



The Lead Away permit

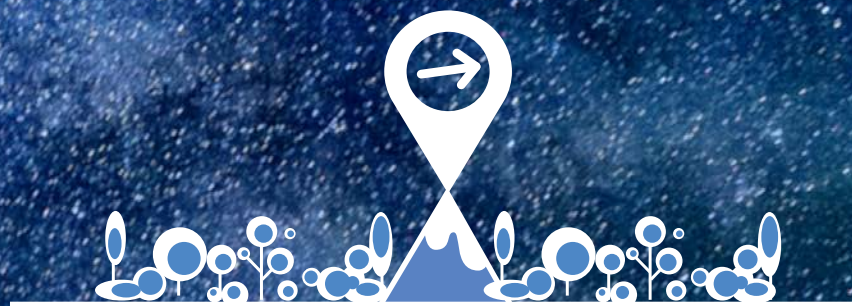


WE DISCOVER, WE GROW

Girlguiding

Contents

Get set	→	3
What you have to do	→	4
Finding a permit mentor	→	4
Who else?	→	5
Recording your progress	→	5
Assessment	→	6
Guide camp permit	→	6
Going Away With licence	→	6
After you have finished	→	6
Challenge 1: Get started	→	8
Challenge 2: Get sorted	→	12
Challenge 3: Get safe	→	20
Challenge 4: Get healthy	→	24
Challenge 5: Get cooking	→	28
Challenge 6: Get activities	→	34
Challenge 7: Get away	→	40
Evaluate and complete	→	46

