

## REN on GO

### Help file for commissioners authorising residential events

This help file contains step-by-step instructions for commissioners authorising a Home or International REN form.

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If you notice anything wrong or missing in this help file, let us know by emailing [membershipsystems@girlguiding.org.uk](mailto:membershipsystems@girlguiding.org.uk) with the subject line *REN help file*.

## Overview of the REN process

### What is the REN form?

REN stands for residential event notification. This is the form that leaders in charge of residential events must use when planning a residential event with young members. This includes sleepovers, camps, holidays, large-scale events and international residential.

The form must be submitted to, and authorised by, a commissioner before the event takes place. [See here for when you need to submit the REN form](#), and [here for who can authorise the form](#).

### What do we mean by leader in charge, and what do they do?

The leader in charge is the person who completes the REN form and submits it to the authorising commissioner for approval. They're 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).

If a mentor is supporting a Guide camp permit they are classed as the leader in charge and 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.

### What do we mean by authorising commissioner, and what do they do?

The authorising commissioner is the commissioner who approves the event.

International RENs can only be authorised by the country/region chief commissioner, or the assistant/deputy chief commissioner. The REN will be automatically assigned to the most local commissioner so the chief commissioner will need to assign themselves to the event.

Home RENs can be authorised by any commissioner, but they'll be automatically assigned to the most local commissioner. If an area has joint commissioners, the REN form will be automatically assigned to the commissioner listed on GO for the area. The other commissioner can assign themselves to the event and become the authorising commissioner instead.

A participant in the event must not act as authorising commissioner for that event. The responsibility for authorising the event sits with the commissioner at the next level up. If the authorising commissioner is just visiting an event, this is ok.

A county commissioner attending their unit event as a unit leader can have the form authorised by their district commissioner. If they're participating in a county event as a county commissioner, then the chief commissioner for the country/region needs to sign it off. 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.

Can the authorising commissioner be the home contact for the event?

Yes, they can. For larger events this may not be appropriate, as the commissioner may need to manage any issues which occur.

What do we mean by adviser, and what do they do?

Advisers are specialist volunteers who provide their knowledge and expertise to the authorising commissioner so that they can approve the event.

It's good practice for an adviser to see every form, but the authorising commissioner must pass on the form and other relevant information to be checked by a relevant adviser (eg residential, outdoor activity or international adviser) if:

- A Going Away With scheme assessment is needed.
- A Guide camp permit or Lead Away permit assessment is needed.
- They're organising a large-scale event.
- They're planning an international residential.

The leader in charge can also ask the authorising commissioner to share the form with an adviser if they're doing a specific activity and want some extra advice or local knowledge.

Do I have to complete the REN on GO?

The form is available on paper as well as on GO. But it's easier for the authorising commissioner if you complete the REN on GO, as GO automatically checks that volunteers have the right training and recruitment checks in place.

What is the difference between the Home REN form and the International REN form?

If your residential is taking place in the UK, you should use the Home REN form.

The International REN form should be used for any event where you are staying in, or travelling through, any country outside the UK, including Ireland.

The International REN form is slightly different to the Home REN form. You need to complete the permission to plan, as well as part 1 and part 2.

You also need to provide some additional information, including when you last checked the UK government guidance about travel to the country or countries you're visiting, and what restrictions or risks there are.

What else do I need to complete as part of the REN process?

You need to complete a few other documents as part of the process, and share these with the authorising commissioner. You can do this by email, or by using a shared online folder.

You'll need to complete:

- Risk assessment.
- Itinerary or activity plan.
- Home contact agreement form.
- Insurance certificates (if required).

You'll also need to collect consent forms and health information forms for the participants, but these don't need to be shared with the authorising commissioner.

When do I need to submit my REN form for authorisation?

This depends on the type of residential you are planning:

#### International trip

- 9-18 months before the event: international permission to plan and part 1, if agreed with your commissioner.
- 4 months before the event: updated risk assessment and activity plan.
- 4 weeks before the event: part 2.

#### Large-scale events

Check our [guidance on running a large-scale event](#). You only need to complete an International permission to plan form if the event is overseas.

