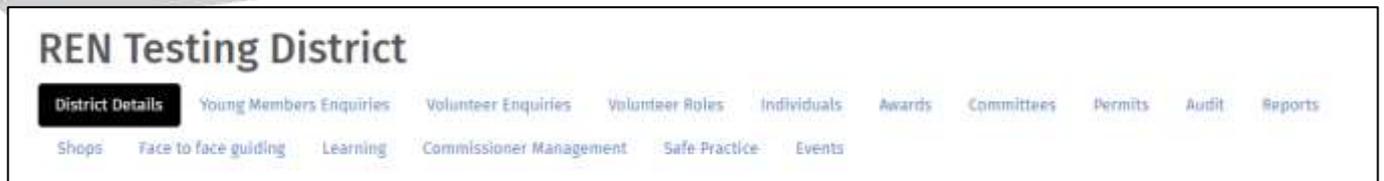


# Approving residential events

## Approving REN forms as a commissioner

The following steps will enable you to approve a residential event notification (REN) form.

1. Select 'commissioners > My Roles'.
2. Select your level and click on 'events' from the options along the top.



3. You should now see two tables of events on your screen. The top table will show that you are responsible for approving, the second shows all those in your area, even if you are not the authorising commissioner.

### Member Event

Events

Residential event notifications awaiting my approval

Event Name	Level	Start Date	End Date	Status Reason	Leader In Charge	Adviser	Advice Provided	Actions
Our Chalet	1st REN Testing Guide Unit	10/3/2022 13:30	20/3/2022 22:00	Pre-plan submitted	Ann RenTest			
Sleepover at ICANDO	1st REN Testing Guide Unit	4/6/2021 12:00	5/6/2021 11:00	Plan Submitted	Ann RenTest			
test event	1st REN Testing Guide Unit	27/5/2021 23:40	28/5/2021 23:46	Plan Submitted	Ann RenTest			
Space Sleepover	1st REN Testing Guide Unit	1/5/2021 12:00	2/5/2021 09:00	Awaiting Approval	Ann RenTest			

### All upcoming residential events in this area

Event Name	Level	Start Date	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Adviser	Actions
Visit to our chalet	2nd REN Testing Brownie Unit	9/5/2022 09:00	18/6/2022 12:00	Finalising	Ann RenTest	Beth RenTest		
Suffolk Trip	2nd REN Testing Brownie Unit	27/3/2022 08:00	3/4/2022 08:00	Pre-plan submitted	Buck Rogers	Cathy Smith(295ep)		
Our Chalet	1st REN Testing Guide Unit	10/3/2022 13:30	20/3/2022 22:00	Pre-plan submitted	Ann RenTest	Beth RenTest		
Have adventures	1st REN Testing Guide Unit	4/12/2021 12:06	5/12/2021 14:06	Approved	Ann RenTest	Beth RenTest		

- To view the information that has been submitted click on the name of the event in the table or use the actions arrow and 'View Event'. You can now click through each of the tabs to check the information the leader in charge has entered.

Use the tabs below to move between sections of the form

Key Information | Event Details | Participant Numbers | Volunteers and Home Contact | Residential Additional Information | Approved | Programme and Risk Assessment

Your commissioner must be notified and approve all events that involve an overnight stay using this form. The leader in charge is responsible for making sure that safeguarding policies and procedures are followed, that this form is completed accurately, that accurate information is sent to the authorising commissioner where necessary, and that the event does not go ahead until authorisation is received. There are links to helpful resources for planning your residential in the 'helpful resources' section below and this are available in the events.

**Key Dates**

Current Status: **Plan Submitted**

BSH Part 1 Approved On: \_\_\_\_\_ by \_\_\_\_\_

BSH Part 2 Approved On: \_\_\_\_\_ by \_\_\_\_\_

**Authoriser Give advice on**

The below table lays out the minimum information you should know when submitting this form (see separate section below for residential and residential table)

Type of use	Start date	Update risk assessment and history	Start date	Update the plan (see approval)
in person or in person online?	15 days before the event	7 weeks before the event	15 weeks before the event	10 weeks before the event
All other forms completed	15 days before the event	7 weeks before the event	15 weeks before the event	10 weeks before the event

In exceptional circumstances you may be allowed to submit this form later than the minimum period, subject to the approval of your commissioner. Different timescales apply for international (see below). For home residentials that being residentials in the UK or in a British Overseas Territory (BOT) home county, part one must be submitted and approved before any booking is made, unless the event could affect to be off any small groups.

**1. Leader in Charge:**

BSH Details:

This refers to the person who must complete this form and seek commissioner approval. They are the person with overall responsibility for the residential and who holds, or is working towards, the relevant modules of the rising duty with scheme or Lead Assessor (the former holder). Where supporting a valid ramp permit should put their contact details in this section, list the supervisor in the participant details section and put the name of the badge being their ramp permit in the table summary of your next section.

