

- At the time of completion, 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 (or their enquiry reference on Part 1 if their recruitment checks are in progress).
- All volunteers over 18, **must** have a current Girlguiding DBS and must be registered on GO as a Leader, Unit Helper or Division Helper (roles which require at least Safe Space 1 & 2).
- The Commissioner should check that the County REN Process sheet is populated with the name, membership number and role at the event for all volunteers attending. This should be emailed to the office using the email address: REN@girlguidingleeds.org.uk.
- Authorising the event is the responsibility of the Commissioner and is best done using the knowledge of the relevant local advisers. Commissioners may delegate the checking of the forms to a member of their team but it is still the commissioner who authorises the event.
- The REN **must** be seen by the local adviser prior to the Commissioner signing as per the process on GGUK Website.
- Ensure the correct ratios of leaders to girls for **each section** are checked before signing the form. Remember to take into account other children - a separate adult is required to look after volunteers' children. If the Leader is requiring assessment there should be between 8 and 24 girls (the minimum can be reduced to 4 for Rangers).
- If an assessment is required then the leader should have had a previous discussion with you and have had a mentor assigned. If this hasn't happened then please get them to complete a request for mentor form at this point. Please highlight to the Office when submitting the REN Part 1 that assessment is required so a visit can be arranged.
- For a large or multi section event, ensure the requirements for each section are covered including the correct number of relevant section licences held.
- Risk Assessment Forms **must be completed and attached** when the REN is submitted. These should be the latest versions downloaded from the national Girlguiding website. The draft risk assessment at part 1 should include details of contingency plans for any leader not being able to attend and the risks around finance in the event of cancellation.
- At Part 1 submission an outline event programme should be completed.

Part 2 Specific

- The person shown as Home Contact should not be going on the event or 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 signed Home Contact Agreement form should have been submitted with the REN to confirm that their agreement.
- The risk assessment should be resubmitted in more detail, or at least have been reviewed if it was detailed at first submission. (For example it should now include details of any specific individual needs rather than just a general statement.) It should include all items even those which may be considered common sense.
- The programme should be in sufficient detail for you to be able to consider the risks and ask any questions regarding qualifications of instructors.
- Don't forget, the form must be signed and returned to the Leader in Charge of the holiday after all the information on GO has been checked and once you 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 e.g. 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 may all seem like common sense statements, but you would not believe the difficulties the 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 any issues/concerns can be identified at the outset.

Thank you for your support.