

Guidance Notes for Commissioners on Residential Event Notification Forms.

Commissioners should read the guidance notes for Leaders

The Commissioner's responsibilities to approve the form are:

- To ensure relevant DBS checks have been completed on all adults attending the residential event.
- To check ratios are correct with Girlguiding guidelines and maximum numbers. This includes checking that there are a minimum of three leaders at the event (unless under DCs discretion for small events) and that the 1st Aider and caterer are different individuals to the Leader in Charge .
- To check qualifications of adults attending event on Go! This includes the qualifications of the identified 1st Aider . As from 1st January 2021 the Leader in Charge of the event must hold Safe Space Modules 1-3 . From the same date all other adults attending must hold Safe Space Modules 1&2 .
- To check that the venue is on the approved list . If it is not , or there is any doubt , contact qualifications@girlguidingderbyshire.org immediately . Final forms are not acceptable with the ' no ' or don't know ' box ticked .
- To ensure the Risk Assessments have been completed and all other documents have been submitted as required .
- To return the approved form promptly to the leader. The event should not go ahead without this paperwork in place .
- To ensure that the Home Contact procedure is properly in place , including checking that the Home Contact is a Member or Recognised Volunteer with Girl Guiding , and not related to anyone attending the event . From 1st January 2021 the Home Contact must also hold Safe Space Module 1 .
- To take advice if required from appropriate Advisors eg Walking Advisor .
- 4 weeks before the event – Send parts 1 and 2 of the REN form to renderbyshire@gmail.com. It is not necessary to send accompanying documents . Please note that this is NOT a backstop approval by County , it is for data gathering . Approval for the event to go ahead rests with the authorising Commissioner .
- 4 weeks before the event –only if an assessment is required – send parts 1 and 2 of the REN form to qualifications@girlguidingderbyshire.org . Accompanying documents are not required .