



# Guide camp permit

Guidance for leaders, mentors and commissioners

## Contents

What		Page
Introduction	What's in the permit	
	The group	
	The camp	
	Recording their progress	
	Other roles	
	Going Away With licence and Lead Away permit	
Guidance for mentors	Who can be a permit mentor?	
	Training for mentors	
	The role of the mentor	
	The challenges	
	Before the camp	
	Visiting the residential	
	Completion	
Guidance for leaders	At the start	
	During the permit	
	Arranging a supervisor	
	Completion	
Guidance for commissioners	At the start	
	During the permit	
	Completion	
FAQS		

### Introduction

The Guide camp permit gives Guides a taste of planning and leading their own camp. It's a great way of giving them the skills to organise and lead, whilst getting to have fun away from unit meetings!

This guidance is for mentors, leaders and commissioners supporting a Guide when completing their permit.

### Before they start

Before a Guide can do their Guide camp permit, they must meet the following conditions:

- Be at least 12 years old. If they are 12, they can plan and run their camp to be alongside a unit camp. If they are 13 or older, they can camp independently of their unit.
- Have been camping at least twice since they've joined Guides. This can be through guiding or outside of it, such as with their family.
- Completed the Camp skills builder stage four. They can complete this whilst they are planning for their camp, but it must be done before they go camping. Lots of programme activities can help prepare a Guide for their permit. Specific activities are highlighted throughout the permit resource.

### What's in the permit

The permit is made up of seven challenges:

Challenge one - Get started

Challenge two - Get sorted

Challenge three - Get safe

Challenge four - Get healthy

Challenge five - Get cooking

Challenge six - Get activities

Challenge seven - Get away

To gain the Guide camp permit, Guides (together with their mentor) will plan and run a two-night, three-day camp (this can be done over a weekend).

After they've run their camp, they'll have an evaluation with the Guides and their mentor before getting it signed off as completed.

### The group

They can take a maximum of **eight** and a minimum of **four** Guides (including themselves).

- If only two Guides have camped before, there can be three to five Guides in total. If three Guides have camped before, there can be eight Guides in total.
- The group can include Guide from other units; if so, they must have the approval of both unit leaders.
- The majority of Guides attending the camp should have completed Camp Skills Builder stage four by the time they go to camp.

**This means on smaller permit camps (four as minimum) three Guides will need Camp stage four, and on larger permit camps (eight as a maximum) five Guides will need Camp stage four.**

### The camp

This is for both the permit assessment camp and subsequent camps as a permit holder

If the Guide is 12, she will run her camp at the same time and venue as her unit camp.

If the Guide is 13+, she can camp independently of her unit but the site must be an approved Girlguiding venue in private grounds within ten minutes walking distance of a Girlguiding adult volunteer who can help if needed (see supervisor role).

A Home Contact system will be in place for all camps.

### Recording their progress

Guides can use the Guide camp permit resource to record their progress as they go along. They might want to record their work differently in a way that suits them better, like in a scrapbook or journal. Have a chat with the Guide about how they

would like to record their progress at the start of the permit.

## Other roles

### Supervisor

All camps ran by a Guide working towards/holding the Guide camp permit need to have a supervisor arranged before they go.

This will be an adult leader/volunteer who will be within 10 minutes walking distance of the group during the camp. Their role is to provide support, if needed, to the Guide running the residential and be on hand to help with any emergencies. They may need to visit and help the Guide resolve an issue.

The supervisor might be the mentor, their unit leader or someone else. They'll need to have completed Girlguiding's recruitment checks and hold valid [A Safe Space levels one-three](#). They don't need to be involved with the planning of the camp except to be informed of key details. If they don't already know the Guide, it's a good idea to put them in touch with them before the camp so they can make contact.

Make sure that the supervisor understands that the camp is being run by the Guide. They should not 'step in' unless asked to by them. If they want to contact the Guide during the residential, ask them to do so only when it's necessary. As a rule, it should be left to the Guide to get in touch if they need or want to.

Where possible, it's advised that the supervisor isn't related to any members of the group.

In the event of an accident or an incident happening at the residential, the supervisor is responsible for following the process and completing the [Notification of an Accident or Incident form](#) and sending it with the appropriate Health Information form to Girlguiding HQ.

### Home Contact

They'll also need someone to act as a home contact. Again, this could be the mentor or another leader in Girlguiding. The home contact and the supervisor can't be the same person. There's more information on the role of the home contact on our website:

[Girlguiding.org.uk/homecontact](http://Girlguiding.org.uk/homecontact)

### Advisers

Guides might also need to be put in touch with other advisers, such as water specialists, walking advisers etc. to talk through their plans and arrange any additional training/support for the group. You can find their details and get in touch through GO.