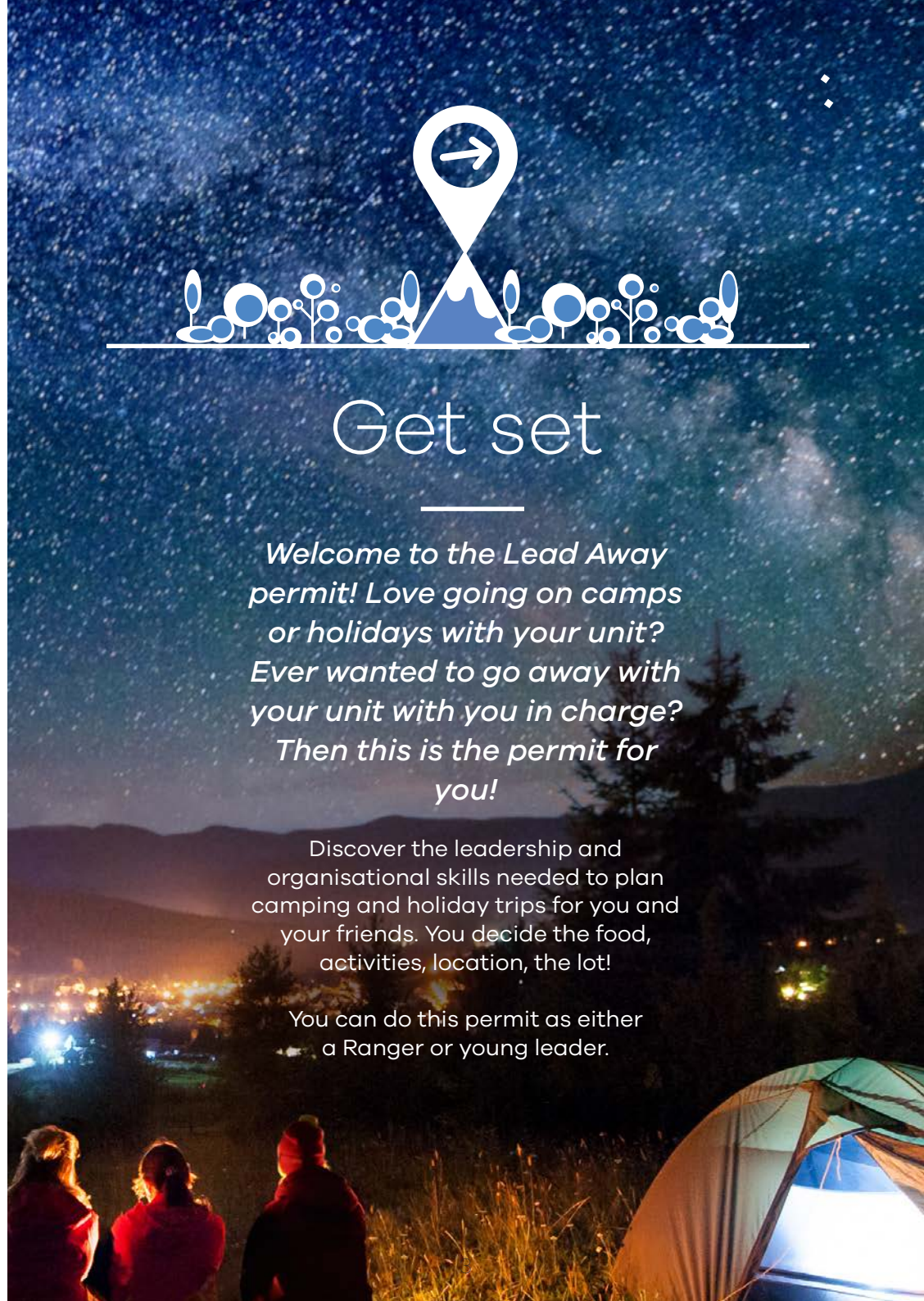


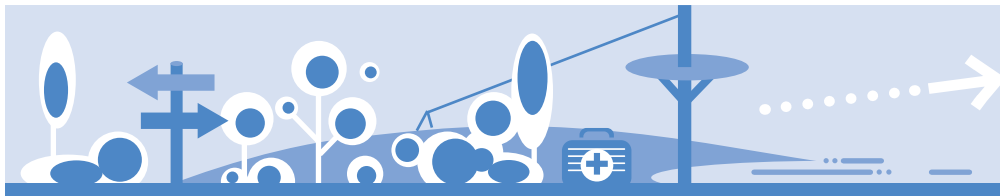
Get set

Welcome to the Lead Away permit! Love going on camps or holidays with your unit? Ever wanted to go away with your unit with you in charge? Then this is the permit for you!

Discover the leadership and organisational skills needed to plan camping and holiday trips for you and your friends. You decide the food, activities, location, the lot!

You can do this permit as either a Ranger or young leader.





What you have to do

The Lead Away permit is made up of seven different challenges, culminating with you leading a residential.

You can complete these in any order you'd like. We do recommend starting at Challenge one though! There is some overlap between challenges, so there'll be things you need to do alongside each other.

Each challenge looks at a different area of how to plan and run a residential.

You must complete all seven challenges to earn your Lead Away permit.

Your residential needs to last for at least **two nights**. This can be anytime that works for you.

Your group needs to be made of a **minimum of four**, and a **maximum of eight**, including you. You can take Rangers or young leaders.

Getting started

Let your leader know that you are interested in doing your Lead Away permit. They will help you to get started by suggesting

potential permit mentors. They can also suggest training sessions that may be helpful and put you in touch with other adults in guiding who can support you in gaining your permit.

If you've already gone away on camps and holidays as a Guide, Ranger or young leader, you could be ready to plan your own residential right now!

If not, you can still get started, but you might want to brush up on some skills first. The Camp and Explore skills builder stages five and six and unit meeting activities in the Have Adventures theme are a great place to start in building the skills you need.

Finding a permit mentor

If you're feeling daunted, don't worry. You won't be doing this on your own! You'll have a permit mentor, who'll support you in completing your permit. Your mentor will be an adult leader in Girlguiding and an experienced Going Away With licence holder.

Your mentor will -

- Check in with you regularly to see how you are getting on.



- Help you find training opportunities.
- Support you on any concerns you have.
- Find someone to act as a supervisor on your residential.
- Visit your residential.
- Assess your residential and any other evidence.
- Sign off your modules and final assessment record.

My permit mentor is:

Who else?

Apart from your mentor, there are other leaders and volunteers who can help you complete your permit. Your mentor might act as your supervisor or your home contact as well, and they can put you in touch with volunteers you need to chat to.

Supervisor: an adult leader/ volunteer who will be within 30 minutes travelling time of your location during the residential. You can call them if you need some advice or help with an incident or other emergency.

Home contact: You'll come onto

this in Challenge 2B. They'll contact parents/carers and commissioners in an emergency to let them know what's happened.

Relevant advisers – if you do something specialised, like a water activity, you might need to speak to your local adviser in that area, like a water specialist.

My supervisor is:

My home contact is:

My other advisers are:

Recording your progress

There's a space in this booklet for you to record what you've done for your permit. You can also put together a more detailed record to show your mentor. You can do this any way you'd like – vlog, blog, scrapbook, journal etc. Not only will this show how hard you've worked but show potential employers and on university



applications how you developed your leadership and organisational skills.

