

Guidance notes for Leaders – GAW assessments and RENs

For a Going Away With Scheme Assessment

- Complete the Registration form that can be found in either the Training or Opportunities sections at www.girlguidingderbyshire.org .
- This should be sent to qualifications@girlguidingderbyshire.org a minimum of 3 months prior to the event . Requests for assessments with shorter lead-time will not be accepted . Do not wait until your initial REN needs to be submitted (see below) as your appointed mentor will help with the REN and other forms .
- For the a Travelling Abroad Module assessment , submit your registration form as soon as you have received your approved International Residential Permission to Plan form .

REN forms – Leaders responsibilities

- For trips abroad follow the timings as given by your Commissioner in your International Residential Permission to Plan form , which may differ from timings below .
- Submit part 1 of the REN form to your Commissioner at least 12 weeks prior to the event . It is Commissioners discretion if they will accept shorter notice , but you cannot rely on that . Note that less than 12 weeks is never acceptable if an assessment is required .
- Complete all required information , including qualifications held (or being assessed) by the Leader in Charge .
- Check that all adults attending have live DBS status (ie membership numbers) and discuss immediately with your Commissioner if there are any issues .
- Add all relevant qualifications of accompanying leaders . The nominated 1st Aider must have a 1st Aid qualification registered on GO ! As from 1st Jan 2021 the Leader in Charge must hold Safe Space Modules 1-3 . From the same date all other adults attending must hold safe Space Levels 1 & 2 .
- Check that your venue is on the approved list (Commissioners have a copy) . If it is not speak to your Commissioner to arrange for it to be checked .
- With the REN send an activity plan and initial risk assessment . These may not be final documents at this stage and can be firmed up later on .
- At least 4 weeks prior to the event –
 - If there have been any relevant changes eg numbers , resubmit Part 1 to your DC for checking
 - Send Part 2 to your Commissioner along with your detailed activity plans , finalised risk assessments and Home Contact agreement form . Your Home contact must be a member or recognised volunteer with Girlguiding and not related to anyone at the event . As from 1st January 2021 they must also have completed Safe Space Module 1 .

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