Home residential event notification and approval form

When planning a residential or overnight event you must refer to Girlguiding's residential event guidance.

Please read all the below information before completing this form.

Your commissioner must be notified of and approve all events that involve an overnight stay using this form. The leader in charge is responsible for making sure that Girlguiding policies and procedures are followed, that this form is completed accurately, that updated information is sent to the authorising commissioner where necessary, and that the event does not go ahead until authorisation is received.

Remember as this form includes personal data you must make sure you follow the managing information procedures when completing, sharing or sending the form.

For home residentials, that being residentials in the UK or in Girlguiding British Overseas Territories (GGBOTs) home county, part one must be submitted and approved before any booking is made, unless the unit could afford to write off any small deposit.

When to submit this form

The below table lays out the minimum timescales you should follow when submitting this form:

Type of trip	Part one	Updated risk assessment and itinerary	Part two	Updates after part two approval
Organising a large-scale event*	12-18 months before the event	4 months before the event	4 weeks before the event	If there are any changes after part two is signed off by your commissioner, you must edit the form and resubmit to your commissioner and adviser (if relevant) for approval.
All other home residentials	12 weeks before the event	You can submit these with part two	4 weeks before the event	

*100+ participants including adults and the event team

In exceptional circumstances you may be allowed to submit this form later than the minimum period, subject to the discretion of your commissioner.

Which sections to complete for each stage

The following table shows you which sections of the form you should complete or update if there are any changes for each part of the authorisation process:

Section	Part one	Part two
1. Leader in charge details	Complete	Update if changes
2. Event details	Complete	Update if changes
3. Participant details	Complete	Update if changes
4. Additional information	Complete	Update if changes
5. Insurance	Complete	Update if changes
6. Programme and risk assessment	Complete	Update if changes
7. Home contact information	Not required at this stage	Complete
8. Additional information on programme and risk assessment	Not required at this stage	Complete

Your commissioner may have other questions or need further information before signing off this form. Please provide as much information as possible at each stage to help them make a decision.

There are links to helpful resources for planning your residential at the end of the form.

About the event

1. Leader in charge

Complete for part one and update as needed for part two

This refers to the person who must complete this form and seek commissioner approval. They are the person with overall responsibility for the residential and who holds, or is working towards, the relevant modules of the Going Away With scheme or Lead Away permit (the licence holder).

Mentors supporting a Guide camp permit should put their contact details in this section, list the supervisor in the participant details section and put the name of the Guide doing their camp permit in the 'brief summary of your event' section.

First name(s):			
Surname:		Membership number:	
Contact number:	Contact email:		
Going Away With scheme assessment required?		☐ Yes	☐ No

2. Event details

Complete for part one and update as needed for part two

Level name (for which you are running the trip eg 1st Market Guide unit or Skelderton division)	
Name of event: Strategy	
Start date and time: 19/06/2026 4pm	End date and time: 21/06/2026 2pm
Authorising commissioner's name:	Nights away: 2

A participant in the event must not act as authorising commissioner for that event.

A county commissioner attending their unit event as a unit leader can have the form authorised by their district commissioner. If they're attending a county event as a county commissioner, then the chief commissioner, or delegated deputy, for the country/region needs to sign. If the chief commissioner is attending a region or international event, the chief guide or deputy chief guide must sign it off, or if they're unavailable, then another chief commissioner.

Forms must never be signed by family members; if the authorising commissioner is related to the leader in charge the form should be passed to the commissioner above.

Event type (tick all that apply):

☐ Overnight stay	☐ Residential lasting two nights or more	☐ Residential at an event where the activity centre is the licence holder	
☑ Attending a large-scale event	☐ Organising a large-scale event*	☐ Residential using or to gain the Guide camp permit	☐ Residential using or to gain the Lead Away permit

* Large-scale event organisers must be approved by their commissioner. Please include their details under participant details

Please provide a brief summary of your event
Activity Weekend with possible activities including Climbing, High Ropes, Crate Stacking, Abseiling, Water Activities, Rifle Shooting, Archery, Tomahawk Throwing. All activities will be run by Strategy & Evolution.

Please provide address details of the venue(s) you are staying in, including organisation or owner (if known). For example information could be: 'Skelderthorpe County Campsite, Skelderton, SK1 1AA', or 'The Canal Queen narrowboat, owned by Jane Wilson, moored at SK1 1AA'
Cirencester Park, Gloucestershire, GL7 7HX Strategy and Evolution

Please give details of how participants will travel to and from the venue and any additional travel arrangements during the event

3. Participant details

Complete for part one and update as needed for part two

These numbers can be an estimated maximum when submitting part one, but must include final numbers at part two.

Total number of participants:

Rainbows	Brownies	Guides	Rangers	Volunteers aged 13-17 *
Adult volunteers/members			Other children **	

* Rainbow and Brownie helpers should be listed as Guides
** Please see our current guidance around children of volunteers on residentials

All adults aged 18 or over on a residential must have a valid disclosure check. Leaders in charge must have A Safe Space, Level 1-3. All other volunteers must have A Safe Space, Level 1-2, except supported volunteers (see helpful resources section).

