

Process for planning and giving approval for residential events

Residential events

- When a Leader wants to plan an event she must first talk to her Commissioner, who will advise and support her.
- During the planning process the event coordinator continues to communicate with her Commissioner (and Mentor if applicable) and completes a Residential Event Notification form. This provides the Commissioner with the information she needs to be confident that the event will be safe and successful.
- The Commissioner should also put her in touch with other members who can offer additional support or specialist knowledge (such as Residential Advisers, Outdoor Activities Advisers, International Advisers, experienced Leaders and so on).
- If the Leader needs to work towards any modules of the Going Away With Scheme, she should indicate this on the Residential Event Notification form and her Commissioner will pair her with an appropriate Mentor, or will delegate this task to an appropriate Adviser.
- The Commissioner will then forward the form to relevant Advisers for their information and so that they can advise the Commissioner and help her in deciding if the plans are suitable.
- The Commissioner will then return the completed form to the event coordinator, approving the event.
- The event coordinator asks parents to complete an Information and Consent for Event/Activity form and a Health Information form for each participant.
- The event coordinator will need to create a list of emergency contact details for all participants and share this with the event's Home Contact

International events

- In the case of international travel, the process is the same. The Commissioner will forward the Residential Event Notification form to the International Adviser.
- The International Adviser provides support and advice to the event coordinator.
- The Commissioner will also need to communicate with the International Adviser to get advice and confirmation that the event is being planned effectively. In liaison with the International Adviser, the Commissioner will give her approval for the trip to go ahead.
- The event coordinator asks parents to complete an Information and Consent form and a Health Information for International Travel form for each participant.
- The event coordinator will need to create a list of emergency contact details for all participants and share this with the event's Home Contact.