



Advice for Commissioners prior to signing the REN form

The Commissioner is responsible for providing support to event coordinators and giving approval for a residential event to proceed. Please use the checklist below along with the guidance from

<https://www.girlguiding.org.uk/making-guiding-happen/commissioners/supporting-leaders-to-run-events/>

and

<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/events-and-going-away/going-on-residentials/>

to help you decide whether the event can go ahead or not. If you open a REN form and it appears blank, click in one of the boxes as the documents have some built in GDPR features.

CHECKLIST

1. The Event Coordinator holds or is working towards the relevant modules from Girlguiding [Going Away With Scheme](#) required to run the event; these need to be checked on their GO! record.

If the Leader has identified that she is still completing modules of the Going Away With Scheme, check that she has a Mentor. If a mentor and assessor is required, please complete a Notification to County Form; if you need a copy please email the County Adventure Team.

- Rainbow/Brownie/Guide/Senior Section 1 night sleepover need:
 - Module 1: Plan a residential event
 - Module 2: Administer a Residential event
 - Module 3: Plan for the safety and security of yourself and others
 - Module 4: Make Health and first aid arrangements
- Brownie/Guide/Senior Section event of more than 1 night being run by a 3rd party eg PGL or at a TAC, where the leader is not responsible for catering, programme, facilities and camping equipment (if relevant) need:
 - Modules 1-4 (see above)
- Brownie/Guide/Senior Section indoors residential event for 2 nights or more need:
 - Modules 1-4 (see above)
 - Module 5: Organise the catering arrangements
 - Module 6: Organise a programme of activities for participants (Brownies or Guides or Senior Section)
 - Module 7: Organise the care and maintenance of facilities

- Brownie/Guide/Senior Section camp for 2 nights or more need
[Modules 1-7 \(see above\)](#)
[Module 8: Organise the care and maintenance of camping equipment](#)

If you are unsure if the correct Modules are completed or if the Leader requires an assessment please the County Adventure Team.

2. The ratio of adults to girls must meet Girlguiding requirements.
 - Rainbow 1:4 (the event coordinator is not included in the ratios, they are an additional required person)
 At least 3 adults, max 30 Rainbows
 - Brownie 1:6
 At least 3 adults (can be reduced to 2 for small events on permission from Commissioner)
 - Guide 1:12
 At least 3 adults (can be reduced to 2 for small events on permission from Commissioner)
 - Senior Section - no required ratio
 At least 2 adults (can be reduced to 1 for small events on permission from Commissioner)

3. The makeup of the leadership team is appropriate for the group's needs.

For example: check that an extra adult is responsible for any other young children attending
<https://www.girlguiding.org.uk/globalassets/images/images-for-pages/making-guiding-happen/safeguarding-and-risk/adult-to-child-ratios-children-of-volunteers-copy.jpg>

There is no maximum number of adults at a residential, but make sure the number means girls have the opportunity to take responsibility and do some things for themselves.

4. All volunteers aged 18 or over who are staying overnight have completed the [recruitment and vetting procedure](#).
5. That the First Aider has attended a suitable first aid course such as [1st Response](#) or a professional similar or higher level course; which is valid at the time of the event. There must be at least one other adult present with first aid knowledge.
6. That a thorough [risk assessment](#) is being/has been completed.
<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/safeguarding-and-risk/managing-risk/risk-management-for-activities-and-events/>

Risk Assessments do not have to be on the Girlguiding template; if another template is used it should meet the Girlguiding standard.

7. That the guidelines are being followed for [residential events](#) and any [adventurous activities](#).
8. Please note the new guidance for the [home contact role](#).

Only sign and return the REN form if ALL of these points have been checked positively, if in doubt seek help from the County Adventure Team.

November 2018