Name(s) of all attending volunteers (aged 13+) and any other attending adults	Membership numbers	Dates attending residential (include time)*	Will they have first aid responsibilities at the event?	Do they have the qualifications or training required for their role?**	
				☐ Yes	☐ Not yet
				☐ Yes	☐ Not yet
				☐ Yes	☐ Not yet
				☐ Yes	☐ Not yet
				☐ Yes	☐ Not yet
				☐ Yes	☐ Not yet
				☐ Yes	☐ Not yet
				☐ Yes	☐ Not yet

* This can be before/after the event to cover setup and takedown
** They must have all qualifications or training required for their role before the commissioner can approve part two

4. Additional information

Complete for part one and update as needed for part two

Is the property approved for Girlguiding residentials?	☑ Yes	☐ No	☐ Don't know

All venues must be approved by Girlguiding. If you're unsure whether your venue has been approved, contact your county residential adviser to confirm/arrange a visit to approve it. At the part one stage this can be a 'no' or 'don't know' but this must be approved by part two. You can find further information about approving venues on the going on residentials webpage.

If you're staying outside of your local area, it's good practice to make contact with the residential/outdoor activities adviser from the area in which you're staying. They are sometimes referred to as the host adviser. This is especially true if you're staying at an independent site (such as a church hall or farmer's field) as they'll be able to assess whether it's approved for Girlguiding residentials. Or, if you're doing activities specific for that location (eg walking up a local mountain), as they'll be able to let you know if there's anything specific you need to include in your risk assessment.

Do you have appropriate facilities (for example, toilets and washing) for everyone attending the event?			☑ Yes	☐ No *
Is this a joint event with other Girlguiding members? **			☐ Yes	☑ No
Is this a joint event with another organisation? ***			☑ Yes	☐ No
I am responsible for:				
☐ Catering	☐ Programme	☐ Facilities	☑ Camping equipment	

* If no, you must ensure this is covered in your risk assessment

** If you're joining an event run by another Girlguiding unit or area, please ensure the event coordinator has provided their commissioner with full details

*** For joint events with other organisations you must follow all Girlguiding policies, including the Safeguarding and Managing information policies

5. Insurance

Complete for part one and update as needed for part two

Girlguiding's insurance does not cover cancellation or curtailment, travel issues, hiring a vehicle or using your own, or damage to personal belongings. More information and guidance can be found at the below links:

- Vehicle insurance
- Travel and trips insurance
- Insurance for activities

Based on the guidance, does your event require insurance?	☐ Yes	☐ No
If no:		
I can confirm I have read the up-to-date guidance on the website and that insurance is not required, and any risks (including cancellation and travel) are included in the risk assessment.		☐ Yes
If yes:		
Are you aware of the costs and limitations within the insurance and have accounted for these in your risk assessment?	☐ Yes	☐ No

To complete (if needed) for part two

Insurer's name	
Insurance policy number	

6. Programme and risk assessment

Complete a draft for part one and update as needed to a final version for part two

Date activity plan last updated	
Date risk assessment last updated	

Date last consulted with young members, parent/carers and volunteers about your proposed plan		
Have you considered all reasonable adjustments that may be required to ensure that the event is accessible and inclusive for all participants?	☐ Yes	☐ No

You must have considered the needs of all the individuals on the trip in the risk assessment and activity plan. You should speak to the young members, parent/carers and volunteers to ensure that each individual's needs are taken into account.

7. Home contact details

Complete for part two

Name	Membership number
Email	
Mobile number	Home number

Confirmation that the home contact has been briefed on their role and responsibilities and has confirmed their understanding of the role by signing the home contact agreement form	☐ Yes

If you are joining another unit, or a bigger event, please enter the event home contact

8. Additional information on programme and risk assessment

Complete for part two

Confirmation that all instructors/providers have the correct qualifications, risk assessment and insurance for the activities they are providing?*	☑ Yes	☐ N/A

* Check the activity finder, for guidelines and requirements for all activities.

If you're using a narrowboat, what is the skipper's name?				
If you're walking in the countryside, what is the classification?				
☑ Easy	☐ Lowland	☐ Open	☐ Remote	☐ Extreme
If you're walking in the countryside (open or above), what is the group leader's name?				

The narrowboat skipper or walking group leader must be included in the participant details section as an attending adult. If this is for an assessment, or if this is the first time they've skippered a trip/led a walk of this kind, make sure you have included it in the risk assessment.

Submission for authorisation

Part one authorisation

To be sent to commissioner at least 12 weeks prior to event (home events) and 12-18 months (large-scale events)

Date sent to commissioner	

Attachments

Tick to confirm you have attached these documents:

☐ Draft activity plan	☐ Risk assessment
☐ Any other documents you think would be helpful for the commissioner (please state)	

If there aren't any issues, your commissioner will send back a signed and completed form at least ten weeks prior to the event. If you don't receive this form at least ten weeks prior to the event, contact your commissioner.