**2. Authorising Commissioner:**

BSH Details:

A participant in the event must not act as authorising commissioner for that event. A County Commissioner planning their own event as a unit leader can have the form authorised by their District Commissioner. If they're attending a county event as a county commissioner, then the Chief Commissioner, or designated deputy, for the county/region needs to sign. If the chief commissioner is planning a region or international event, the chief guide or deputy chief guide must sign it off, or if they're unavailable, then another chief commissioner. Forms must never be signed by family members. If the authorising commissioner is related to the leader in charge the form should be passed to the commissioner above. To authorise the event see the actions on the main commissioner screen.

- Once you have checked the information submitted on the form you will also need to check the volunteers meet the requirements for the residential. To do this, click on the actions arrow and 'review volunteers'.

On this page you now see a list of all volunteers who are due to attend the residential or be their home contact. Depending on the role they are taking at the event, will depend on what action you should take.

**Volunteers and Home Contact**

To view full details of the volunteer (including membership number and qualifications) use the 'View volunteer' action. You need to approve all volunteers before you can approve the event (part 2 approval). If the event plan has changed you can return a volunteer back to 'Interested' to approve again later.

All Residential Volunteers

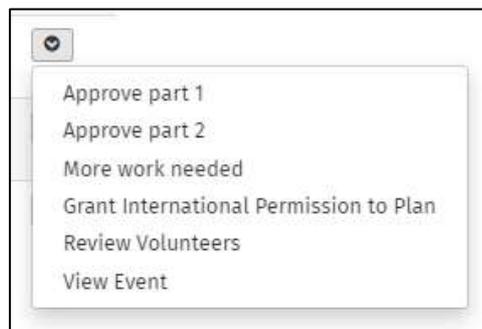
Individual	Type	Disclosure Compliance	Reference Status (Individual)	SafeSpace Level 1 Valid to Compliance (Record)	SafeSpace Level 2 Valid to Compliance (Record)	First Aid Valid to (Individual)	Actions
John Bennett	Leader in charge	Yes	Complete	9/12/2024			

Role	What to check
Leader in charge	Click on the action arrow and XXX to check that they have the right Going Away With... qualification for the event they have planned. Once you are happy with this you can use the actions arrow and 'Approve volunteer'. GO will automatically check their disclosure, references, A Safe Space levels 1 - 3 for you. If they have any of this missing, it will show an error message detailing what's missing.
Residential helper	Use the actions arrow and 'approve volunteer'. . GO will automatically check their disclosure, references, A Safe Space levels 1 and 2 for you. If they have any of this missing, it will show an error message detailing what's missing.
Residential helper - first aider	Use the actions arrow and 'approve volunteer'. . GO will automatically check their disclosure, references, A Safe Space levels 1 and 2 for you. It will also check they have a valid first aid course on their record. If they have any of this missing, it will show an error message detailing what's missing.
Home contact	Use the actions arrow and 'approve volunteer'. . GO will automatically check their disclosure, references, A Safe Space level 1 for you. If they have any of this missing, it will show an error message detailing what's missing.

- When you are happy that the information meets the requirements use the action arrow and Approve Part 1.

You will be asked to confirm that you have reviewed the information in the REN form along with the current programme and risk assessment along with the information about the volunteers who are planned to attend.

You are able to approve part 1 without approving all volunteers. If however, you feel more work is needed on the REN form you can choose this option from the drop down list. You will need to have had a conversation with the volunteer about what changes are needed and any further information you need before they submit it again.



Below you can see a table of the statuses the event will go through and what this means for the leader in charge and the commissioner in terms of being able to make changes to the event or approve.

Status	
Pre-Plan	For international trips only, leader in charge of event can update the information ready to submit. Event and information cannot be seen by commissioner at this stage.
Pre-plan submitted	Leader has submitted the first stage of the international permission to plan, the commissioner is now able to check the details and approve this first part.
Planning	For international events when the commissioner has approved the permission to plan the status will move to planning. For all other events it will start at this status. The commissioner is not able to see any details for the events at this stage.
Plan submitted	Leader has submitted part one of the REN form for any type of residential event. Leader is not able to make any amendments until the commissioner has authorised this stage. The commissioner can now see the event, check the form and the volunteers and approve part 1 of the form.
Finalising	Commissioner has approved part 1 of the REN form and it is now back to the leader to be able to add the final information and update anything else ready for Part 2 to be signed off.
Awaiting approval	Leader has submitted part two of the REN form to the commissioner for approval. No changes can be made now. Commissioner must now check and approve the event volunteers and also the additional information about the event in terms of programme and risk assessments.
Approved	The residential event has now been approved by the commissioner, no further changes can be made to the event on GO, if you need to make changes you will need to use the action arrow to put it back to finalising status and go through part 2 approval again.

- Once the volunteer has submitted the form for approval of Part 2, it will show in your list as 'Awaiting approval'. You will now need to recheck the information in the form, check the programme and risk assessments sent to you independently from GO, and then check and approve all volunteers due to attend.
- You will not be able to approve Part 2 of the REN form until all volunteers meet the relevant requirements for the event and you have approved each of them manually.