It's totally up to you, in agreement with your mentor, to decide how to you want to record and present what you've done for your permit.

Assessment

Your mentor will assess your permit. They'll make sure you've completed everything you need to in the run up to your residential.

Two people can be assessed for their permits at the same venue, and you can share activity sessions. But you must still plan and run separate residentials, with each of you working with separate groups.

How you'll be assessed is something you can decide on with your mentor. They'll want to see that you've done what you need to do, understood Girlguiding policy and demonstrated the skills needed to plan and run a residential. There's no right way to assess the permit; chat to your mentor about how it will work for you.

Guide camp permit

You might have completed the Guide camp permit when you were in Guides. If you did, there's certain parts of this permit you can get signed off by your mentor. Have a chat with them before you start if this is something you want to do.

Going Away With licence

Girlguiding offers a qualification called the Going Away With licence for adult leaders so they can take their units away on trips.

You can get some of this licence signed off if you can prove you done it already as part of your Lead Away permit. If you think this is something you might like to do in the future, make sure you think carefully about how to record your evidence.

After you've finished

Once all seven challenges have been signed off, you've done it – you've got your Lead Away permit!

You can take away up to eight (including yourself) Rangers or



young leaders without a leader on a holiday or camp (depending on whether you did 7A or 7B) anywhere in the UK.

Every time you plan a residential you just need to follow Girlguiding's policies and

procedures – forms, risk assessment etc. and ensure you appoint a supervisor (an adult member who is within 30 minutes travel of your venue). There's more information on the Girlguiding website:

[Girlguiding.org.uk/girledresidential](https://www.girlguiding.org.uk/girledresidential)



Challenge

1

Get started!

Whilst you can do the challenges in any order you'd like, we'd recommend starting here – at the beginning. Before you can do anything else, you need to know the basics. What, when, where, and who!

Focus on QUALI



Plan it

1 Decide on the type of residential you want to run. A summer camp? A winter cabin experience? Think about what will make people want to come. Chat your ideas through with your group.

2 You need to come up with some aims for your residential. For example, your aim could be that everyone tries one new adventurous activity. Start thinking about the types of activities you might like to do. Are they going to be suitable for all

your participants? You'll cover this more in module six, but it's good to start thinking about it now.

3 Chat through your plans with your mentor, and other leaders or advisers. If you're going to need them to help support your residential, let them know. Your mentor can help put you in contact with relevant, local Girlguiding advisers – like water, residential, walking etc.

Ideas for my residential:

Aim(s) for my residential:

Proposed date of residential:

Your local residential and outdoor activities adviser will be hugely helpful when planning and running your residential. Make sure you get them involved right from the start.

TOP TIP

1B

Book it

1 Decide where you would like to have your residential. Make sure that it's a guiding-approved venue. Are you going to go camping or stay indoors?

If you aren't sure what venues you could use, have a chat with your mentor and local residential adviser.

TOP TIP

When choosing your venue, think about:

- Transport – how will you get there and back?
- Facilities – what activities are on offer? How many beds in each room?
- Food – how are you going to

cook? Does your venue only let you prepare food in certain ways?

- Equipment – what do you need to bring i.e. tents if you are going to a campsite, or is equipment provided/can it be hired?

Once you've decided, complete the **Residential Event Notification** form (REN).

- **You can't book the venue until your commissioner has approved this.**
- **your commissioner has approved this.**

When they've done so, you can book your chosen venue. See 2B for more information on completing the REN.

Venue ideas

Venue	Website	How to get there	Notes	Cost

1C

Talk about it

1 Talk through your plan to make sure all your participants are all happy with it.

Kit & equipment list

2 Discuss different roles with the participants – are you going to give people different tasks, such as being chef, when you're there?

3 Make sure everyone knows if your plans change before the event.

4 Create a kit and equipment list together, and make sure everyone gets a copy, so they know what to pack. Remember, you might not need everyone to pack a frying pan!

Challenge 1 – Sign off

Plan it

Date completed

Mentor signature

Book it

Date completed

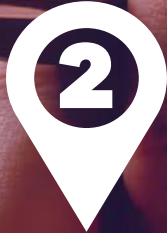
Mentor signature

Talk about it

Date completed

Mentor signature

Challenge



Get sorted!