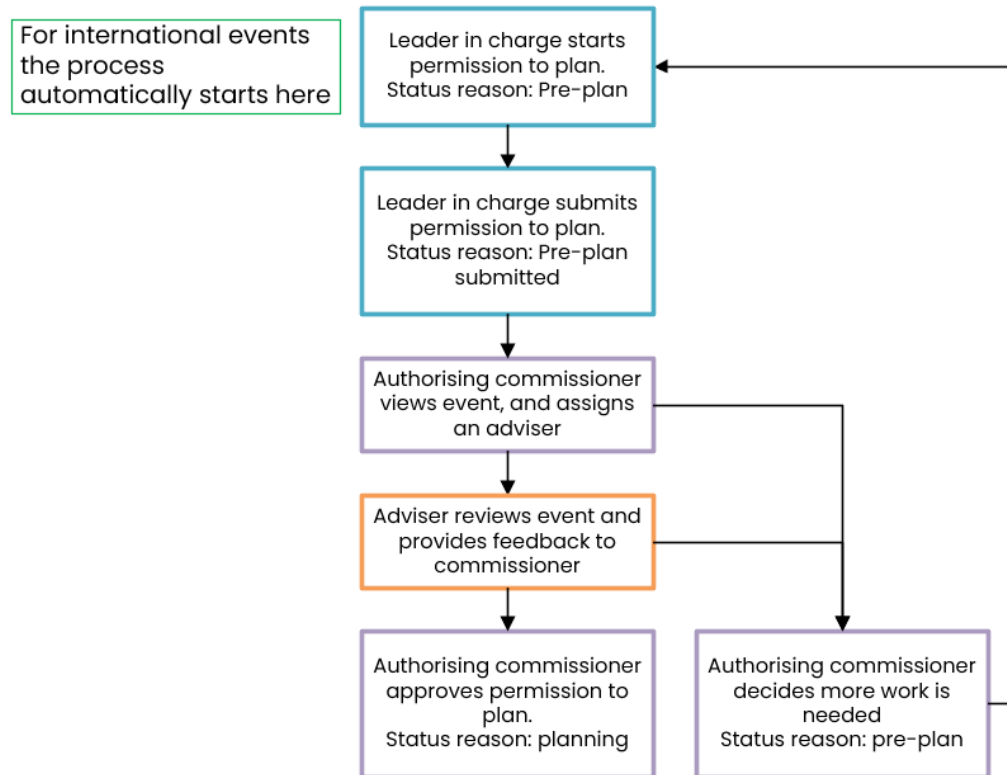
- 12-18 months before the event: part 1.
- 4 months before the event: updated risk assessment and activity plan.
- 4 weeks before the event: part 2.

All other home residentials

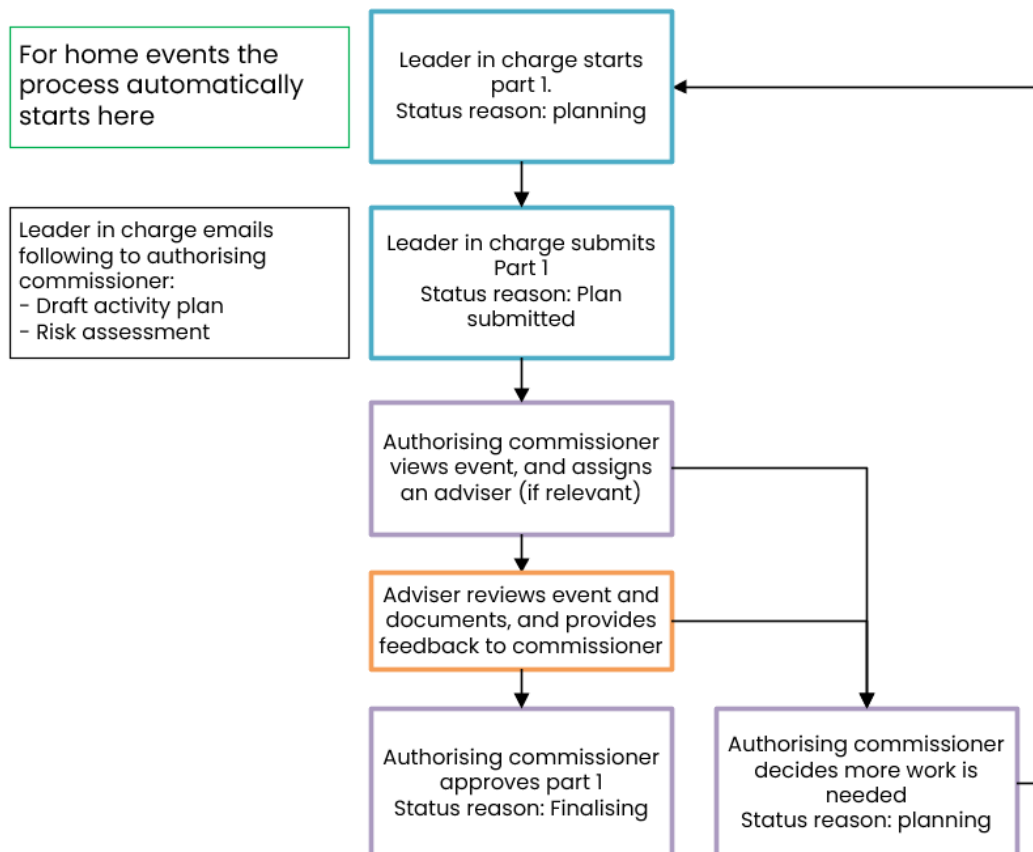
- 12 weeks before the event: part 1.
- 4 weeks before the event: part 2, along with the updated risk assessment and itinerary

