been received, you can book or confirm your venue and continue planning your event. If there are no issues, your commissioner will send back a signed and completed form at least 10 weeks prior to the event. If you do not receive this form at least 10 weeks prior to the event, contact your commissioner.

Note: a participant in the event must not act as authorising commissioner for that event. See guidance notes.

Part 2 - to be sent to commissioner at least 4 weeks prior to event

Home contact details

Name: Membership number:

Email

Mobile number: Home number:

Has the home contact been briefed on their role and responsibilities and agreed to undertake these? Yes No

You must attach the signed home contact agreement form

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

Detailed programme and risk assessment

In the space below please provide a description of adventurous activities, including information you have about qualifications of instructors/providers, and their risk assessments. You must attach a copy of your detailed programme and your final risk assessments for the trip including activities for which you are responsible.

Completed forms should be forwarded by authorising commissioner to all appropriate advisers.

Name(s) of adviser(s) forwarded to:

Attachments Tick to confirm you have attached these documents:

- | | |
|--|---|
| <input type="checkbox"/> Home Contact agreement form | <input type="checkbox"/> Emergency contacts for participants (international events) |
| <input type="checkbox"/> Detailed activity plan | <input type="checkbox"/> Risk assessments |
| <input type="checkbox"/> Other (please state) | |

Commissioner to complete

Notes

Advice/comments from adviser:

Where the commissioner requires further action before event can be authorised this should be stated here:

The Commissioner must return this form to the Leader either by email or post to confirm approval of this event.

This form must be signed only when the authorising Commissioner is happy with all aspects of the event.

Note: You must not continue with an event unless you have and carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from her. Failure to do so is considered a serious breach of Girlguiding policy it may also invalidate any insurance cover

Commissioner signature

Name: Date

Signed

If there are no issues, your commissioner will send back signed and completed form at least 2 weeks prior to the event. If you do not receive this form at least 2 weeks prior to the event, contact your commissioner.

Residential event notification form - guidance notes

These guidance notes are for completing the REN form for both UK and international events. If you are planning an international event, you must have already received permission to plan.

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

Part 1

When to send

Please send Part 1 to your commissioner as early as possible (and by the date indicated on permission to plan form for international events).

You must allow enough time for your commissioner to approve all your plans, such as the venue and staff (including recruitment checks).

For international events, You will have been given deadlines by your commissioner on the permission to plan form which will also tell you when to submit your updates and Part 2 of the REN.

For UK events, see the below timescales. These should be regarded as a minimum.

- Part 1 must be sent to your commissioner at least 12 weeks in advance of event (a shorter period may be accepted in exceptional circumstances, at the discretion of your commissioner).
- If an assessment is required, the module(s) to be assessed must be stated on the first page of the form and submitted to the commissioner at least 12 weeks before the events.
- For a large-scale events, you should allow as much as 12 to 18 months.
- Part 2 of this form must be sent at least 4 weeks in advance of event.

If there are any changes to participant numbers or staff, these can be updated when you send part 2.

Licence Holder/Leader in charge details

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

Please make sure you include contact details so your commissioner can contact you should she have additional information.

Going away with assessment required

Your commissioner needs to know what modules you have already completed and whether there are any that you want to be assessed on as part of this event.

Please tick in the box "held" to indicate what you already have; tick "working towards" for any module that you are asking to be assessed on as part of this event.

For UK events, you must notify your commissioner as soon as possible (and no later than 12 weeks before your event) that you wish to complete your Going Away With Licence and/or additional modules so that she can allocate a mentor and ensure you get the support needed to successfully complete your qualification.

For international events, this information should already have been provided on the permission to plan form, unless otherwise agreed with your commissioner.

For international events you will have provided the information marked with asterisk on your permission to plan form. You should use these sections to provide more details or amend what you have previously indicated on the permission to plan form.

Type of event

Your commissioner needs to know details of the event. Use the table to indicate all that apply and then give further details in the box provided. An outline activity plan and draft risk assessment must be attached to the form when you submit.

Venue

All UK venues must be approved by Girlguiding. If you are unsure whether your venue has been approved, contact your county residential or outdoor activity adviser to confirm/arrange a visit to approve it. For international events, you must ensure the venue meets Girlguiding policies.

Travel arrangements

Please include mode/s of transport including how you will get around once you have arrived at your destination. If you have girls or volunteers with additional needs you must address their needs in your draft risk assessment.

For international events, check whether Foreign Office advice ie, has risk status changed in terms of whether it is considered safe to visit/travel through?; do additional precautions need to be made?

Details of all 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, PVG for Scotland and Access NI for Ulster.) Please include here all adult volunteers such as parents, carers and occasional residential helpers.

In this section include the qualifications held by the licence holder.

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.

Participants

Please tell us about all other participants not included in the above section. Tell us about gender breakdown and any additional needs and how you will address these.

Attachments

Tick to confirm you have attached the outline activity plan and draft risk assessment. These are a minimum requirement. If you have any other documents you think will be helpful for the commissioner you can add them here.

A County Commissioner attending her unit event as a unit leader can have the form authorised by her District Commissioner. If she is attending a County event as County Commissioner then the Chief Commissioner 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 are unavailable then another Chief Commissioner.

Forms must never be signed by family members; if the relevant commissioner is related to the licence holder the form should be passed to the commissioner above.

For Branches Units all forms for International events must be authorised by the Branches Adviser. For home country events, forms can be authorised by the Country Commissioner except where she is attending the event, in which case the Branches Adviser must authorise.

Part 2

Home contact details

Please provide details of the home contact. You must confirm that the home contact has been provided with information about the home contact role which sets out their responsibilities. You must attach the [home contact agreement form](#) to confirm this.

Attachments

Tick to confirm you have attached the Home Contact Agreement form; detailed activity plan and final risk assessments. These are a minimum requirement. For international events, you must include emergency contacts for participants (a copy of which will be held at region), If you have any other documents you think will be helpful for the commissioner you can add them here.

Commissioner section

The commissioner should record here who has been consulted regarding the event.

Any advice, comments or requests for information must be recorded on the form where indicated and returned to the leader in charge/license holder.

Do not sign the form until you are satisfied you are in a position to approve the event.

For international events, you must send a copy of the signed form to your Region/Country or Branch as appropriate.