

Running residential events

Completing the REN form as an event organiser

The following steps will enable you to complete the Residential Event Notification (REN) form through GO and submit it for approval by your commissioner.

- 1. Select 'events'.
- 2. Select the level at which you are coordinating the event.

Girlguiding GO Member	rship System				ScotD1D1U2 Ur	hitLeader -
🏶 📌 Join Us! 🗸 🛔 Unit	Leader - 🛗 Events -	Learning Opportunities	Lad Directory	⑦ Help	📼 Member Benefits	
Home / Events / My Levels						
My Levels						
'his area is for those being the leader f you are a commissioner reviewing a f you are an adviser providing advice	in charge on an event. REN please use the Commissio on a REN please use the Advis	oner area. er/Coordinator area.				
					Search	۹
Name 🛧	L	evel Number	Parent Level			Actions
77th ScotD1D1U2 Rainbow and Brown Section Unit	nie and Guide and Senior 10	00001392	ScotD1D1			۲

3. Select the blue 'Add Event' button



 Choose the type of event you are organising.

~	Name 🛧	
~	Activity out of the meeting place	
	International	
	One day event	
	Overnight Stay	
	Residential at an event where the activity centre is the licence holder	
	Residential lasting two nights or more	
	Residential using or gain the Guide camp permit	
	Residential using or to gain the Lead away permit	

5. You can now start to complete the information required for the REN form.

By accepting my role as leader in charge on this event:	
 I will keep the residential notification form and other associated documents up to date and will inform relevant parties (e.g. commissioner, relevant advisers, home contact, other volunteers or parents/carers) as required of any changes I understand that, once I have submitted the form for authorisation, I will not continue with the event unless I have carried out any additional actions to the authorising commissioner's satisfaction and have received the signed form from them. I understand the expectations of me in the volunteer code of conduct and that If I breach the Code I may have my membership restricted or withdrawn. I give permission for all relevant volunteers and staff to see my personal details, including contact details and learning. This is required to ensure the safety of our young members. I understand that I an expectation formation in accordance with the Managing Information Policy. For further information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, please read our full privacy notice at girlguiding.org.uk/privacy-notice/ 	
Your commissioner must be notified of and approve all events that involve an overnight stay. Extra information should be entered using "EDIT EVENT" before submitting to the commissioner for authorisation. The leader in charge is responsible for making sure that Girlguiding policies and procedures are followed, that this form is completed accurately, that updated information is sent to the authorising commissioner where necessary, and that the event does not go ahead until authorisation is received.	
The minimum timescales you should follow to submit your initial plan to the authorising commissioner are:	
International = 9 - 18 months Large scale = 12 - 18 months All other residential events = 12 weeks	
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evel	
REN Testing District	

6. Once you have submitted this basic information for the event it will show in the original list of events for the level.

Member Events	5							
								Add Event
Event Name	Event Type	Level	Start Date 🛧	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
District sleepover	Overnight Stay	REN Testing District	2/7/2021 13:00	3/7/2021 13:00	Planning	Beth RenTest	Cathy Programme-Fryer	