When planning an exciting residential for you and your mates, budgets and forms can seem a daunting part of the process. But without money and paperwork, you can't do much! Dot the Is and cross the Ts now so you can have more fun later on.



Budget

Creating and keeping to a budget is a key skill and one you'll need later in life.

1 Estimate the overall costs for the whole group to go. This should include:

- Transport – including fuel if you are driving.
- Accommodation – including site fees.
- Food – including cooking and cleaning equipment.
- Activities – some might cost money.
- Contingency – in case of emergency or unexpected costs, it's always good to keep some spare cash. Make sure you divide this and give it back to participants if you don't need it.

Use the table on page 14 to calculate your budget.

2 Tell participants the final cost and give them a deadline to pay by. How can they pay – cash, cheque or transfer the money online?

TOP TIP

If you're still waiting for some people to confirm if they can come, do your estimation by the minimum number you know can come. That way, you get the highest possible cost per person, and as more confirm you can alter the cost accordingly.

Total cost of trip:

Total cost per participant:

Payment deadline:

Budget notes

2A

Budget sheet

Cost	Estimated amount	Actual amount
Transport		
Accommodation		
Food		
Activities		
Contingency		
Other		
Total		

Participant	Amount	Receipt given?

2A

3 Collect the money in from participants, give out receipts and record below.

- Keep all receipts from things you've bought and paid for to prove what you've spent the

money on. You could create a receipt log.

- Keep all the money safely and securely, in a special purse or box.

Money in, money out

Date	Description	Money IN	Money OUT	Overall balance
18 July	Tent pegs (x16)	£20	£8.50	£11.50

4 Once the event is over, show your mentor your final income/ expenditure table and give back any money you didn't spend. Or if everyone agrees, you can donate this to your unit funds instead.

5 Use the table above to record all income and expenditure.

Forms

Forms are another area of residential planning that can seem complicated but don't worry! Just take it one step at a time and keep track of who's completed what.

1 REN form part 1

If you haven't done so already in 1B, complete the **Residential Event Notification (REN) form Part 1** and send this to your commissioner at least 12 weeks in advance. You'll need to include any adventurous activities you're planning to do on this as well – see 6B for more information.

- Once you've got it back from your commissioner, you can go ahead with booking your venue and activities and you can start filling in Part 2.

2 REN form part 2

Complete the **Residential Event Notification (REN) form Part 2** and send the whole form back to your commissioner at least four weeks before your residential. Once you've received Part 2 back, you're all set to go!

Girlguiding.org.uk/residentials

3 Consent for Event/Activity form

Give all your participants the **Information and Consent for Event/Activity form** for their parents/carers to complete. If any of your participants are 18, they don't have to complete this, but it's good practise to get them to so you have their emergency contact details and health needs. Girlguiding.org.uk/residentials

TOP TIP

If you're planning to do adventurous activities, you'll need to get parental permission for those specific activities on this form. Check out 6A for more information.

4 Health Information form

Ask all participants to complete the **Health Information form** and collect these just before the event or on arrival. No health form, no residential! If any of your participants are 16 or over, they can complete this themselves.

- If you are taking any medication that can be used by the group (such as plasters, sun protection or paracetamol), make sure you include it on the form. Otherwise your

participants (under 16) won't be able to use it, as permission won't have been given.

Girlguiding.org.uk/residentials

TOP TIP

Keep any forms with personal details stored safely and securely. I.e. don't leave them lying around!

5 Home Contact Agreement form

Talk to your mentor about setting up a home contact for your residential. This is someone who you can contact if your plans change whilst you're there, or if there's an emergency.

Once you've got a home contact set up, complete the **Home Contact Agreement form** and send this in with your **REN form part 2**.

Girlguiding.org.uk/homecontact

6 Supervision

With your mentor or unit leader, arrange for a supervisor to be available during your event (see page 5 for more info about supervisors).

7 Straight after the residential:

- If no medical treatment was given (written on the **Health Information Form**) or no incidents or accidents happened, destroy the **Health Information** and **Information and Consent** forms securely.
- If someone had an accident, keep the forms to send to insurancesupport@girlguiding.org.uk at Girlguiding HQ. It's always a good idea to take a copy before sending it in just in case it isn't received.
- If there was an accident, your supervisor will need to complete the **Notification of Accident or Incident form** and send this in with the **Health Information form**. Girlguiding.org.uk/events-travel-forms

TOP TIP

Thank your home contact and supervisor after the residential - even if you don't end up needing them!

