**Guidance Notes for Commissioners on Residential Notification Forms**

**The District Commissioner’s responsibilities to approve the form are:**

* To ensure relevant DBS checks have been completed on all adults attending residential event.
* To check ratios are correct with Girlguiding guidelines and maximum numbers. This includes checking that there are a minimum of three leaders at the event (unless under DCs discretion for small events) and that the 1st Aider and caterer are different individuals to the event coordinator .
* To check qualifications of adults attending event on Go! This includes the qualifications of the identified 1st Aider.
* To ensure home contact is completed ensuring this is an independent person from all participants.
* To ensure the Risk Assessment has been completed.
* To return the approved form promptly to the leader. The event should not go ahead without this paperwork in place.
* To forward the approved form to the appropriate Adviser(s). Please add the name of our County REN Administrator (who is our appointed person to receive the forms) and any relevant adviser(s) and forward as below:

Copies of all forms to County REN Administrator:

Emma Green email: [renderbyshire@gmail.com](mailto:renderbyshire@gmail.com) tel: 07917 605594

Address: 61 Lime Avenue, Staveley, Chesterfield, Derbyshire S43 3JH

Copies of all forms where an assessment is required to :

[qualifications@girlguidingderbyshire.org](mailto:qualifications@girlguidingderbyshire.org)

Copies for specialism's to

Walking [walking@girlguidingderbyshire.org](mailto:walking@girlguidingderbyshire.org)

Water Activities (Steph Presland) [patandsteph@supanet.com](mailto:patandsteph@supanet.com)

International [international@girlguidingderbyshire.org](mailto:international@girlguidingderbyshire.org)

Additional Needs [additionalneeds@girlguidingderbyshire.org](mailto:additionalneeds@girlguidingderbyshire.org)

If the event is out-of-county please consult with the relevant county office to find the name of the Adviser who needs to receive the REN form.