7. To add the additional information required for the REN form, click on the actions arrow and 'Edit Event'.

8. You will now need to work through each of the tabs along the top to add the information about your event.

Use the tabs below	to move between se	ections of the form						
Key Information Eve	nt Details Participan	t Numbers Volunteers ar	d Home Contact	Residential Additional Informatio	n Programme and Risk Asses	ssment International Add	ditional Information	
Your commissioner must	be notified of and approv	ve all events that involve an o	vernight stay using t	this form. The leader in charge is re	sponsible for making sure that Gir	rlguiding policies and proced	ures are followed, that this	form is completed accurately, that
There are links to helpful	l resources for planning y	our residential in the 'helpful	resources' section b	pelow and FAQs are available on the	website.			
Key Dates								
Current Status: Planning								
REN Part 1 Approved On:					by			
REN Part 2 Approved On:					by			
Adviser last gave advice	on:							
The below table lays out	the minimum timescales	you should follow when subm	itting this form (see T	e separate section below for interna	tional residentials):			
Type of trip	Part one	Updated risk asessment and itinerary	Part two	Updates after part two approval	o is signed off by your commissioner w	ou must edit the form and resubm	sit to your commissioner and	_
event*	event	You can submit these with	event	adviser (if relevant) for approval.	o is signed off by your commissioner, yo	ou must edit the form and resubm	ait to your commissioner and	_
residentials	event	part two	event	adviser (if relevant) for approval.	o is signed on by your commissioner, yo	ou must eait die form and resubm	in to your commissioner and	
In exceptional circumsta For home residentials, th	and the event team nces you may be allowed : at being residentials in th	to submit this form later than ne UK or in a British Girlguidin	the minimum perio g Overseas (BGO) ho	d, subject to the discretion of your ome county, part one must be subm	commissioner. Different timescale itted and approved before any bo	es apply for internationals (se poking is made, unless the un	ee below). it could afford to write off a	any small deposit.
1. Leader In Charge:								
Beth RenTest								
This refers to the person permit (the licence holde section.	who must complete this f r). Mentors supporting a	form and seek commissioner Guide camp permit should pu	approval. They are th t their contact detai	he person with overall responsibilit ils in this section, list the superviso	y for the residential and who hold r in the participant details section	ds, or is working towards, the n and put the name of the Gu	relevant modules of the Go ide doing their camp permi	oing Away With scheme or Lead Away t in the 'brief summary of your event'
2. Authorising Commissio	ner:							
Cathy Programme-Erve								
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Use the tabs below to move between sections of the form	
Key Information Event Details Participant Numbers Volunteers and Home Contact Residential Additional Information Programme and Risk Assessment International Additional Information	
Complete for part one and update as needed for part two.	
These numbers can be an estimated maximum when submitting part one, but must include final numbers at part two. Rainbow and Brownie Helpers should be listed as Guides.	
Please also see current guidance on rations (Click here) and children of volunteers on residentials (Click here)	
Rainbows	
Brownies	
Guides	
Rangers	
Other children	
Volunteers aged 13-17	
Adults	

Use the tabs b	elow to move b	etween sections of t	he form					
Key Information	Event Details	Participant Numbers	Volunteers and Home Contact	Residential Additional Informa	tion Programme and Risk Assessment	International Additional Information		
Please share the	following links wit	h all volunteers to register	them as attending the event. If a v	volunteer is part of your level tea	m but have that they are not able to access G	O you can add them using the action on the ma	ain organiser page.	
Residential Volunte Residential volunte Home Contact	eer (not first aider) eer - first aider	https://girlguidingdevpo https://girlguidingdevpo https://girlguidingdevpo	ortal.azurewebsites.net/attendee-s ortal.azurewebsites.net/attendee-s rtal.azurewebsites.net/attendee-si	ignup-residentialvolunteer/?id=2 ignup-firstaider/?id=2b4160bc-42 gnup-homecontact/?id=2b4160b	b4160bc-42a3-eb11-89ee-0004ffd717a0 a3-eb11-89ee-0004ffd717a0 c-42a3-eb11-89ee-0004ffd717a0			
The following vo	lunteers are linked	to this event. The authori	sing commissioner can reveiw then	n using the action the Commissio	ner event page			
Summary of re	gistered volun	teers, including hom	e contact					
All Residential Volu	inteers							
Individual 🛧	Ту	rpe	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
Beth RenTest	Le	ader in charge	Yes	Complete	16/3/2024	2/3/2024		۲

To add the adult information, you should send the relevant volunteer the link from this page. It's specific to your event so you will need to ensure you take it from the page each time. When they have accessed the link, they will show on the list of adults attending. You can add volunteers who are part of your leadership team manually if they are unable to access GO but they must already have a volunteer role within the level you are organising the residential from.

Use the tabs below to move between sections of the form			
Key Information Event Details Participant Numbers Volunteers and Home Contact	Residential Additional Information	Programme and Risk Assessment	International Additional Information
Complete for part one and update as needed for part two.			
All UK venues must be approved by Girlguiding. If you're unsure whether your venue has been ap approved by part two. You can find further information about approving venues on the going on	pproved, contact your county residential residentials webpage (Click here)	adviser to confirm/arrange a visit to ap	pprove it. At the part one stage this can be a 'no' or 'don't know' but this must be
If you're staying outside of your local area, it's good practice to make contact with the residentia independent site (such as a church hall or farmer's field) as they'll be able to assess whether it's anything specific you need to include in your risk assessment.	al/outdoor activities adviser from the are s approved for Girlguiding residentials. C	ea in which you're staying. They are som r, if you're doing activities specific for t	netimes referred to as the host adviser. This is especially true if you're staying at an hat location (eg walking up a local mountain), as they'll be able to let you know if there's
For international events where it isn't possible to approve venues in advance, you must ensure e	each venue meets Girlguiding's policies,	and risk assess the venue on your arriv	al.
Residential Additional Information			
			~
Do you have appropriate facilities (for e.g, toilets and washing) for everyone attending the event? \textcircled{B} No \bigcirc Yes			
Is this a joint event with other Girlguiding members? ● No ○ Yes			
Is this a joint event with another organisation? No O Yes			
For residentials with 2 nights away or more:			
Responsible for catering No O Yes	F	Responsible for facilities ● No ○ Yes	
Responsible for programme ● No ○ Yes	F	Responsible for camping equipment No O Yes	
If you do not have appropriate facilities, you must ensure this is covered in your risk assessm	nent.		
If you're joining an event run by another Girlguiding unit or area, please ensure the event coordi Managing information policies.	inator has provided their commissioner v	with full details. For joint events with of	ther organisations you must follow all Girlguiding policies, including the safeguarding and