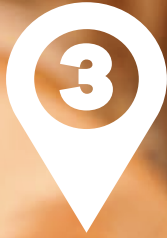


Form tracker	
Form	Completed (tick box)
REN part 1	<input type="checkbox"/> Date:
REN part 2	<input type="checkbox"/> Date:
Information and Consent form	Name
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Health Information form	Name
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



Form tracker (continued)	
Form	Completed (tick box)
Home Contact Agreement form	<input type="checkbox"/> Date:
Form notes	
Challenge 2 – Sign off	
<input type="checkbox"/> Budget	<input type="checkbox"/> Forms
Date completed	Mentor signature
Date completed	Mentor signature

Challenge



Get safe

*You might have heard:
'where's the fun without
a little risk?', but the key
word here is 'little'!
Discover how to manage risk
and keep everyone safe.*



Be prepared

You can't be safe without learning what safe looks like! Time to find out ...

1 Complete A Safe Space levels one and two training, if you haven't already done so.

- A Safe Space level one and two can be completed by attending a face-to-face training or online.
- Find out more about A Safe Space training here:

[Girlguiding.org.uk/asafespace](https://www.girlguiding.org.uk/asafespace)

2 Meet with parents/carers if your participants are under 18 so you can tell them the final plan of your residential and explain the emergency home contact system.

A Safe Space level one completed:

Date:

A Safe Space level two completed:

Date:

3 Complete a risk assessment. This is where you think about all the things that could happen to endanger you and your participants on your residential, and then decide what you can do to lower the risk.

- This will include risks associated with your venue, activities, travel, weather and participants.
- There is an example on the Girlguiding website to help you start your own.

[Girlguiding.org.uk/event-activity-risk-assessment/](https://www.girlguiding.org.uk/event-activity-risk-assessment/)

4 Find out the location of the nearest accessible landline in case you need to make an emergency call or ensure that there is signal for your mobile phone network (and don't forget your charger!)

TOP TIP

Keep updating your risk assessment as you keep planning. You might only find out some information just before your residential, or if things change when you are there.

Met with parents/guardians:

Date:

Ground rules

- 1** Ensure everyone knows about the emergency and safety procedures and site rules.
 - Site rules are generally displayed in the entrance to buildings, in dorm rooms, and near the car park or drop off point on campsites. You might be able to find them in advance on the site website.
 - You can agree your own rules with your participants, to make sure everyone knows what's

expected of them on your residential. They can be serious, (e.g. don't be unkind to each other) or silly (e.g. everyone must sing instead of talking between 5-6pm).

2 Carry out a fire drill once you've settled in (within a couple of hours after you arrive is best). Have a chat to your mentor about how to do this.

Our ground rules

Notes for parents/guardians meeting

Challenge 3 – Sign off

Be prepared

Ground rules

Date completed

Mentor signature

Date completed

Mentor signature

Challenge

4

Get healthy

A healthy residential is a happy one! It's time to think about the things that will affect the environment, such as rubbish disposal, clean water and how to deal with unwell or injured participants.

Alcohol Pad

4A

Facilities

- 1 Know where the nearest clean water supply is.
 - This could be in the bathroom of where you're staying, or a water tap in a field.
 - If camping, think about how you are going to transport water from the tap to your camp and store it safely.
- 2 Find out where the toilet and washing facilities are. Make sure you keep these clean during your residential.
 - Some places are not connected to mains sewerage so may not allow anything apart from the 3 P's (pee, poo and paper) to be flushed down the loo!

TOP TIP You could make collecting water part of the rota of chores for your group - see Challenge 7.

TOP TIP

- 3 Find out what the requirements are for rubbish disposal. Do you need to take anything away with you, and can you recycle?
- 4 If you're using chemical toilets, find out the site procedure for disposing of the contents and which chemicals can be used.

You might need to take lots of equipment with you (toilets, tents etc.)

TOP TIP

Remember to include any extras on your kit list (see 1C) and make plans to get them there and back.

Water supply

Toilets and washing

Rubbish removal

Chemical toilets?

4B

First aid and emergencies

1 Complete the First Response first aid qualification before you go if you haven't already done so in the last 3 years.

- If you have a different, current first aid qualification then you can check here to see if it is equivalent to Girlguiding's First Response course: Girlguiding.org.uk/acceptedfirstaid

TOP TIP

If another residential participant already has a current first aid qualification and is happy to act as the first aider, they can do so. Make sure you involve them in the preparation for this challenge.

