GOING AWAY WITH YOUR UNIT….

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Outdoor Team - Lead Volunteer
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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?

- Yes
- No – but has another Leader who holds licence is attending
- No and wishes to complete Going Away with Scheme

Leader arranges venue and Leadership Team

Leader advertises event to girls

Leader completed a Residential Notification Form (REN) and sends it to her Commissioner along with a Risk Assessment in all cases. Leader to check activities against Guiding Manual and qualifications of instructors being used.

min.2 weeks prior to event (if holds licence)
min. 8 weeks prior to event (if assessment required)

Commissioner checks REN and Risk Assessments meet requirements of Guiding Manual including Instructor qualifications. If approved signs and forwards to relevant Advisor in home County and Advisor in host County if event is taking place outside of County. Returns to Leader.

Leader receives signed copy of REN and organises Consent forms, Health Information forms and a Home Contact. Proceeds with Residential Event.

Commissioner contacts appropriate County Advisor to discuss and arrange mentor

County Advisor liaises with all parties including Division Advisor

Mentor meets with Leader and works through Going Away with Scheme. Mentor liaises with County Advisor and Commissioner as necessary during process.

all the above should be completed in a reasonable timescale at the start of the process

min. 6 weeks prior to event (if assessment required)

County Advisor receives REN & Risk Assessment. Checks if Assessment is required?

- No assessment required. Confirms receipt with Commissioner.
- Yes assessment required. Arranges for event to be assessed (preferably by 2 Leaders) Notifies Commissioner

Assessor attends event and writes report 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.