## Lead Away permit

The skills a Guide develops in this permit can be mapped across to their Lead Away permit, which might be something they decide to complete in the future. When a Guide starts working on their permit, check with them to see if this is something they might pursue. If they do, then talk to them about the evidence they need to collate that will fulfil the requirements of both permits (e.g. kit and equipment list etc.).

See the table below for a full list of where there is crossover for the permit when they **camp alongside** their unit camp:

Guide camp permit	Lead Away permit
Challenge 1	1a, 1c
Challenge 2	2a
Challenge 3	3b
Challenge 4	4a, 4c
Challenge 5	5a, 5b, 5c
Challenge 6	6a, 6c
Challenge 7	7a

See the table below for a full list of where there is crossover for the permit when they **camp independently** from their unit:

Guide camp permit	Lead Away permit
Challenge 1	1a, 1b, 1c
Challenge 2	2a
Challenge 3	3b
Challenge 4	4a, 4c
Challenge 5	5a, 5b, 5c
Challenge 6	6a, 6c
Challenge 7	7a

These are the challenges of both resources that focus on similar skills and can be signed off after a chat with the candidate about each part.

## Guidance for mentors

### Who can be a permit mentor?

To be a Guide camp permit mentor, you'll need to be an experienced Going Away With licence holder.

The mentor also can't be related to the Guide they are supporting, to ensure a fair assessment. This also goes for any other volunteers who might assess the Guide for any part of the permit.

### Training for mentors

If you haven't mentored before, there's more information about being a mentor on our website:

<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/helping-others-to-learn/becoming-a-mentor/>

There's also a [mentoring e-learning](#) that can help you understand your role better.

### The role of the mentor

As a mentor, you'll be helping the Guide learn new skills and guide them as they plan their camp.

You'll need to:

- Check in regularly with the Guide to see how they are getting on.
- Help them complete [A Safe Space level one](#).
- Support them with any concerns.
- Make sure they are adhering to Girlguiding policy.
- Arrange to visit them on their camp (this could be yourself or someone else - see below on assessment).
- Assess them on each challenge and sign off their permit as completed.

## Assessment

Part of your role is making sure the Guide has completed everything they need to before the start of, during and after their camp. You can do most of this before the residential, but some things you'll need to see during and after.

The table below is a rough guide for which parts you can sign off when:

Challenge	Part	When to sign off		
		Before	During	After
1 - Plan	1A - What's your camp about?	✓		
	1B - When and where is your camp going to be?	✓		
2 - Sort	2A - What's your budget?	✓		✓
	2B - Sorting the paperwork	✓		✓
3 - Prepare	3A - Plan for emergencies	✓		
	3B - Set the ground rules	✓		
4 - Health	4A - Keeping clean		✓	
	4B - Doctor, doctor!	✓		
	4C - First aid	✓		
5 - Food	5A - Cooking and storage	✓	✓	
	5B - Plan the menu	✓		
	5C - Food hygiene		✓	
6 - Activities	6A - Plan the programme	✓	✓	
	6B - Equipment and instructors	✓		
	6C - Looking after your equipment		✓	✓
7 - Camp	7A - Tents, tents, tents		✓	
	7B - Set up camp	✓	✓	
	7C - Strike the camp		✓	✓

Guides can complete the challenges in whatever order they like but there are some things that need to be done before others.

It's important to meet with your Guide at least once before their camp to make sure they've planned accordingly.

If you aren't able to visit during the camp, or another leader is acting as their supervisor, you can ask them to do so on your behalf. They can assess if what the Guide has done meets the requirements of the permit and confirm this with you before sign off. Talk to your local residential adviser or outdoors activity adviser to find someone to visit their camp. Anyone assessing the Guide for any part of their permit can't be related to them, to ensure fair assessment.

How a Guide wants to be assessed is something they'll need to agree with you. Some challenges they might decide to talk through to explain their progress, and others might need to be practically demonstrated. Each Guide will be different, so will need to be looked at individually to guarantee fair assessment.

## The challenges

We've outlined below some of the key points in each challenge that mentors need to look out for. The full syllabus of the Guide camp permit is on the Girlguiding website.

Each challenge has some suggestions as to how the Guides could complete them with their groups. Whilst these can help them engage their group, it's their permit so it's up to them how they want to complete them.

### Challenge one - Plan

Whilst there is no set order of challenges, it's recommended the candidate starts here. They'll plan some of the fundamentals of their residential - when, where and who.