2 Make a record of what the local medical services are. Take a paper map, so you know how to get there.

3 During your residential make a note of any extra medication given (apart from what they've already listed on the **Health and Information forms**) and of any first aid treatment given. Write this on the back of **Health and Information forms**.

TOP TIP

Each participant is responsible for administering and looking after their personal medication.

Local medical services:

First Response course completed (date):

4C

First aid kit

1 Create a first aid kit or borrow an existing one to take with you. Your unit might have one you can take (as long as they won't need it at the same time). Find out what to include by searching 'NHS - what should I keep in my first aid kit'.

2 Check everything listed in your kit is in date and stocked up. Buy

anything that is missing and replace anything out of date.

3 Keep your first aid kit somewhere handy during your residential, and make sure all participants know where it is.

TOP TIP

When you're cooking, a first aid kit, including blue plasters, should be kept within your kitchen area.

Table with 2 columns: First aid item, Needs restocking? (10 rows)

Challenge 4 – Sign off

Facilities

Date completed Mentor signature

First aid emergencies

Date completed Mentor signature

First aid kit

Date completed Mentor signature

Challenge

5

Get cooking!

Everyone needs food to function, so knowing how to plan and deliver a great menu can make all the difference to the success of your residential.

5A

Menu selection

1 Plan the menu. It's best to do this with your participants to make sure your menu is a success. After all, you don't want to prepare a curry and then find out no one likes spicy food! You'll need to consider:

- Dietary requirements (including any allergies).
- The time of year you're going.
- The cooking method you want to use e.g. campfire.

- Cooking and storage facilities available.
- The programme of activities i.e. will you need lunch on the go one day?
- The budget you've set.

As a requirement of this permit, you'll need to cook at least one hot meal on your residential so remember to include time for this in your programme.

Menu ideas and notes:

5A

Use the table below to plan your menu:

Day	Breakfast	Lunch	Dinner
Day 1			
Day 2			
Day 3			

5B

Cooking and storage

- 1** Find out what facilities you'll have to prepare and store food. The best way to do this is to visit the venue if you can. If not, get in touch. You'll need to know -
 - The size of any freezer/fridges.
 - If you'll need cool boxes or gas cylinders.
 - If indoor, what type of oven/hob will you be using? Gas/electric/induction?
 - If camping, what kind of stove do you have to cook on e.g. Trangia.
 - If you're cooking on a campfire, is there wood available for you to collect, or will you need to bring it with you? How much is there?
- 2** Now you know what's already at the venue, make a list of anything else you'll need and where to get it from. It might help to make a list of each meal and go through them one by one to decide exactly what you need.
 - Take time to evaluate your planned menu – now you know the facilities, are there any meals on there you won't be able to do? If so, change your menu accordingly.

- 3** Buy (or arrange delivery) of everything on your shopping list. Don't forget cleaning supplies!
- 4** Arrange for the preparation, cooking and serving of food during the event.
 - Have your menu and recipes available so that everyone knows what to prepare/cook and when!

Shopping list:

5B

Use the table below to make a list of all the equipment you'll need:

Meal	Method of cooking	Equipment I need to bring	Equipment already there
Chilli	Trangia	Gas cannister, pan, Kettle, spoon	Kettle, spoons

5C

Food hygiene

1 Once you are on the residential, you'll need to set up and maintain hygienic storage facilities. Talk to your mentor before you go about how to do this.

- Make sure you can keep appropriate foods stored separately (e.g. meat and dairy).
- The main aim is to keep hot food hot and cold food cold!

2 Keep food preparation areas clear and clean.

- Tell your participants before cooking how to keep these areas clean.
- Make sure everyone can wash their hands in the kitchen area before handling food. You may need to provide a bowl, soap and a towel just for handwashing.

3 Decide what you need to do to ensure the safety of all participants in the kitchen area, especially if cooking on an open fire.

- Have a first aid kit accessible. It will need to have blue plasters in it.
- Brief all participants on the safe use of appliances, utensils and fire and supervise if necessary.

Food hygiene notes:

Challenge 5 – Sign off

Menu selection

Date completed

Mentor signature

Cooking and storage

Date completed

Mentor signature

Food hygiene

Date completed

Mentor signature

Challenge

6

Get activities!

This is when you get to plan all the fun things you want to do during your residential.

