

Advice to Commissioners

for

Completing & Checking Residential Event

Notification Forms (RENs)

- ★ At the time of completing the REN form must be downloaded from the national Girlguiding website to ensure that the current version is being used.
- ★ All Leaders, Young Leaders & Helpers attending the event, as part of the Leadership Team, must have their GGUK registration numbers on the form.
- ★ All volunteers over 18, including Young Leaders, **must** have a current Girlguiding CRB and must be registered on GO! as an Occasional Residential Helper.
- ★ Authorising the event is the responsibility of the Commissioner and is best done using the knowledge of their local adviser. They **must** forward the REN to be seen by the local adviser prior to signing as per flowchart on GGUK Website. These forms cannot be signed by District contacts and therefore must be forwarded to Division Commissioners if there is not a Commissioner at District level.
- ★ Ensure the correct ratios for leaders/girls for **each event** are checked before signing the form. If the Leader is requiring assessment the maximum number of girls is 24. Remember to take into account other children and adults over 65.
- ★ For a large or multi section event, ensure the correct number of relevant section licences are held.
- ★ Risk Assessment Forms **must be completed and attached** when the REN is submitted, these may be downloaded from the national Girlguiding website.
- ★ The person shown as Home Contact should not be going on the event, be related to anyone attending and **MUST** be asked before the forms are completed – ensuring they are **NOT** going to be away at the time of the event. If there is no Home Contact **do not sign the form** until the information is given.
- ★ The REN **must** be sent to the Division Outdoor Activities Adviser and should be sent to the Camp/Holiday Adviser of the site if out of the County (these details can be obtained by emailing or telephoning the County Office for the relevant site). If the event is outside of Hertfordshire County the Commissioner **MUST** forward the form to the relevant local Adviser for their information.
- ★ Don't forget, the form must be signed and returned to the Leader in Charge of the holiday after you have checked all the information on GO! and have checked all the relevant details including risk assessments and details of planned adventurous activities. The forms are designed in a way that they can be sent as early advice i.e. for international or large scale events and updated as information is acquired, but should only be signed when 100% satisfied that everything is correct.

These are all common sense statements, but you would not believe the difficulties the Hertfordshire County Team have had over recent months!

Please remember that the Advisers are here to help you, which is why it is important that you send us the forms before you authorise them so we can identify any issues/concerns at the outset. Thank you for your support.