## REN form process flowchart

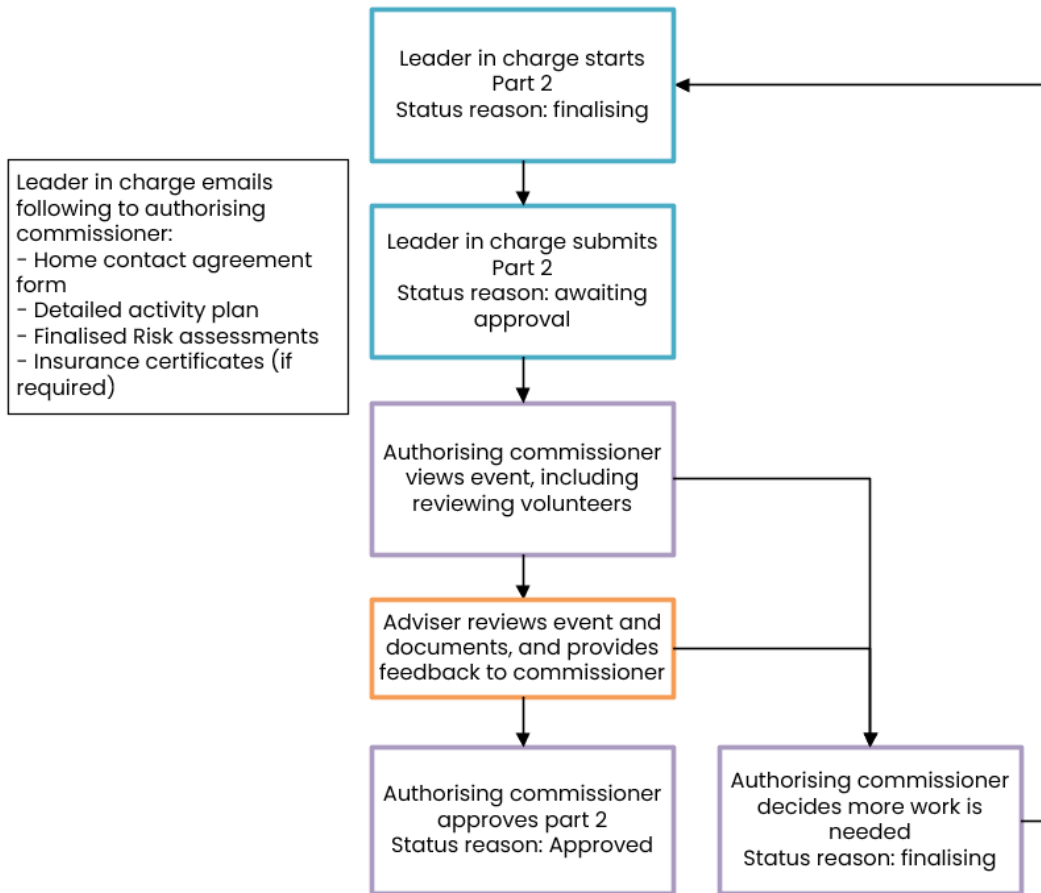
### Permission to plan



### Part 1



Part 2

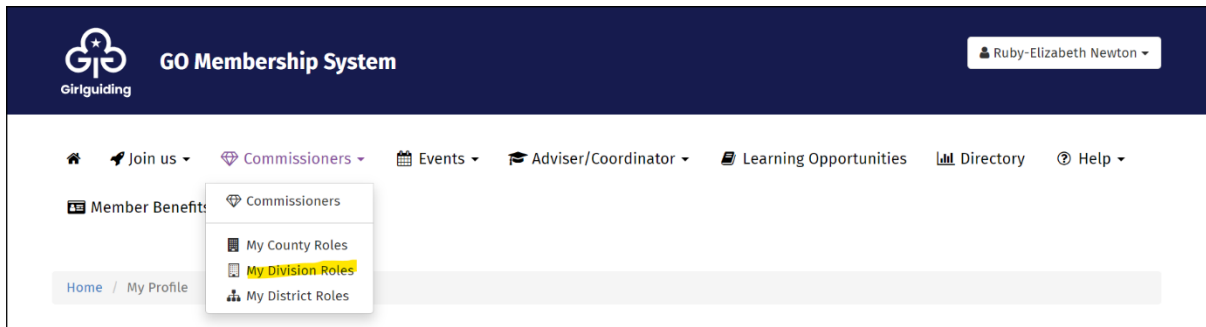




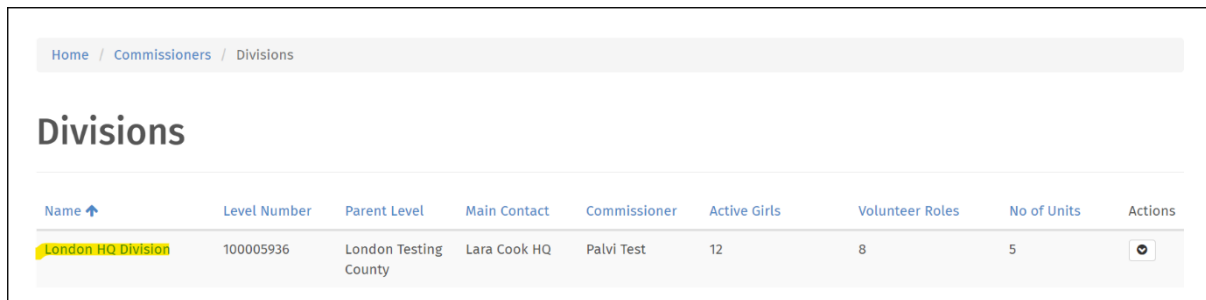
## Finding the REN forms waiting for authorisation

You won't be able to see any REN forms which haven't been submitted for authorisation yet.