#### 1A - What's camp about?

Get the Guide to decide what the point of their camp is going to be. They need to do this with the patrol group they're taking with them. If it's simply to go camping and have fun, that's fine! This stage is about getting initial ideas together so they can build on it.

#### 1B - Where and when is your camp going to be?

If they are camping alongside their unit, most of this section will be pre-decided (i.e. campsite, dates, travel). They can still research other campsites if they'd like to. If their unit leader is issuing a kit list for the unit camp, get the Guide to create her own one as well and then compare to the unit one for anything they might have missed.

If they're camping independently, encourage them to research some different campsites. They might need some help in finding local guiding-approved sites.

Explain to the Guide that you need to complete the Girlguiding paperwork at least 12 weeks before their event and agree with them when they will confirm their campsite and dates so that you can meet this deadline.

Once they've chosen a suitable one and agreed their dates, you should complete the [Residential Event Notification \(REN\) form part 1](#) on their behalf and send to the local commissioner.

- Make it clear on the form that you are completing it on behalf a Guide working towards the Guide camp permit.
- The contact details should be yours, not the Guide's.
- Put the name of the Guide and add that she is doing her Guide Camp Permit in the "Details of your event" section and include that you are her mentor.
- Please add the supervisor in the Participants Details section.
- Encourage the Guide to complete her draft risk assessment (Challenge 3a)



now, so that it can be submitted with the form.

**Once you have received back the signed part 1 of the REN form with commissioner approval, then you can let the Guide know that she can book her campsite.**

Make sure their kit list is sensible and encourage them to add to it as their plans/activities take shape.

### Challenge two - Sort

In this challenge the Guide will look at some of the administration of planning a camp.

#### 2A - What's your budget?

Help them create their budget and figure out what to charge per head. They need to be responsible for collecting fees and paying providers. Make sure they keep a clear record of the money coming in and out.

If they're camping alongside their unit, get them to use the main unit camp budget to start with and adapt as needed.

The Guide shouldn't be using their own personal account but a unit one (the camp/holiday account). This will make it easier to track their budgets and ensure any underspend goes back to the participants or the unit itself. They'll need to speak to their leader about how they access this and give notice to their leader when they need to take money out or pay for something using the account or pay themselves and claim it back. It might be good to agree a timeframe with the leader beforehand, so both the Guide and leader know what to expect. Each unit handles finances a bit differently, so make sure the leader and the Guide are clear on how this is going to work.

If the Guide decides to take/make all their payments using cash, they'll still need to create/keep all receipts so they can show a paper trail for their budget.

If there's an underspend, they'll need to either return this to the Guides they took or donate it back to the unit. Make sure they chat about this with their group beforehand, as it might depend on the size of the underspend. For example, if it's only £2 each - it can probably go back to the unit, compared to £20 each which the Guides would most likely want back.

#### 2B - Sorting the paperwork

Make sure they understand the two different forms they need to collect, and where to send them/put them. Help them complete the Information and Consent form with information about any activities. They'll also need to pass on the Health Information forms before the start of the camp.

You'll also need to identify a home contact and a supervisor for their camp and let them know who this is.

You will also need to complete the [REN form part two](#) and send it to the commissioner four weeks before their camp.

After the residential, make sure they give all the forms back to you or their leader to securely destroy any forms they didn't use.

### Challenge three - Prepare

This is where the Guide thinks about the safety on camp.

#### 3A - Plan for emergencies

Make sure the Guide completes [A Safe Space level one](#).

You, or the Guide leader, will need to make sure the Guide and her group know what to do in case there is an emergency. You can chat through the scenarios listed in the Guide camp permit resource and any extras you think might be useful.

After that, chat to them about the point of having a [risk assessment](#). Whilst the Guide will help you complete some of the risks and mitigations, you'll need to make sure this is updated and completed to be submitted with the REN form parts 1 and 2.

#### 3B - Set the ground rules

Check they've set realistic ground rules and have done so working with their group and are aware of any campsite rules as well.

### Challenge four - Health

It's important to make sure the Guide understands the importance of keeping clean on camp, and how to deal with some of less glamorous aspects!

#### 4A - Keeping clean

If your candidate chooses a venue that provides toilet and washing facilities, this should be very straight forward. However, if they are providing their own toilets, they will need to make sure they are hygienic. Make sure they know what they need to bring - where they are going to get equipment from, how to look after them and dispose of chemicals safely on the campsite.

#### 4B - Doctor, doctor!

Help the Guide find their nearest doctor and hospital. This is a good time to remind them about any outstanding Health Information forms as well.

