

REN Form - Commissioner Responsibilities Checklist

Part 1:

- Leaders must use the current form from the Girlguiding website or via GO
- Note timescale requirements.
 - Part 1 of the form to be submitted 12 weeks prior to the event
 - Part 2 at least 4 weeks prior to the event.
 - In the event of REN forms being submitted late, please seek guidance and advice from County Outdoor Team as to whether the event can be approved.
- Check the event coordinator has a minimum/equivalent to the Going Away With Scheme for all sections listed. That a leader has a mentor if she's still completing modules of the Going Away With scheme.
- Check the event coordinator holds the relevant role on GO
- Check the venue is approved for the type of event by forwarding the form to your residential adviser. If international, the form must be sent to the international adviser.
- Check ratios are correct, refer to the Girlguiding website for current numbers.
- Check maximum/minimum numbers are correct. These are different when any assessment is required.
- Check DBS clearance for all over 18's. All over 18's at a family camp need DBS clearance.
- Check that all volunteers attending have at least Level 1 and 2 of A Safe Space, and the leader in charge has completed Level 3.
- That any volunteer with first aid responsibilities on the event holds a current 1st Response or equivalent qualification.
- Check insurance requirements on the Girlguiding website.
- Check listed activities meet with requirements on the Girlguiding website Activity Finder.
- Check the draft programme is appropriate to the age.
- Check and approve a risk assessment by liaising with the The County Outdoor and County Residential Adviser.
- Approve only if all information is correct. If there is anything you are not happy about - do NOT approve.

Part 2:

- Check if any amendments have been made since approval of part 1, check as for Part 1 if there is.
- Check final risk assessment, along with venues, activity providers, coach company, etc.
- Approve only if all information is correct. If there is anything you are not happy about - do NOT approve.

Sources of support:

- County Outdoor Activities Adviser - outdoor_activities_adviser@gghw.org.uk
- County Residential Adviser - residential_adviser@gghw.org.uk
- Girlguiding Websites - National and County