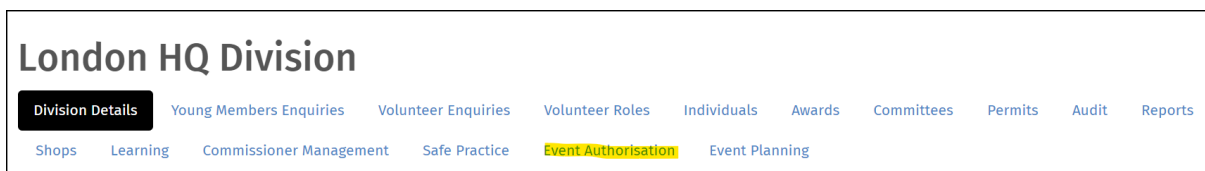
1. Login to GO and use the **Commissioners** tab to select the level you want to access.



2. Select the area on the right hand side or using the **Actions** arrow on the left.



3. Select the **Event Authorisation** tab. If you want to create a REN form as a commissioner, use the tab next to it called **Event Planning**. You can find out more about this in our REN help file for leaders in charge of events.



4. On this page you'll see two lists. The top one shows any events needing your approval under the **Residential event notifications awaiting my approval**. If you select this heading you can change the view to show **Upcoming residential events where I'm the authorising commissioner**.



If you can't find the event you might need to refresh the page by selecting one of the blue column headings. If that doesn't work you may need to clear the cache on your browser.

The second list shows **All upcoming residential events in this area**. If you select this heading you can change the view to show **International residential events being planned in this area**, **Residential events requiring going away with assessment**, or **Residential events where recommended advice is yet to be provided**.

## London HQ Division

Division Details
Young Members Enquiries
Volunteer Enquiries
Volunteer Roles
Individuals
Awards
Committees
Permits
Audit
Reports

Shops
Learning
Commissioner Management
Safe Practice
Event Authorisation
Event Planning

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For the bottom section 'All upcoming residential events in this area'.

Please refresh the page couple of times if you don't see action button 'Become Authorising Commissioner' next to the Event Name.

**Events**

Residential event notifications awaiting my approval

Search

Q

Event Name	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Adviser	Advice Provided
Division brownie trip to Paris (Autumn half term)	London HQ Division	24/9/2023 10:53	27/10/2023 10:53	Pre-plan submitted	Ruby-Elizabeth Newton		⊙

**All upcoming residential events in this area**

All upcoming residential events in this area

Search


Q

Event Name	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Adviser	Actions
Division brownie trip to Paris (Autumn half term)	London HQ Division	24/9/2023 10:53	27/10/2023 10:53	Pre-plan submitted	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton		⊙

## Becoming the authorising commissioner

REN forms are automatically assigned to the local commissioner of the leader in charge.

If you're a commissioner at a level above, you can make yourself the authorising commissioner. To avoid any confusion, make sure you tell the automatically assigned commissioner that you'll be making yourself the authorising commissioner.




 International RENs can only be authorised by the country/region chief commissioner, or the assistant/deputy chief commissioner. The REN will be automatically assigned to the most local commissioner so the chief commissioner will need to assign themselves to the event.

You can't authorise an event you're attending. (The names in these screenshots are the same as we've used a test account.)

1. On the **Event Authorisation** page find the event you want to become the authorising commissioner for. This will be in the **All upcoming residential events in this area** list. For more information about how to find this, see Step 4 above.
2. Select the **Actions** arrow and then select **Become Authorising Commissioner**.

All upcoming residential events in this area


[All upcoming residential events in this area](#)

Event Name	Level	Start Date 	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Adviser	Actions
Brownie trip	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton	Lara Cook HQ		
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton	Lara Cook HQ		

**Become Authorising Commissioner**

3. A green banner will appear letting you know that this has been updated. Once you refresh the page, you'll see your name under the **Authorising Commissioner** heading. The event should also appear in the list of **Upcoming residential events where I'm the authorising commissioner**.

