

Residential Checklist

no.	Item	Further Links	<input checked="" type="checkbox"/>
1.	Inform your Commissioner(s) of the event and check they are happy before you start to formalise the plans. Get authorisation <u>before</u> you pay a deposit for your venue.	Practical Tips for planning your residential	<input type="checkbox"/>
2.	<p>To run your own residential event*, someone in your event leadership team must hold, or be working towards, the relevant modules of the Going Away With scheme. Speak to your commissioner about completing the scheme as early as possible.</p> <p><i>If you're completing the Going Away with Scheme you will also need to contact your County Residential Adviser to arrange an assessment during the event.</i></p> <p>You need to ensure you have a licence holder in a ratio of at least 1:50. Events with 100 or more participants, in total, are defined as large-scale events.</p> <p><i>* If you're attending an event at a Girlguiding Activity Centre, where it's clear that a licence isn't required, you can list the venue as the licence holder. The role of licence holder will be completed by a nominated member of staff from the activity centre, if needed.</i></p>	<p>Going Away With scheme</p> <p>Large-Scale Events</p> <p>Girlguiding Activity Centres</p>	<input type="checkbox"/>
3.	If not already done so, pick a date and a venue		<input type="checkbox"/>
4.	<p>Venue. Book your venue - a deposit may be required, if required, don't forget to ask them for:</p> <p>Safety guidelines</p> <p>Public Liability Insurance</p> <p>Risk Assessments</p> <p>Copies of any instructors' qualifications</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	Insurance. Girlguiding has arranged insurance that covers members, or anyone acting on behalf of Girlguiding, when they are involved in a recognised guiding activity. However, the insurance does not cover cancellation or curtailment, travel issues, hiring a vehicle or using your own, or damage to personal belongings.	Insurance	<input type="checkbox"/>
6.	<p>Save the date - notify parents of the event.</p> <p>As much notice as possible is recommended allowing parents to save for the event and set up a payment plan, if necessary.</p>	Setting Expectations for the Event	<input type="checkbox"/>

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	<p>Parents must have the opportunity to meet the leaders prior to the event and have all plans explained to them. <i>You may also like to include a refunds policy.</i></p>		
7.	<p>Risk Assessments. Start your Risk Assessment as a draft. It is required to be sent off with the Residential Event Notification (REN) form (see no. 10 below)</p>	<p>Risk Assessments</p>	<input type="checkbox"/>
8.	<p>Activity Plan. Start drafting your activity plan, as a copy of the draft is required to be sent off with the REN form (see no. 10 below).</p> <p>Your draft activity plan should be an outline that shows the activities you are considering doing on your residential, or what is available as part of the programme. It can be used to look at what else you may need, to deliver your planned programme. <i>For example, if you're planning a walk, do you need a walking qualification?</i> More information about the qualifications or safety requirements of any planned activities can be found on the activity finder. <i>This is a fluid document and can change up to submitting the final REN form.</i></p>	<p>Activity Finder</p>	<input type="checkbox"/>
9.	<p>Ratios. Work out what mandatory ratios are required and make sure you have enough adults.</p> <p>Rainbows - 1:4 with at least 3 adults always present. Brownies - 1:6 with at least 3 adults present, or 2 at the Commissioner's discretion. Guides - 1:12 with at least 3 adults present, or 2 at the Commissioner's discretion. Rangers - no ratio, but there must be at least 2 adults present, or 1 at the commissioner's discretion.</p>	<p>Ratios</p>	<input type="checkbox"/>
10.	<p>12 Weeks prior to the first day of the event. Download and submit Part 1 of REN Form to your District Commissioner.</p> <p>You will also need to include your draft risk assessment and activity plan (nos. 7 & 8)</p>	<p>Home residential event notification form (word document)</p> <p>Home residential event notification form (PDF)</p> <p>More information on completing the REN can be found on the Girlguiding website here.</p>	<input type="checkbox"/>
11.	<p>Home Contact System. When you're taking part in an activity outside of your normal meeting place and time, you must assign a responsible adult as a home contact. A home contact is a person that you've agreed will act as a first point of contact if plans change, or if an accident or emergency occurs. The home contact should have completed a Safe Space Level 1.</p>	<p>Home Contact system</p>	<input type="checkbox"/>
12.	<p>Consent Forms. Gain permission from Parents/carers using the Information and Consent Form.</p>	<p>Residential Consent Form</p>	<input type="checkbox"/>

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	<p>Emergency Contacts Make sure parents have nominated an emergency contact to be available throughout the event to collect young members, if needed.</p> <p>Photo Permissions. Make sure you have relevant photo permissions for all those attending.</p>		<input type="checkbox"/> <input type="checkbox"/>
13.	<p>Risk Assessments. Update your risk assessments. <i>Ideally you could visit the venue to complete a full risk assessment.</i></p>	Risk Assessments	<input type="checkbox"/>
14.	<p>Programme/Itinerary. Finalise your programme/itinerary as it will be needed for Part 2 of the REN form.</p>		<input type="checkbox"/>
15.	<p>Adjustment Plans. Make sure you've completed an Adjustment Plan with the parents/carers and young member, for the planned personal care of any young member that requires it.</p>	Adjustment Plans	<input type="checkbox"/>
16.	<p>Shopping List. Book your food delivery slot.</p>		<input type="checkbox"/>
17.	<p>First Aid Kits. Check your first aid kits - make sure it contains nothing that has expired.</p>	Giving and Managing Medication	<input type="checkbox"/>
18.	<p>4 Weeks prior to the first day of the event. Download and submit Part 2 of REN Form to your District Commissioner.</p> <p>You will also need to include an updated risk assessment and a full itinerary.</p>	Competing REN forms	<input type="checkbox"/> <input type="checkbox"/>
19.	<p>Health Forms. Parents of under 16s and participants over 16 (including all leaders) must complete a health form. Usually these are completed a month prior to the event.</p> <p>You may also need to have some blank medication record sheets ready for those members on regular medication.</p>	Health Form Giving and Managing Medication	<input type="checkbox"/> <input type="checkbox"/>
20.	<p>On return. Complete and send off any Accident/Incident forms to HQ. Retain, at Unit level, until Insurance team at HQ has confirmed they have received a copy of the form and relevant documents.</p> <p>One month after the date of event, destroy all Consent forms.</p> <p>If medical treatment or medication has been administered, one month after the date of event, destroy all Health Information Forms. If no medical treatment or medication administered, these can be destroyed straight after the event.</p> <p>Keep REN forms for 1 year from date of event.</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>