#### 4C - First aid kit

Check they have a fully-stocked, first aid kit that is in date (they could need help sourcing this) and agree where to keep it when they are on camp.

The supervisor will be responsible for administering first aid, but the Guides should have some basic knowledge as well and be able to deal with minor accidents whilst waiting for the supervisor to arrive. They may need additional training and support to gain this knowledge before they go.

## Challenge five - Food

Whilst most of the work in this challenge goes into the planning, it's a great idea to get the supervisor to visit the camp for a meal with the Guides. It gives them a chance to check in and make sure they're being safe/hygienic.

### 5A) - Cooking and storage

Chat through the different cooking methods. Guides only need to cook one hot meal (they can do more if they want to) so pick one they are confident doing and make sure they practice before they go.

Once they're confident with using the cooking method, get them to start thinking about the equipment they'll need to take (and where to get it from). Getting them to plan their menu alongside this helps too, so they don't end up taking too much equipment.

### 5B) - Plan the menu

Once your Guide has come up with their menu, check to make sure it's not overly-complicated or expensive. If they've done it with their group, they should have accounted for dietary requirements but double-check this with them before they go shopping.

### 5C) Food hygiene

Whilst you can give advice to the Guide before they go, it's best to check when you or their supervisor visits their residential to see what they've put in place to keep things clean and hygienic.

## Challenge six - Get activities

This is the chance for the Guide to be creative with their programme and plan something their group will love.

### 6A) Plan the programme

Check that the candidate has planned a programme that's feasible and accessible for everyone.

If they want to do something adventurous, find them a provider and book with based on the requirements listed on the [Activity Finder](#).

Adventurous activities, e.g. abseiling, boating and swimming are not permitted unless a suitably qualified adult, approved by the relevant commissioner via the REN form, is in charge of the activity.

### 6B) Equipment and instructors

If they are only doing activities that they're running themselves, check they've got all the equipment they need. If they're planning adventurous ones, make sure this is included on the Information and Consent form.

### 6C) Looking after your equipment

If they have borrowed equipment, check when they are going to return it, as this is something they might need to plan before they leave. If they are borrowing things from their unit, it might just need to go back at the next meeting. Make sure they know where they're getting equipment and how it's going to be returned.

### **Challenge seven - Camp**

Depending on how experienced your campers are, they'll need a varying level of support with this challenge.

If you're supporting a candidate with additional needs, or who is taking Guides with additional needs that means they can't sleep in a tent/camp, you can plan with the unit leader for them to stay in other accommodation.

#### 7A) Tents, tents, tents

Help your Guide to source the tents needed and that the group have had chance to practice putting them up and taking them down before they go.

#### 7B) Set up camp

Before the camp, check the Guide has a sensible plan for the layout of their camp. You or the supervisor visiting the camp can then check they've stuck to the plan, and if not, that it's still hygienic and makes sense.

#### 7c) Strike the camp

Make sure the Guide has packed away all equipment and taken all rubbish away with them. If the tents are packed down when wet, ensure the Guides know to dry them out properly and return them.

### **Visiting the camp**

This is a chance for you to see the camp in action, catch up with the Guide so they can talk over any concerns they may have, and share their successes with you! This should be a friendly visit - not an inspection to be dreaded. Arrange a suitable day/time beforehand to meet up with the group on site so they are expecting you ... and to make sure it's not when they've gone off site!

If you can't visit as a mentor, make sure the supervisor makes plans to do this. Check with the Guide how often they'd like you to visit - it might be once throughout the whole trip, or more at the beginning.

You will be able to see if the plans they have put in place are running as expected, or if unforeseen circumstances have arisen, what changes they've made to be able

to continue with the camp.

Things to look out for:

- You should see her programme in action.
- Her leadership style with the group.
- Whether the group is healthy, happy, occupied and well-fed!
- If the camp and the group are safe/following safe practices.
- If the layout is appropriate, tents pitched securely, food being stored appropriately, cooking equipment used safely etc.?

In the rare event that you find anything that could jeopardise the safety or well-being of the group, decide how this can be quickly resolved. If a solution can't be found, and it would be dangerous for the camp to continue, the camp will need to be abandoned. Ensure everyone gets home safely. Safety of the participants is the top priority.

If two or more Guides are doing their permit at the same venue/time, check that each Guide is running their own camp with a separate group and that things such as sleeping areas/programme/menus are different. The only thing they can share are activity sessions (to reduce costs) you should clearly see differences in the rest of their camp.

