

Residential Event Notification Form - Commissioner Responsibilities

What does a commissioner do with a residential event notification (REN) form?

Leaders send their completed home or international residential event notification (REN) forms to their commissioner to get approval for residential events. You're then responsible for supporting the event coordinators and giving approval for the event to proceed.

The form has recently been updated and can now be completed through GO.

Who else to involve

Only a commissioner can approve the event. You should forward the form to all relevant advisers, such as the residential adviser, outdoor activities adviser or international adviser, to get specialist advice and feel confident that the event has been well planned.

If the event is taking place outside the leader's county, you should forward the risk assessment and activity plan to the relevant adviser for the area to be visited.

What you need to check when you get a REN form

- That a leader or the event coordinator holds, or is working towards, the relevant modules of the Going Away With scheme that are needed to run the event.
- That a leader has a mentor if she's still completing modules of the Going Away With scheme.
- That the Girlguiding ratio of adults to girls is met.
- That the makeup of the leadership team is appropriate for the group's needs.
- That recruitment and vetting checks have been completed by all volunteers.
- 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 has done a suitable and valid first aid course.
- That a thorough risk assessment is being completed.
- That the guidelines are being followed for residential events and any adventurous activities.
- That the leader has listed a home contact.

Which commissioner?

A leader must send the REN form to the appropriate commissioner for the size of the event. However, you cannot approve an event that you're involved in. So in those cases, the REN must go to the next level commissioner. For example, for a division event the REN should be sent to the division commissioner. If she's involved in the event, it should be sent to the county commissioner.

The REN approval process

- The leader in charge thinks about running a residential event and has an initial discussion with their commissioner.
- The leader in charge completes the first part of the International REN form or the Home REN form and sends it to the commissioner. This can be through GO or by using the downloadable form.
- The commissioner forwards forms and additional documents to any relevant advisers. For example, the host adviser if the residential is taking place in another county, international adviser if taking place abroad etc.
- If the leader has said on their form that they need to work towards a qualification, the commissioner needs to check with the county GAW coordinator that a mentor has been assigned.
- If the advisers are happy with the plans, they'll sign the form and return it to the commissioner. If the adviser has concerns, they'll talk to the commissioner about these.
- Once they're happy, the commissioner confirms approval to move onto the next stage of planning, using advice from the relevant advisers. They return the REN form to the leader through GO, or email.
- The leader in charge completes the next stage of planning and returns the form to the commissioner for further approval as required.
- Leaders must not carry out an event until they have received the final part two approval from the commissioner. This would be considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.
- If leaders wish to make changes to their event plans after part two has been approved, they need to resubmit the form for further approval from the commissioner.

What happens next?

When you're happy that the residential can go ahead, sign the form electronically and send it back to the leader to confirm.

If there are changes to the event after the REN form has been approved - for example, number of participants - the leader should edit the form and resubmit it to be approved.

The form should be kept for one year after the event took place.