Authorising Commissioner updated

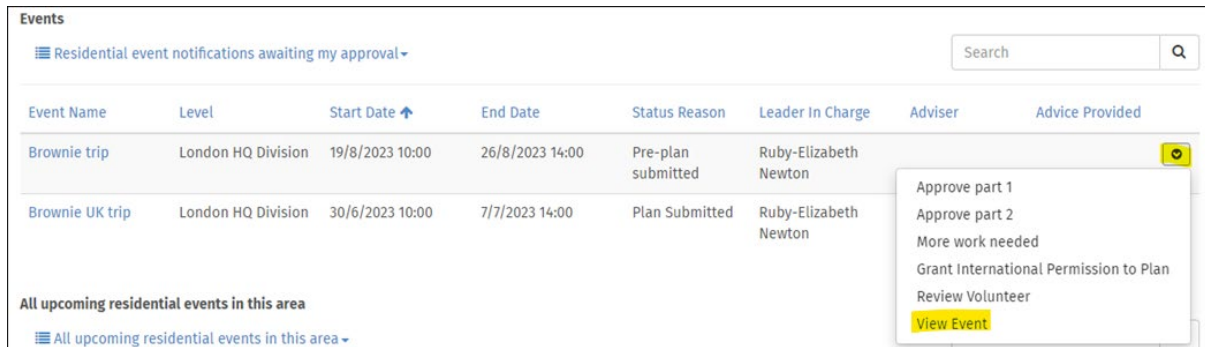
 If you can't see this you may need to refresh the page by selecting one of the blue headings, or log out and in again.

## Reviewing a REN form

To review a REN form you'll need to be listed as the authorising commissioner.

### View Event

1. Use the **Actions** arrow next to the event and select **View Event**.



Events

Residential event notifications awaiting my approval

Search

Event Name	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Adviser	Advice Provided
Brownie trip	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton		
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton		

All upcoming residential events in this area

All upcoming residential events in this area

- Approve part 1
- Approve part 2
- More work needed
- Grant International Permission to Plan
- Review Volunteer
- View Event

2. A pop-up window will appear where you can view the whole of the REN form. You will be able to see exactly the same information as the leader in charge and the adviser, but you won't be able to edit any of the information in the form. [How do I assign an adviser?](#)

Click through the tabs to see the different information about the event.

Use the tabs below to move between sections of the form

Key Information    Event Details    Participant Numbers    Volunteers and Home Contact    Residential Additional Information    Insurance

Programme and Risk Assessment    International Additional Information

Select the pink **Exit** button at the bottom to close the event.

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.

Exit

## Working with advisers

Advisers are specialist volunteers who provide their knowledge and expertise to authorising commissioners so you can be confident when approving residential events.

It's good practice for an adviser to see every form, but the authorising commissioner must pass on the form, and other relevant information, to be checked by a relevant adviser (eg residential, outdoor activity or international adviser) if:

- A Going Away With scheme assessment is required.
- A Guide camp permit or Lead Away permit assessment is required.
- They're organising a large-scale event.
- They're planning an international residential .

The adviser for the event needs to check the REN form and other information at each stage of the REN form process. This means before you approve the Permission to Plan, before you approve part 1 and before you approve part 2 of the REN form.

Events aren't assigned automatically to advisers, so you'll need to get in touch with the appropriate adviser in your area and ask them to assign themselves to the event on GO. They can find instructions on how to do this in the REN help file for advisers.

Once they've assigned themselves to the event their name will show under the heading for **Adviser** on the **Event Authorisation** page and in the **Key information** tab when you view the event.

Events Awaiting Commissioner approval								
Events awaiting commissioner approval							Search	Q
Event Name ↑	Level	Start Date	End Date	Status Reason	Authorising Commissioner	Adviser	Actions	
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Awaiting Approval	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	🔍	
Brownies abroad	2nd London HQ Brownie Unit	24/1/2023 15:07	31/1/2023 15:07	Pre-plan submitted	Laura Smith		🔍	
February Brownie Residential	2nd London HQ Brownie Unit	23/2/2023 09:40	25/2/2023 09:40	Plan Submitted	Palvi Test		🔍	

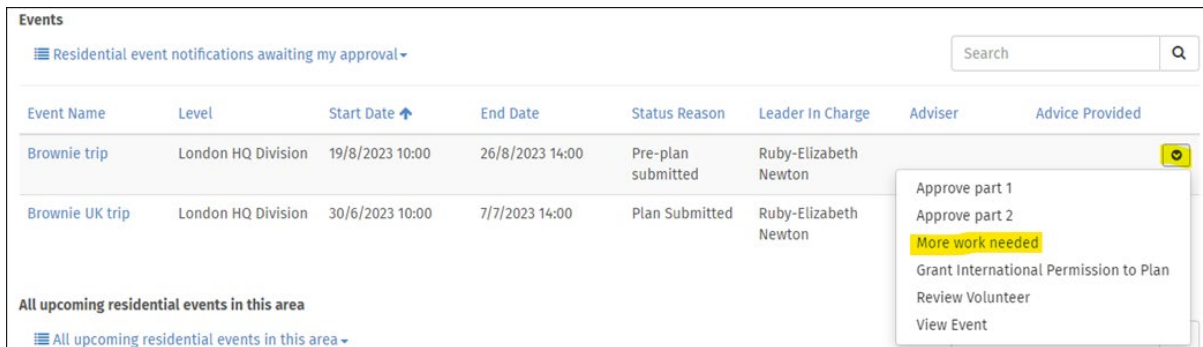
Once the adviser has reviewed the REN form and other documents, they'll pass on any advice to you and you can decide whether to approve the REN form or send it back to the leader in charge to make changes. The adviser will mark on GO that they have provided advice and a date will show in the relevant box. The leader in charge will also be able to see this.

