

## Signing the REN form – Advice for Commissioners

### **IMPORTANT**

Is this REN for an 18-30 residential event? If so the REN should NOT be used, the 18-30 residential event procedure should be followed. See [this page](#) for information and a link to the 18-30 residential event form.

### **NOTES**

- The REN is available in an electronic form on GO and a 'paper' form in a word or PDF file. These comments are relevant for both formats. If you are accessing a REN on GO, see the GO help file in 'For Commissioners and Administrators' section entitled 'Approving the Residential'.
- These notes refer to 'Commissioner'. This means the District Commissioner, if there is no DC then the Division Commissioner is responsible. If no DC or Division Commissioner, then the County Commissioner is responsible. These notes refer to 'Residential Adviser' or 'RA', this means the Division RA and if there is no Division RA then the County RA takes responsibility.
- The Commissioner is responsible for providing support to event coordinators and giving approval for a residential event to proceed. She does this in partnership with her Residential Adviser.
- It is good practice for Division RAs to be aware of every residential taking place in their Divisions and should be an integral part of the division team.
- It is good practice that, when a commissioner receives a REN, she forwards it to the Residential Adviser and any other relevant advisers prior to authorising the REN. The commissioner MUST forward a REN if the event is large scale or an assessment is required for GAW scheme, Guide camp permit or a Ranger lead away permit.
- If an assessment is required for GAW, Guide Camp Permit, Ranger Lead Away Permit or this is a large scale event, the residential adviser needs to sign the REN to say she has given appropriate advice.
- Commissioners, please use the checklist below along with the [guidance from Girlguiding](#) to help you decide whether the event can go ahead or not. If you are unsure at any point, consult your division adviser, if she can't help then please contact the relevant County Adviser (see below).

### **CHECKLIST for REN Part 1**

Sections 1-6 must have been completed

#### **Section 1**

The Leader in charge holds the correct Going Away With modules.

If the Leader in charge doesn't have the correct modules then she should have ticked the 'yes' box next to 'Going Away With assessment required?'. The Commissioner will send the REN to the County Residential Adviser (see below) who will arrange the assessment. The Commissioner, in conjunction with the Residential Adviser, should have already assigned a mentor.

- Rainbow/Brownie/Guide/Ranger 1 night sleepover need:  
[Module 1: Plan a residential event](#)  
[Module 2: Administer a Residential event](#)  
[Module 3: Plan for the safety and security of yourself and others](#)  
[Module 4: Make Health and first aid arrangements](#)
- Brownie/Guide/Ranger event being run by a 3<sup>rd</sup> party eg PGL or at a TAC, where the leader is not responsible for catering, programme, facilities and camping equipment (if relevant) need:  
[Modules 1-4 \(see above\)](#)
- Brownie/Guide/Ranger event being run by a 3<sup>rd</sup> party eg PGL or at a TAC or a large Girlguiding event eg Wellies and Wristbands, where licence holders are present and no GAW licence is required by the leaders taking their girls:  
[No Modules](#)
- Brownie/Guide/Ranger indoors residential event for 2 nights or more need:  
[Modules 1-4 \(see above\)](#)  
[Module 5: Organise the catering arrangements;](#)  
[Module 6: Organise a programme of activities for participants \(Brownies or Guides or Rangers\);](#)  
[Module 7: Organise the care and maintenance of facilities](#)
- Brownie/Guide/Ranger camp for 2 nights or more need  
[Modules 1-7 \(see above\)](#)  
[Module 8: Organise the care and maintenance of camping equipment](#)

### Section 2

1. If a GAW assessment is required, ideally the venue should be within County or at one of the nearby [GAW approved out of County venues](#). If it is at any other venue then the GAW application fee doesn't apply, but the full travel expenses of the assessor must be met by the applicant.

### Section 3

1. The ratio of adults to girls must meet Girlguiding requirements at all times during the event
  - Rainbow 1:4  
At least 3 adults  
The numbers of adults in the ratio for Rainbows DOES NOT include the event co-ordinator.
  - Brownie 1:6  
At least 3 adults (can be reduced to 2 for small events on permission from Commissioner) including the event co-ordinator.
  - Guides 1:12  
At least 3 adults (can be reduced to 2 for small events on permission from Commissioner) including the event co-ordinator
  - Ranger - no required ratio  
At least 2 adults (can be reduced to 1 for small events on permission from Commissioner) including the event co-ordinator
2. If it is a Rainbow residential the Rainbows must be accompanied by a leader from their own unit, and all volunteers coming as part of the accompanying leadership team should be known to the unit leader.
3. If it is a Brownie residential and they are going away without their own leader, each Brownie must have met at least one member of the leadership team prior to the event.
4. All adults should have safe space 1 & 2. The leader in charge, and any potential replacement, need safe space level 3
5. All adults staying overnight should be on GO and have a valid DBS.
6. The first aider must have first response or equivalent and at least one other adult must have first aid knowledge.
7. The makeup of the leadership team needs to be appropriate. For example: check that an extra adult is responsible for other young children that attend.
8. If an adult on the REN is from a different district or division or county, then please contact County GO co-ordinator to check their qualifications.

### Section 4

1. The event must be held at an approved Girlguiding venue. Download the list from the Bucks County site, [approved venues in and around Bucks](#). If it isn't on the list contact the County Residential Adviser for advice.

### Section 5

1. Check this section carefully and make sure the risk assessment agrees with it.

### Section 6

1. Check the risk assessment and programme, along with your Residential Adviser if necessary.

### **CHECKLIST for REN Part 2**

Sections 1-8 must have been completed. You will receive the whole document, part 1 and part 2. Check for any changes to sections 1-4 and 6 since REN part 1 was submitted.

#### **Section 5**

1. If the event requires insurance check the insurer's name and policy number
2. You should have received a copy of the insurance certificate

#### **Section 7**

1. The home contact must meet the guidance found on the [Girlguiding website](#).
2. You must have received a copy of the home contact agreement.

#### **Section 8**

1. As appropriate.

#### **Commissioner Authorisation Section**

1. Only sign part 1 and/or part 2 if everything has been submitted and checked that is required for that part of the REN process, and your Residential Adviser is in agreement.
2. If an assessment is required for a GAW, Guide Camp Permit, Ranger Lead Away Permit or this is a large scale event, only sign part 1 and/or part 2 once your Residential Adviser has signed the authorisation for the same part(s)
3. Once authorisation has been given for part 1 and/or part 2, please return to the originator.
4. If a GAW, Guide Permit or Ranger Lead Away assessment is required, please also send the REN to the County Adviser once authorisation has been given for part 1 and/or part 2.

#### **County Residential Advisers:**

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