Some things need more preparation than others. Let the fun commence!

6A

Create a programme

1 You need some fun stuff to do during your residential. Plan what you want to do based on your overall aim agreed way back in Challenge one.

- Talk to your participants about your plans and ask for their ideas as well.
- Make sure you plan things everyone can take part in – do you need to adapt any activities?

2 Make sure you plan enough time for what you want to do. Create a schedule for your whole residential. Include time to make meals, travel to/from activities and time to get a good night's sleep. Don't forget to have some chill out time as well! Plan in some alternatives too, in case you get bad weather or things change.

There are two types of activities you might like to do:

- Activities you run yourself – like a murder mystery or a wide game.
- Adventurous activities – like kayaking.

TOP TIP

Day	Morning	Afternoon	Evening
Day 1			
Day 2			
Day 3			

Equipment and instructors

Activities you plan to run

1 Make a list of all the equipment you need to bring.

- Check it before the residential – is it safe? Is it usable?
- Update your kit list and your risk assessment as necessary.

Adventurous activities

1 Get parental permission from participants under 18 for each adventurous activity you are planning to do on the Information and **Consent for Event/Activity forms** (see 2B).

Depending on your activity, Girlguiding asks for certain instructor qualifications and safety requirements on equipment. You can check what these are on the Activity Finder: **Girlguiding.org.uk/activityfinder**

2 Check with the activity provider that your instructor has the correct qualifications for the activity as stated on the Activity Finder.

3 Check the safety requirements for the equipment you'll be using during your activity. For example,

if you're going to a climbing wall, you'll need to check for appropriate insurance and quality endorsements. Your external provider must be able to guarantee the safety of the equipment before you use it and must accept responsibility for it.

TOP TIP

Your county outdoor activities adviser can help with checking qualifications and safety requirements or put you in touch with an adviser who can. You need to do this before you send in your REN form Part 2.

4 Ask the venue or your activity provider for a copy of their risk assessment. You'll then need to add this to your own risk assessment.

5 If you're using/doing something some of your participants haven't done before, make plans to train them up. Alternatively, let the instructor know the skill level of your group, so they can deliver an appropriate session.

6 Update your risk assessment with your plans.

Activity	Equipment needed and sourced	Instructor qualification needed and checked?	Safety standard needed and checked?

Look after equipment

1 Return everything you borrowed in good time. If you're borrowing lots of stuff, make a list to check it against when you give it back.

2 If you damage anything you use, especially if you've borrowed it, make a note of this. Make sure you tell the provider and arrange to replace it or fix it.

3 If you're using anything hazardous, or dangerous, make sure you read and follow all the safety instructions. Add them to your risk assessment and train participants in how to use them safely.

Equipment borrowed	Condition?		Returned?
	At the start	At the end	Y/N and date

Programme notes



Challenge 6 – Sign off

Create a programme

Date completed

Mentor signature

Equipment and instructors

Date completed

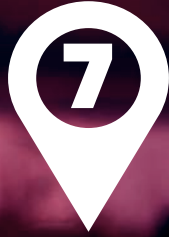
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Food hygiene

Date completed

Mentor signature

Challenge



Get away

Whatever you're staying in – be it a tent or a palace – you need to make sure you look after the facilities properly.

7A

Camping

This module has two parts – one for camping and one for indoor accommodation. You only need to complete **one part** depending on where you're staying.

If you decide to lead another trip using your permit with the other type of accommodation, you'll need to complete the other part in this challenge for that trip. Don't worry, you won't need to re-do all the other challenges!

During your residential, your mentor will visit you to see how it's all going. There will be certain things they'll want to see for your assessment (like having the first aid kit accessible, a hygienic camp layout if camping etc.) but they'll let you know beforehand what you need to do. You can also use this as a chance to ask for help on anything you aren't sure of.

1 Decide on how many tents you'll need. You might need extra for food storage or toilet tents. Have a chat with your mentor to see if you could borrow these from your unit or district.

● Think about how you're going to transport all of the equipment.

2 Practise pitching one of your tents before you go as a group. Plan for pitching and striking (taking down) the tents. Are you going to assign participants certain tents to strike? Or work altogether on one tent at a time? When it's time, strike the tents and put them back properly into their bags (this can involve some intricate folding).

3 Check your tents for damage and make any repairs before and after your residential. It's a good idea to research how to make basic tent repairs before you go in case you need to do any on site.