### Completion

Once they're back, meet with them to go over their permit. They'll need to think about how the trip went with their group before this, so you can review their feedback together. Once you're happy they've done everything, you can sign off their permit as completed! You can then let their leader know. They'll arrange for the badge and certificate to be presented.

If you aren't sure they have completed, highlight to them the areas you need a bit more information on. It might be something small they've forgotten to include when recording what they've done, so give them time to rectify it. It might be something that wasn't needed i.e. they did at an adventurous activity at a Girlguiding activity centre, so didn't need to check the instructor qualifications.

However, if you still feel they haven't completed, speak to your county outdoor activity adviser in the first instance. They can help you decide. The candidate might need supporting to re-do a certain challenge on another trip.

## Guidance for leaders

### At the start

If you're a unit leader and you've got Guide in your unit who wants to start their Guide camp permit, the first thing to do is to talk to your commissioner to arrange a permit mentor for them, if you don't want to mentor them yourself. They'll need to be an experienced Going Away With licence holder. If you haven't got anyone in mind, chat to your local residential adviser or county outdoor activities adviser. They sometimes have a pool of mentors they use for the Going Away With licence and can help assign someone suitable.

### During the permit

The Guide should be mainly supported by their mentor who'll help them plan each part of their journey.

#### Equipment

They'll need help sourcing equipment from either the district or your unit, so reaching out to other local units on their behalf to help source relevant equipment can really help them with their planning. This will be especially useful if their mentor isn't involved with guiding at a local level.

#### Budgeting and managing money

As part of the permit, the candidate needs to plan a budget and financially administrate the camp (see Challenge 2a - What's your budget?). They'll need to use the unit camp/holiday account for this. They'll need to agree with you how they access this and agree a notice period if they need money putting in (from their fees) taking out (to pay for something) and how they claim back any costs they incur personally. They should account for all costs on their camp, so the general/camp/holiday unit funds shouldn't be affected. It can also help with returning any underspend - either to their group or back to the unit (they'll need to agree this beforehand). If this is something that's handled entirely by a unit treasurer, then put them in touch with the Guide so they can work with them.

### Arranging a supervisor

Each permit will need an adult leader to act as their supervisor during the residential. This can be the mentor, or another leader in Girlguiding. This leader will need to be within 10 minutes travelling time of the residential throughout and hold a valid [A Safe Space levels one - three](#) and [a valid First Response qualification](#). Depending on where the campsite is, you, or a member of your unit leadership team may be asked to be the supervisor. Especially if the Guide is planning her camp alongside the main unit camp.

This is a great way for you to support the candidate on the residential itself. If

you aren't going to be within 10 minutes travelling distance of the campsite perhaps you can ask other leaders in your area or speak to your commissioner and/or county outdoors activity adviser to find a suitable volunteer.

### Completion

When they've completed their permit, they can be awarded the Guide camp permit badge and certificate. You can order these via your county badge secretary.

They can now use their Guide camp permit to run other camps for groups of Guides. If they got their permit by camping alongside their unit camp, but then want to run a camp independently of this then they may need support to cover the areas that are new to them such as booking the venue, arranging transport etc.

## Guidance for commissioners

### At the start

The leader should get in touch with you to inform you that they have a Guide interested in doing the permit. Talk to your local residential/outdoors activity adviser to find potential mentors and agree the mentor with the leader/Guide.

### During the permit

You'll sign off the [REN forms](#) as per Girlguiding policy. If you have any concerns over the REN forms, please speak to the leader who completed the form to resolve.

Keep in touch with and support the mentor with any queries as needed.

You might be asked to help find a suitable home contact or supervisor if required.



## FAQs

*Q. A candidate has the permit minimum of four people (including themselves) booked to go on the residential, but one person drops out a few days before. Can they still do their permit?*

A. Ideally, encourage the Guide to have a minimum of five when planning her camp to cover anyone dropping out, but we recognise that this can be difficult with this age group. A local callout to find someone else to go along would be the preferred solution. If this is not possible, and they can't rearrange without incurring significant costs, then it's at the discretion of the county residential (or outdoors activity) adviser and local commissioner in consultation with the mentor. This is a last resort though, and only available if a maximum of one person drops out.

*Q. A Guide holds the Camper Advanced badge from the old programme, can she start her Guide Camp Permit?*

Yes, any Guides who gained their Camper Advanced badge before September 2019 will continue to meet the pre-requisites to start this permit until the end of the 2019/20 academic year.

*Q. I need more guidance, who can I contact?*

Your local residential or outdoor activities adviser should always be your first port of call. However, if you need more support on the permit you can contact the programme team on [programme@girlguiding.org.uk](mailto:programme@girlguiding.org.uk).