Once you have received the signed form you can book or confirm your venue and continue planning your event. Remember, any insurance you might need will only cover payments made after you have taken out the policy so you should make these arrangements at the same time as, or before, booking.

Updated risk assessment and itinerary for those organising large-scale events

For all other events this can be submitted with part two

Date sent updated risk assessment and itinerary to commissioner	

Part two authorisation

To be sent to commissioner at least four weeks prior to event

Date sent to commissioner	

Attachments

Tick to confirm you have attached these documents:

☐ Home contact agreement form	☐ Detailed activity plan
☐ Finalised risk assessments	☐ Insurance certificates (if required)
☐ Any other documents you think would be helpful for the commissioner (please state)	

You must not continue with an event unless you have carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from them. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.

Commissioner authorisation section

Guidance

Authorising the event is the responsibility of the commissioner and this is best achieved by using the knowledge and expertise of their advisers. It's good practice for an adviser to see every form, but the list below shows when the authorising commissioner must pass the form on to be signed by a relevant adviser (eg residential or outdoor activity adviser):

- If a Going Away With scheme assessment is required
- If a Guide camp permit or Lead Away permit assessment is required
- If they're organising a large-scale event

Part one authorisation

To be sent at least 12 weeks prior to event (home events) and 12-18 months (large-scale events)

To approve part one, the following sections must be completed:

1. Leader in charge details
2. Event details
3. Participant details
4. Additional information
5. Insurance
6. Programme and risk assessment

Adviser signature

Adviser signature required	☐ Yes	☐ No

Name	
Membership number	Date
Adviser role	
I can confirm that I have given all the advice needed – and have consulted with other relevant specialist advisers to do so – and I am happy for this event to go into the next stage of planning.	
Signed	

Authorising commissioner approval

Name	
Membership number	Date
Signed	

Part two authorisation

To be sent at least four weeks prior to event

To approve part two, the following sections must be completed:

1. Leader in charge details
2. Event details
3. Participant details
4. Additional information
5. Insurance
6. Programme and risk assessment
7. Home contact details
8. Additional information on programme and risk assessment

Adviser signature

Adviser signature required	☐ Yes	☐ No

Name	
Membership number	Date
Adviser role	
I can confirm that I have given all the advice needed – and have consulted with other relevant specialist advisers to do so – and I am happy for this event to go into the next stage of planning.	
Signed	

Authorising commissioner approval

☐ As authorising commissioner, I confirm that I am happy with all aspects of the event and that I have checked that:

- All adults ages 18 and over attending this event have completed Girlguiding recruitment checks (including relevant disclosure checks)
- All volunteers attending this event have at least A Safe Space Level 1 and 2 and that the leader in charge has A Safe Space Level 3 excluding any supported volunteers
- Any volunteer with responsibility for first aid on this residential has completed a suitable and valid first aid course

Name	
Membership number	Date
Signed	

If there aren't any issues, send back the signed and completed form to the leader in charge at least two weeks prior to the event.

Updates after part two approval

If there are any changes after part two is signed off by the authorising commissioner, the form must be edited and resubmitted to the authorising commissioner and adviser (if relevant) for approval.

Date submitted for reapproval	

You **must not** continue with an event unless you have received the updated signed form.

Helpful resources for planning

- Going Away With scheme – you must either hold or be working towards the relevant modules for your event
- Risk assessment template
- Activity finder – please check for guidelines and requirements for all activities
- Health, safety and welfare procedures – a comprehensive list of the measures that must be in place in order to maintain a safe environment
- Ratios – for joint or multi-section residentials, at least one leader from all participating sections must be present, and the correct ratio for each section must be observed. Many activities also have specific ratios that must be adhered to for safety reasons, these ratios can be found on the activity finder
- Including all – seek advice from your inclusion advisers and check the guidance on our website
- Insurance – please check our guidance and consider whether your event, or activities at your event, require insurance
- Parent/carer permission – this is required for all residential events. The information and consent for event/activity form must include all planned activities (eg swimming, archery)
- Health information forms – parents/carers and all adults must also complete the appropriate form for the nature of the residential
- Home contact agreement– to be completed following the home contact system guidance
- Grants and funds – these are available to support you to take girls on residentials
- FAQs – our regularly updated FAQs page on the Girlguiding website provides additional information and advice
- Large-scale events – there is guidance available for those running large-scale events and for those taking girls to large-scale events
- Coaches and minibuses – guidance for those driving coaches and minibuses themselves, including how to apply for a small bus permit
- Guide camp permit - Guides wishing to complete their permit will be assigned a mentor who must be an experienced Going Away With licence holder, you must ensure you follow the guidance for leaders, mentors and commissioners
- Lead Away permit – Rangers and young leaders wishing to complete their Lead Away permit will be assigned a mentor who must be an experienced Going Away With licence holder, you must ensure you follow the guidance for leaders, mentors and commissioners
- Supported volunteers may attend residential events without completing a safe space training but their individual volunteer supporter must also attend. The individual volunteer supporter must have an up to date disclosure check and a safe space levels 1-3.