Use the tabs b	elow to move	between sections of	the form				
Key Information	Event Details	Participant Numbers	Volunteers and Home Contact	Residential Additional Information	Programme and Risk Assessment	International Additional Information	
Complete a c	Iraft for part one a	nd update as needed to a	final version for part two.				
You must have o	onsidered the nee	ds of all the individuals o	n the trip in the risk assessment an	d activity plan. You should speak to the y	oung members, parent/carers and volu	unteers to ensure that each individual's needs are taken into account.	
Your risk assess	ment, activity plan	and any other relevant d	ocuments must be submitted to the	authorising commissioner outside of GC) (e.g. by email).		
Check the activi The narrowboat assessment.	ty finder (Click her skipper or walking	e), for guidelines and requ ggroup leader must be ind	irements for all activities. cluded in the participant details sec	tion as an attending adult. If this is for a	n assessment, or if this is the first time	they've skippered a trip/led a walk of this kind, make sure you have included it in the	e risk
Risk Assessment L	ast Updated						
							Ê
Activity plan last u	pdated						
							Ê
Event financial acc	ounts/budget last	updated					
							Ê
Date last consulte	d with young mem	bers, parent/carers and vo	olunteers about your proposed plan				
							Ê
Confirmation that	all instructors/pro	viders have the correct qu	ualifications, risk assessment and in	surance for the activities they are provid	ding?		~
							•
If you using a narro	owboat what is the	skipper's name?					
If you are walking	in the countryside	, what is the classification	?				
							~
If you are walking	in the countryside	, what is the group leaders	s name?				

This final page only needs to be completed for those who are running an international residential.

Use the tabs below to move between sections of the form	
Key Information Event Details Participant Numbers Volunteers and Home Contact Residential Additional Information Programme and Risk Assessment International Additional Information	
O complete for international permission to plan and update as needed for part one and two	
This advice should be checked regularly, and the form updated should there be any changes.	
Date last checked current UK government advice about the country/ies travelling to/through	
	m
Date last confirmed that the laws and customs of where you are going are suitable for all attendees and all planned activities	
	m
What, if any, are the restrictions or risks mentioned by the government?	
How will you monitor whether the destination/s and country/ies you are travelling to/through do not pose an unacceptable risk?	18
	11

- 9. Now that you have completed all information, you should click the green save and exit button on the page.
- 10. You are now ready to submit to your commissioner for approval. Use the actions arrow and 'submit for authorisation' option.
- 11. You will be presented with the following information and should click 'proceed' if you are happy.



By submitting for authorisation you are confirming that you have sent the Commissioner:
Activity plan (draft for part 1, detailed for part 2) Biskassessmit (draft for part 1, finalised for part 2) Insurance certificates (if required) Any other documents you think would be helpful for the Commissioner and have completed all relevant information on the form.
Once submitted your Commissioner will approve, or send the form back for more information. The event will be locked (read only) while the Commissioner is approving, however volunteers can still register onto the event team. If you are submitting your international permission to plan your Commissioner will inform you when you need to submit your REN part 1.
You must not continue with an event unless you have carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from them. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.
Proceed Cancel

- 12. Once the commissioner has approved part 1 of the REN form you will be able to add additional information again using the 'edit event' option ready to submit for authorisation for part 2.
- 13. When you are ready to submit part 2 for authorisation, you will need to use the actions arrow and then 'submit for authorisation' option again.

lember Events								
								Add Event
Event Name	Event Type	Level	Start Date 🛧	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions

14. As the REN form moves through the various stages of completion and authorisation, the status of the event in the table above will change to show where it has got to.

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, it's over to the commissioner to 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.
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.
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 chances you will need to use the action arrow to put it back to finalising status and go through part 2 approval again.