<b>Key Dates</b>	
<b>Current Status:</b> Awaiting Approval	
<b>REN Part 1 Approved On:</b>	<b>by</b>
1/9/2022	Ruby-Elizabeth Newton
<b>REN Part 2 Approved On:</b>	<b>by</b>
<b>Adviser last gave advice on:</b>	
19/6/2023	

## More work needed

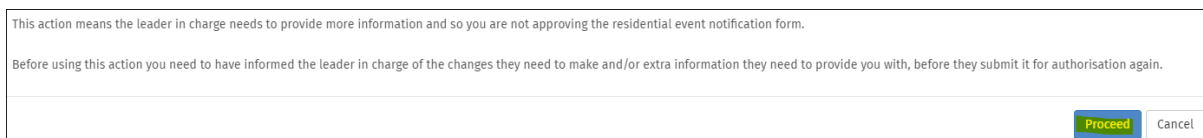
You should use this option if you're not happy with the information in the REN form, or if the leader in charge needs to make any changes. Make sure you let the leader in charge know that they need to make changes and re-submit the event for authorisation.

1. Select the **Actions** arrow to the left of the event and **More work needed**.



Event Name	Level	Start Date	End Date	Status Reason	Leader In Charge	Adviser	Advice Provided
Brownie trip	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton		
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton		

2. A pop-up window will appear. Read the information and select **Proceed** if you're happy to go ahead.



This action means the leader in charge needs to provide more information and so you are not approving the residential event notification form.

Before using this action you need to have informed the leader in charge of the changes they need to make and/or extra information they need to provide you with, before they submit it for authorisation again.

**Proceed** Cancel

3. A green banner will temporarily appear to tell you this was successful. The event will no longer show in your list of **Residential event notifications awaiting my approval**. If it's still showing, refresh the page by selecting one of the blue headings.
4. For the leader in charge, the event will no longer show as submitted. The status reason will have changed back to **Pre-plan, Planning, or Finalising**, depending on the stage of the REN form process.


## Reviewing volunteers

It's important you know which volunteers will be attending residential events, and that they have completed relevant checks and training.

Completing the REN on GO means that GO automatically checks every volunteer has:

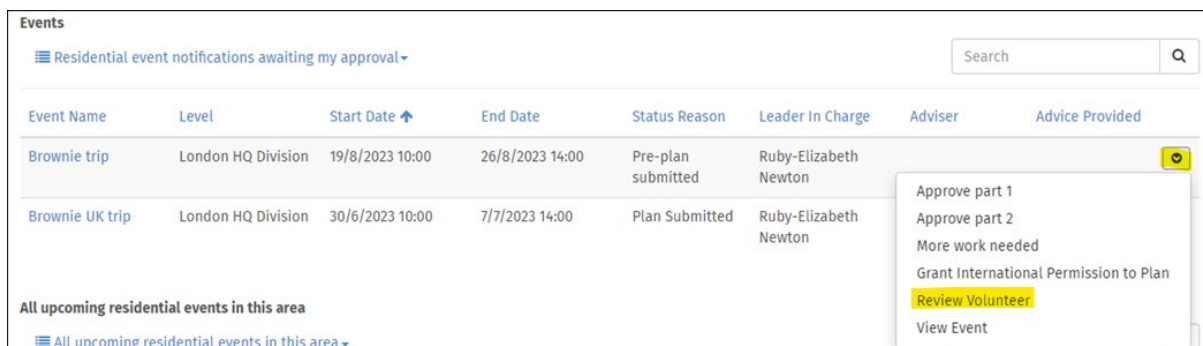
- A valid disclosure check.
- Completed reference checks.
- The correct level of a safe space training for their role on the trip.


If their role for the event is **First Aider**, GO will check they have a valid course on their record.

 You'll need to check that any learning for this specific trip has been completed, for example the right Going Away With qualification, walking scheme, or narrowboating scheme.

You can review and approve volunteers at any time, but all volunteers must be approved for REN part 2 to be authorised.

1. Select the **Actions** arrow by the event and **Review Volunteer**.





Event Name	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Adviser	Advice Provided
Brownie trip	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton		
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton		

2. A pop-up window will appear listing the volunteers attending the event or acting as home contact.
3. You can change the view to show **All Residential Volunteers** or **Residential volunteers to be approved**.

To view full details of the volunteer (including membership number and qualifications) use the "view volunteer" action. You need to approve all volunteers before you can approve the event (part 2 approval). If the event plan has changed you can return a volunteer back to "interested" to approve again later.

