**GOING AWAY WITH YOUR UNIT….**

**County Outdoor Residential Advisor**

Emma Chester

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**County Indoor Residential Advisor**

Emma Craven

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**Outdoor Team - Lead Volunteer**

Sally Jackson

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Leader considers running

a residential event for her own unit

Leader speaks to her

District Commissioner

and seeks approval to run event

Does Leader hold relevant Licence?

 No and wishes to complete

 Yes No – but has another Leader Going Away with Scheme

 who holds licence is attending

 Leader arranges venue and Commissioner contacts appropriate County

Leadership Team Advisor to discuss and arrange mentor

Leader advertises event to girls County Advisor liaises with all parties

including Division Advisor

 Leader completed a Residential Notification

 Form (REN) and sends it to her Commissioner Mentor meets with Leader and works

 along with a Risk Assessment in all cases. through Going Away with Scheme.

 Leader to check activities against Guiding Manual Mentor liaises with County Advisor and

and qualifications of instructors being used. Commissioner as necessary during process.

 *min.2 weeks prior to event (if holds licence)* *all the above should be completed in a*

 *min. 8 weeks prior to event (if assessment required)* *reasonable timescale at the start of the process*

 Commissioner checks REN and Risk *min. 6 weeks*  County Advisor receives REN & Risk Assessment.

 Assessments meet requirements of *prior to event* Checks if Assessment is required?

 Guiding Manual including Instructor *(if assessment*

 qualifications. If approved signs and *required)* Yes assessment required.

forwards to relevant Advisor in home County No assessment required. Arranges for event to be

and Advisor in host County if event is taking Confirms receipt with assessed (preferably

place outside of County. Returns to Leader. Commissioner. by 2 Leaders)

Notifies Commissioner

Leader receives signed copy of REN and organises

Consent forms, Health Information forms and a Home Assessor attends event and writes report

 Contact. Proceeds with Residential Event. sending it to County Advisor

 County Advisor receives and verifies Going

 Away with Scheme book along with accounts,

within a reasonable timeframe after event.

Then arranges for Badge and Certificate to be presented.