

**REN Part 1**

Commissioner	Office	Advisor
<b>Timeframe</b> <ul style="list-style-type: none"> <li>Has the REN been sent before the 12 week cut off?</li> <li>If not, does it appear that the event is already planned sufficiently so that it is likely for it to be able to go ahead safely?</li> </ul>	<b>Compliance</b> <ul style="list-style-type: none"> <li>Safe Space, DBS, LQ Modules, Going Away with Modules</li> </ul>	<b>Venue</b> <ul style="list-style-type: none"> <li>Has the venue been approved?</li> </ul>
<b>Risk Assessment covers as a min:</b> <ul style="list-style-type: none"> <li>Travel</li> <li>Accommodation</li> <li>Possible activities</li> <li>back up plan</li> <li>financial risk</li> <li>Covid</li> </ul>		<b>Risk Assessment</b> <ul style="list-style-type: none"> <li>double check for advisories</li> </ul>
		<b>Ratios</b> <ul style="list-style-type: none"> <li>double check numbers</li> </ul>
		<b>Instructor qualifications (if applicable)</b> <ul style="list-style-type: none"> <li>Qualifications acceptable to Girlguiding</li> </ul>
<b>Ratios</b> <ul style="list-style-type: none"> <li>check ratios and who will be attending. Noting a separate adult (or adults if more than one needed for the numbers) is required to look after volunteers' children.</li> </ul>		
<b>Activity Plan</b> <ul style="list-style-type: none"> <li>is the plan balanced and inclusive?</li> <li>Are any of the suggested activities prohibited</li> </ul>		
<b>Assessment</b> <ul style="list-style-type: none"> <li>Is an assessment required? If so, notify Adventure &amp; Events Team to ensure Training and a Mentor has been arranged/allocated.</li> </ul>		
County REN Schedule attached and contains details of the volunteers attending and their role at the event		

**REN Part 2**

Commissioner	Office	Advisor
<b>Timeframe</b> <ul style="list-style-type: none"> <li>• Has the REN been sent before the 4 week cut off?</li> <li>• if not, is everything in place so that you are confident the event can go ahead safely?</li> </ul>	<b>Compliance</b> <ul style="list-style-type: none"> <li>• Safe Space, DBS, LQ Module, Going Away with Modules for finalised team</li> </ul>	<b>Venue</b> <ul style="list-style-type: none"> <li>• Has the venue been approved if it wasn't previously?</li> </ul>
<b>Assessment (if appropriate)</b> <ul style="list-style-type: none"> <li>• Has a mentor been allocated and working with the lead volunteer for the camp/holiday?</li> <li>• If there is any doubt contact Adventure &amp; Events Team for confirmation.</li> </ul>		<b>Risk Assessment</b> <ul style="list-style-type: none"> <li>• double check for advisories</li> </ul>
<b>Risk Assessments Finalised</b> <i>at this point risks should be more specific and not generalisations</i> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Accommodation</li> <li>• Activities</li> <li>• Catering arrangements</li> <li>• Individual needs (if any)</li> <li>• back up plan</li> <li>• financial risk</li> <li>• Covid</li> </ul>		<b>Instructor qualifications (if applicable)</b> <ul style="list-style-type: none"> <li>• Qualifications acceptable to Girlguiding</li> </ul> <b>Ratios</b> <ul style="list-style-type: none"> <li>• double check numbers</li> </ul>
<b>Ratios Finalised</b> <ul style="list-style-type: none"> <li>• check ratios again, have the adult members changed?</li> <li>• Noting a separate adult (or adults if more than one needed for the numbers) is required to look after volunteers' children.</li> </ul>		
<b>Activity Plan Finalised</b> <ul style="list-style-type: none"> <li>• is the plan balanced and inclusive?</li> <li>• are any activities prohibited?</li> </ul>		
<b>Food</b>		

REN Part 2

Commissioner	Office	Advisor
<ul style="list-style-type: none"><li>who is catering? Are catering arrangements covered in the Risk Assessment?</li></ul>		
Home Contact <ul style="list-style-type: none"><li>home contact agreement should be included at this point</li></ul>		
County REN Schedule attached and any actions noted as complete/updated.		