**Volunteers and Home Contact**



Individual ↑	Type	Arrival Date and Time	Departure Date and Time	Status Reason
Ruby-Elizabeth Newton	Leader in charge	19/8/2023 10:00	26/8/2023 14:00	Interested 



4. Select the **Actions** arrow next to the volunteer. This'll bring up different options.

<b>View Volunteer</b>	This shows you the volunteer's personal details. You can also see their disclosure checks, qualifications, modules and courses.
<b>Approve Volunteer</b>	By using this action you're confirming you've checked that learning for this specific trip has been completed (e.g. the right Going Away With... qualification, walking scheme or narrowboating scheme).  When you use this action, GO will automatically check their disclosure, references, and that they hold the correct level of a safe space for their role on the trip. If they're the residential first aider, GO will also check they have a valid course on their record.
<b>Reset Volunteer to Interested</b>	Use this action if you've approved a volunteer by mistake, or if the situation has changed.
<b>Cancel Volunteer</b>	By cancelling this attendee they'll no longer be able to attend the event, but can register again, for example if they were registered on the event in the wrong role.  Please make sure you also tell the leader in charge so they can make any necessary amendments to the trip.
<b>Check for Disclosure Compliance</b>	Use this action at any time to check whether the volunteer has a valid disclosure check for the event. This helps you to know who you may need to follow up with to complete a disclosure check.

## Approving a REN form

For international residential events, there are 3 approval stages – Permission to Plan, part 1 and part 2.

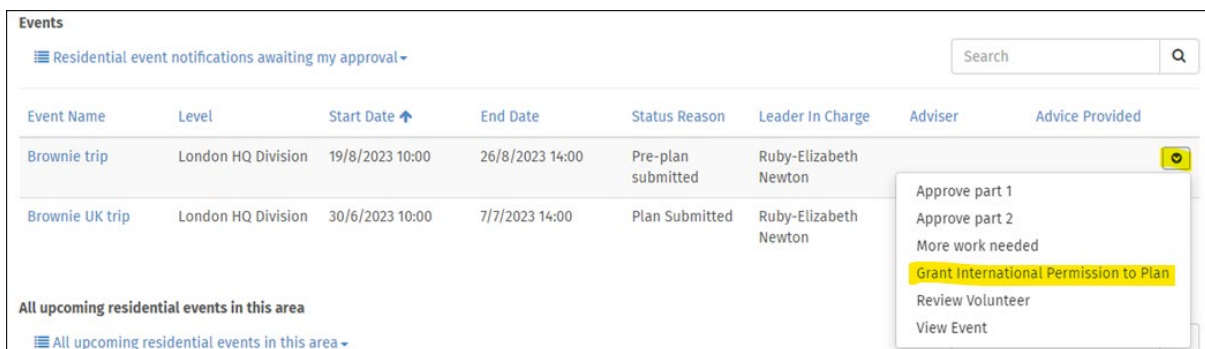
For home residential events, there are 2 approval stages – part 1 and part 2.

### Granting Permission to Plan – International residential

Once you have reviewed the information provided by the leader in charge about the event you can grant them permission to plan.

All international REN forms need to be checked by an adviser, so make sure they've reviewed the form before you grant permission to plan.

1. Select the **Actions** arrow by the event and then **Grant International Permission to Plan**.



Event Name	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Adviser	Advice Provided
Brownie trip	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton		
Brownie UK trip	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton		

2. A pop-up will appear asking you to confirm the deadline for the leader in charge to submit the REN part 1. This'll be different depending on the type of event, but it's up to you as commissioner to decide. [Check the recommended timescales here](#). Select **submit**.

Having reviewed event details, participant details and additional information for international trips I am happy for the leader in charge to plan this event.

Part one of this form, risk assessment, draft itinerary, travel insurance certificate should be received by:

**REN Part 1 Deadline \***


3. A green confirmation message will temporarily flash up and the status reason for the event will update from **Pre-plan submitted** to **Planning**. You'll still be able to see the event in the list of **Upcoming residential events where I'm the authorising commissioner**.

## London HQ Division

**Event Organiser**

*You must not carry out an event unless the status reason below shows as "approved". This is updated by the authorising commissioner. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership. Once you have completed the relevant sections of the REN form use the action 'submit for authorisation' to submit your REN form to your commissioner.*

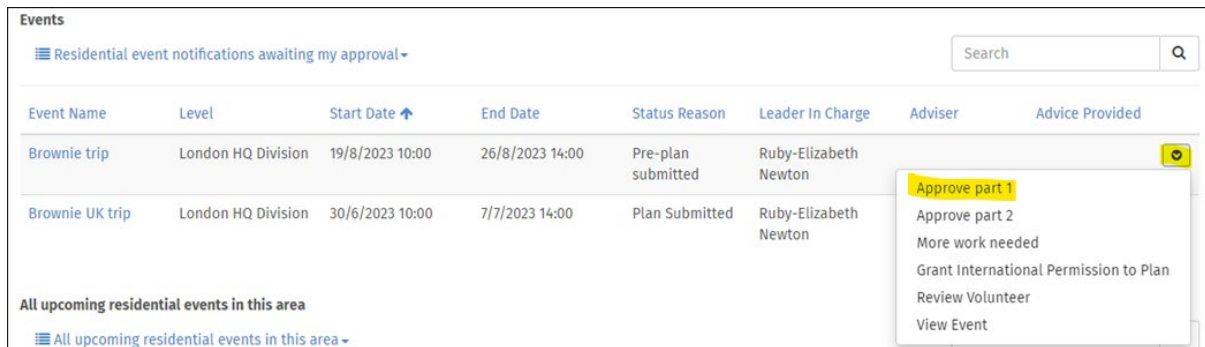
**Member Events** [Add Event](#)

Event Name	Event Type	Level	Start Date <span>↑</span>	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Planning	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	

## Approving Part 1

When the leader in charge submits the REN part 1 for approval, they must send you a copy of their draft activity plan and risk assessment. Make sure to review these before approving the REN part 1 on GO. If there's an adviser for the event, make sure they review the form and these documents before you approve part 1.

