



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 licence 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 can be submitted to your commissioner electronically. It is recommended that you complete this form on a computer or suitable tablet and not a mobile phone.

- For international events, you must submit a permission to plan form and receive your commissioner's authorisation to submit part one of the REN. A copy of this form must be held at your country/region office or by the branches adviser once part two is signed off.
- For UK events, part one must be submitted before any booking is made, unless the unit could afford to write off any small deposit.

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 a church hall or farmer's field) it is good practice to make contact with the local residential/outdoor activities adviser.

Resources for Planning:

[Risk assessment](#) template

[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

[Parental permission](#) - this is required for all residential events. The information and Consent for Event/Activity form must include all planned activities (e.g. swimming, archery)

Health Information Forms ([UK](#) or [International](#)) - parents and all adults must also complete the appropriate form for the nature of the residential.

Home Contact Agreement (UK or International) - to be completed following the [home contact system guidance](#)

[FAQs](#) - our regularly updated FAQs page on the Girlguiding website provides additional information and advice

PART ONE

When to send

For international events, your commissioner will have set deadlines when she returned your permission to plan form.

For UK events, these timescales should be treated as a minimum:

- Part one must be sent to your commissioner at least 12 weeks before the event (a shorter period may be accepted in exceptional circumstances at the discretion of your commissioner)
- Part two must be sent at least four weeks before the event
- For large-scale events, you should allow as much as 12 to 18 months

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

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 need any 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 for as part of this event.

Please mark in the box “held” to indicate what you already have; mark “working towards” for any module that you are asking to be assessed for 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 are supported to successfully complete your qualification.

For international events, this information should already have been provided on the permission to plan form (indicated with an asterisk on your permission to plan form), unless otherwise agreed with your commissioner. You should use these sections to provide more details or amend what you have previously indicated on the permission to plan form.

Residential event process

For international events, a ‘permission to plan’ form must be submitted and approval given before planning starts.

Leader considers running a residential event.

Leader has initial discussion with her commissioner.

Leader completes part 1 of Residential Event Notification form and sends it to her commissioner. This can be done in paper form or by email.

Commissioner forwards the form to relevant adviser(s). (Host adviser if the event is taking place in another county, international adviser if taking place abroad, etc.)

If adviser is happy with the plans, she will return the form to the commissioner. If she has concerns, she will communicate these to the commissioner.

Commissioner confirms approval for the event, using advice from the relevant adviser and returns the residential event notification form to the leader by post or email.

Leader organises information and consent for event/activity and health information forms as appropriate.

Leader submits part 2 of Residential Event Notification form to commissioner 4 weeks prior to the event date.

When satisfied they are in a position to approve the event, the commissioner will send prior approval.

If the leader has stated on her form that she needs to work towards a qualification, the commissioner or adviser will assign a mentor.

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 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 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 (eg risk status) has 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 vetting and recruitment checks and are on GO (DBS for England & Wales and some BGO and 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.

Licence holders will require A Safe Space, level 1-3 by the compliance deadline (end of December 2020). All other adult volunteers 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 a 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 Branched units, all forms for international events must be authorised by the branches adviser. For home country events, forms can be authorised by the county commissioner except where she is attending the event, in which case the branches adviser must authorise.

PART TWO

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 would 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/licence holder.

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

For international events, the commissioner must send a copy of the signed form to your region/country or branches adviser as appropriate.

PART ONE

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)

Please see the current guidance on the Girlguiding website around licence holder requirements at Girlguiding Training and Activity Centres.

Licence Holder Details

First name/s					
Surname				Membership no.	
Contact number			Contact email		
Going away with scheme assessment required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
If yes, which going away with licence modules do you hold or are you working towards (please tick all that apply):					
	Held	Working towards		Held	Working towards
Modules 1-4 (basic Going Away With licence)	<input type="checkbox"/>	<input type="checkbox"/>	Module 8 (Camping Equipment)	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	The Lead Away Permit	<input type="checkbox"/>	<input type="checkbox"/>

Type of event

Your event may fall into more than one category; tick all that apply:			
<input type="checkbox"/> Overnight	<input type="checkbox"/> Residential lasting two nights or more		
I am responsible for:			
<input type="checkbox"/> Catering	<input type="checkbox"/> Programme	<input type="checkbox"/> Facilities	<input type="checkbox"/> Camping Equipment
<input type="checkbox"/> Large scale event (100+ participants including adults and the event team)*		<input type="checkbox"/> Joint event with other Girlguiding members**	<input type="checkbox"/> Joint event with another organisation***
<input type="checkbox"/> Expedition	<input type="checkbox"/> International****	<input type="checkbox"/> Holiday afloat	<input type="checkbox"/> Adult trip

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.

Provide details of your event here:

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 attending adults	Membership numbers	Role at residential (eg catering, first aid)	Qualifications adult(s) eg first response, Safe Space)

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	Gender	Age

Are there any men attending this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do you have adequate facilities to accommodate the attending males?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do any of the participants have additional needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please confirm how you have addressed these in your risk assessments and ratio of adults		

* please see the Girlguiding equality and diversity policy for more information about supporting trans members

Attachments

Tick to confirm you have attached these documents:		
<input type="checkbox"/> Activity plan	<input type="checkbox"/> Risk assessment	<input type="checkbox"/> Travel Insurance certificate (international only)
<input type="checkbox"/> Other (please state)		

Commissioner approval

Name	Date
Signed	

International Adviser approval (international events)

Name	Date
Signed	

Your 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 TWO

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
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 approval

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.

Updates after commissioner approval

If there are any changes after the REN is signed off by your commissioner, you must let your commissioner know as soon as possible.

Summary of changes: