

## The process for planning residential events

- Any leaders planning to take their girls on residential events needs to discuss this with their local commissioner before offering to their unit.
- Only those with the GAW License recorded on GO can take girls away overnight, so please check your GO records carefully to ensure you have all the modules listed.
- For leaders working towards the qualification, their GO records should show which modules are in progress. Speak to your local commissioner if this is not accurate.
- Leaders working on the GAW scheme will be supported by a member of the County GAW Mentor team.
- Qualification Timescales:
  - Going Away With Scheme: 6-12 months
  - Additional Modules, Travelling Abroad: 12-18 months
  - Additional Modules, Going Away With: 6 months
  - Lead Away Permit: 6-9 monthsTimescales can be changed according to prior experience in discussion with the County GAW coordinator and County Residential Adviser.
- What the GAW Mentor does:
  - Meets with the candidate and checks plans, ensuring all aspects are covered.
  - Checks and signs off evidence in the scheme.
  - Source of help at the end of a phone/email.
  - Answers questions regarding regulations for the residential event
- The REN form and risk assessment needs to be sent to a local commissioner at least 12 before event.
- REN part one must be submitted and approved before any firm booking is made, so leaders could make enquiries regarding a venue and provisionally booked but not pay a deposit.
- Once the leader has received the REN form part one signed off she can book or confirm the venue and continue planning the event. Remember, any insurance that might be needed will only cover payments made after the policy has been taken out, so these arrangements should be made at the same time as, or before, booking.
- All UK venues must be approved by Girlguiding. If you're unsure whether your venue has been approved, check the list on the county website or contact the county residential adviser to confirm/arrange a visit to approve it, but allow plenty of time for the approval visit to be made.
- If there are any changes after REN form part two is signed off by the authorising commissioner, the REN form must be edited and resubmitted to the authorising commissioner and adviser (if relevant) for approval. You **must not** continue with an event unless you have received the updated signed REN form.
- 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.

If submitting the REN form through GO, the programme and risk assessment must be emailed to the commissioner. Please remember to ask the venue, activity provider, coach companies, etc for their risk assessment and forward these with your own risk assessment to the local commissioner, copying in the county residential adviser and county outdoor adviser.

## Residential Events at Girlguiding Activity Centres

A reminder that if you are taking girls on a residential event at Girlguiding Activity Centres, ie Foxlease, you will still need to complete the same process as above submitting a REN form along with your own risk assessments that cover the areas you are responsible for, eg consent and health forms, transport and arrival plus getting the girls from one activity to another. You can complete Modules 1 - 4 of the Going Away With Scheme when taking girls to a planned activity centre event, eg. Wellies & Wristbands, Fearless Fun, Sparkle & Ice, etc.

*A risk assessment also applies if you are taking the girls just for a day event.*