



WE DISCOVER, WE GROW

Girlguiding

Best practice guidelines for waiting to transfer and waiting to join

Guidance for Volunteers

The purpose of these guidelines is to clarify the best practice and establish a consistent association wide process for all members.

Girlguiding is a membership organisation and as such it is best practice to allow an existing member the smoothest possible way of moving between units. Local judgement on individual cases is also important. If there are any concerns or questions about the process, a local Commissioner should be consulted.

No matter whether we are looking at new or existing members, we need to ensure that our processes are transparent to parents/carers and that we manage expectations of how long they may be on any waiting list. It is important that parents/carers are kept informed of the process and any changes to their position on Join Us (our online system). If a girl is unlikely to get into your unit, it is important to talk to the parent/carer about looking at other units and moving the girl on to an alternative waiting list; either for the next section above or on to an alternative local unit that is likely to be able to take the girl sooner. This will help prevent girls from missing out on guiding.

Existing member: transitions and transfers

Existing members should receive priority, particularly those who are moving to the next section or are relocating to a different area so that they can continue their Girlguiding journey.

This could include:

- a girl in your 'local guiding area' who is ready and old enough to move up from the younger section
- a girl from outside your 'local guiding area' (including BGIFC and the Branch Associations) who is ready and old enough to move up from the younger section
- a girl from outside your 'local guiding area' (including BGIFC and the Branch Associations) who wishes to transfer from another group of the same section

A girl who is already a member may wish to transfer from another group of the **same** section. This can be a difficult situation to manage when local units are full and there are waiting lists - consider and understand why the girl wants to transfer by talking to them, try to work with all parties including a local Commissioner to consider all the options to resolve this situation. This form of transfer within the same guiding area should only be in **exceptional circumstances** where all alternatives have been explored. This situation should be considered on an individual case by case basis. To effectively

manage expectations, it is important to maintain clear communication throughout this progress with all parents/carers involved.

Don't forget that a girl from within the guiding family (WAGGGS) should also be given consideration as they are members of a sister organisation.

We should do all we can to ensure all girls continue to enjoy their guiding experience.

Potential new members waiting to join

This section covers girls and young women who have never been involved in Girlguiding before. All these potential new members should be registered on Join Us and must not be detailed on any other paper or electronic waiting list.

For new members there are best practice guidelines to consider:

- Time on the waiting list - Look at the length of time that someone has been on the waiting list. This should be based on the registration date of the enquiry on Join Us (online system).
- Age of the girls - We want every girl to have the chance to experience the guiding programme and so priority should be given to older girls.
- Special circumstances - Try and recognise special situations and work with all parties to accommodate them. E.g. Where an older sibling is already a member or has been a member of the unit this should be discussed.

This is not an exhaustive list and so potential new members should be reviewed on a case by case basis.

It is important to speak to the parent/carers to discuss the options including joining your unit waiting list or referring their enquiry to another local unit with spaces. This other unit may not be in the same District or Division, if the parent/carer is happy to travel. If you have any questions or need support, speak to a local Commissioner. If parents/carers have questions, you can always direct them to the local Commissioner or Country/Region Office. It is important to be open and transparent, but realistic about what is appropriate for the unit. Remember to keep in touch with parents about the waiting list.

Unit size and ratios

Girlguiding's guidelines on unit ratios outside of the unit meeting place, and unit sizes can be found here: www.girlguiding.org.uk > [Guiding Manual](#) > [Policies](#) > [Safety and safeguarding](#) > [Adult to child ratios](#). Although two adults must be in the meeting place, it is the Unit Team's decision regarding the number of girls and young women in the unit. If you need further advice about increasing the number of girls in your unit or regarding your waiting list, please speak to a local Commissioner.