TOP TIP

You might have to pack up your tents whilst wet if you're tight on time. Make sure to hang them out to dry as soon as you get home and re-pack them. If you borrowed tents from your unit, make sure to clean and repair tents as necessary before you give them back.

4 Ask your participants to bring bedding/sleeping bags, if you need them to. And ensure they all have suitable clothing, bedding and eating utensils for spending a couple of nights outdoors.

- Think about the time of year that you're camping, the activities that you're planned, and the menu you've prepared.

5 Plan your camp layout, safely and hygienically. For example, you don't want the food area right next to the toilets, or the fire next to where you're sleeping.

- If you're taking a few tents, it might be easier to draw the layout.

6 Make sure your camp has the least possible impact on the

environment during your stay. For example, do you need to take rubbish bags with you or does the campsite have waste disposal and recycling facilities? Where can you safely set up your campfire?

- Why not create a jobs rota to keep the campsite clean and tidy during your stay?

7 Check the weather forecast beforehand, and make sure you know how to look after your tent in a variety of conditions.

TOP TIP

Check out the Camp skills builder for lots of activities to help you practise your camping skills!

Jobs to do whilst away

Name

Responsibilities

--	--

--	--

Number of tents needed:

Repairs:

Before:

During:

After:

My camp layout:

7B

Indoor accomodation

1 Draw a room plan of your venue showing your bedrooms, shared areas (if other groups/the public are staying there too) location of kitchen, bathrooms etc. so that participants know which rooms you will be using, and which are out of bounds.

2 Review the facilities at the venue and make sure you add additional items such as bedding, plates and cutlery, to the kit list for participants to bring if you need them to.

Number of beds needed:

Repairs/damage to areas you are responsible for – e.g. bedrooms, kitchen, bathrooms, other rooms:

Before:

During:

After:

Jobs to do whilst away:

Packing up plan:

7B

3 Check everyone knows how to make a bed before you go. It might sound simple, but you don't want to get there and find you've got to make eight beds if no one else knows how!

4 Check the place you are staying thoroughly for damage/marks and report them to the venue as soon as you can. If you don't do this at the start, you might get blamed for something you didn't do/break and be charged to fix it.

5 Make sure that all the areas you're responsible for are kept

clean and tidy. Allocate jobs to everyone to make sure they get done!

6 Create and print off any signs/ labels you might need to help your participants find their way around. This is especially fun if you've done a themed residential.

7 Plan for packing up. Assign different people different rooms/ areas. Always include a final sweep for rubbish... and stray clothing! Make sure that the venue is left clean and tidy and in good condition.

Room layout

Challenge 7 – Sign off

Camping

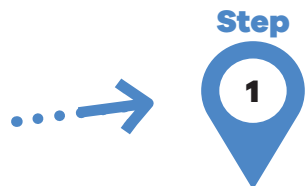
Indoor accomodation

Date completed

Mentor signature

Date completed

Mentor signature



Evaluate and complete!

Well done! You've run an amazing residential and you've nearly completed your Lead Away permit. Once it's all signed off, you'll get a badge and certificate to celebrate all your hard work.

Before you finish, it's important that you take a moment reflect on what went well and what you could do differently next time.

Step 1 – evaluate with your participants

Have a chat with everyone who came on your residential. Find out what they thought about:

- The preparation - did they know what they needed to do and bring with them?
- The venue.
- The food.
- The programme of activities – did they enjoy themselves? Was there anything else they would have liked to have done instead, or as well?
- Their roles during the residential – if they had one, was it clear what they needed to do?

TOP TIP You could get your participants to feedback anonymously, so they can be completely honest – you could use an evaluation form.

There's no such thing as the perfect residential, so don't worry if not everyone liked everything! It's impossible to please everyone, but you can use the feedback you get to improve things next time.

Step 2 – Evaluate with your mentor

Before your mentor signs off your permit, take time to reflect on your residential together.

- Which parts did you enjoy planning and leading the most?
- Which challenges did you find hardest?
- What skills have you learnt/ improved?
- What will you do differently next time?
- Once your mentor is happy you've completed all the challenges, they can sign off your Lead Away permit as completed.

Well done!

Sign off

I (name of mentor)

can confirm that (name of Ranger/young leader)

has successfully completed the Lead Away permit.

For camping (7A)

Date: _____

For indoor accomodation (7B)

Date: _____

Have



blast!



WE DISCOVER, WE GROW

Girlguiding