1. Select the **Actions** arrow by the event and **Approve part 1**.



The screenshot shows a table of events under the heading 'Residential event notifications awaiting my approval'. The table has columns for Event Name, Level, Start Date, End Date, Status Reason, Leader In Charge, Adviser, and Advice Provided. Two events are listed: 'Brownie trip' and 'Brownie UK trip'. The 'Brownie UK trip' event has a dropdown arrow in the 'Advice Provided' column, which is open, showing options: 'Approve part 1', 'Approve part 2', 'More work needed', 'Grant International Permission to Plan', 'Review Volunteer', and 'View Event'.

2. A pop-up will appear asking you to confirm you have reviewed the different tabs of the REN form, and that you've consulted with an adviser, if this was needed. To confirm, select **Proceed**.

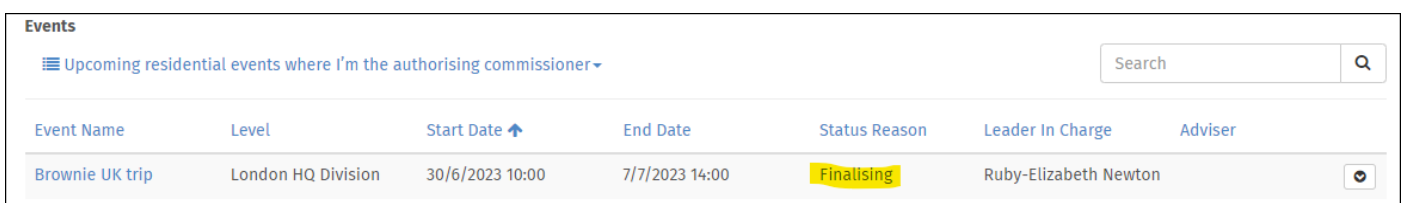
Before confirming you need to have reviewed:

- Event details
- Participant details (numbers and volunteers)
- Residential additional information
- International additional information (if relevant)
- Insurance
- Programme and Risk Assessment

I confirm that:

- I am not the leader in charge nor a participant in the event
- I am not related to the leader in charge
- I have reviewed all the areas listed above
- I have assessed if an adviser needs to be consulted and, if they are, they have given all the advice needed for the event to go into the next stage of planning

3. A green confirmation message will temporarily flash up and the status reason will update from **Plan submitted** to **Finalising**. The event will no longer show under **Residential event notifications awaiting my approval** but it will still show under **Upcoming residential events where I'm the authorising commissioner**.

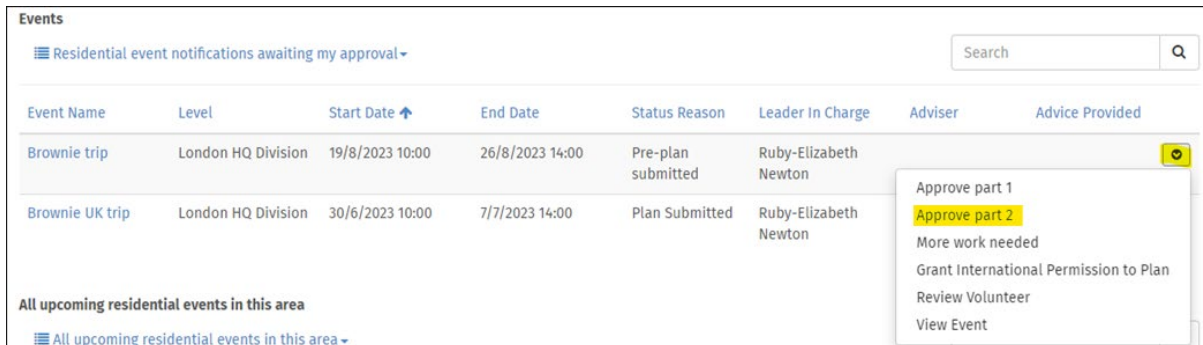


The screenshot shows the same table as before, but the heading is 'Upcoming residential events where I'm the authorising commissioner'. The 'Brownie UK trip' event is now highlighted, and its 'Status Reason' is 'Finalising'.

## Approving Part 2

When the leader in charge submits the REN part 2 for approval, they must send you a copy of their detailed activity plan, finalised risk assessment, home contact agreement form, and insurance certificates (if required). Make sure to review these before approving the REN part 2. If there's an adviser for the event, make sure they review the form and these documents before you approve part 2.

1. Select the **Actions** arrow by the event and **Approve part 2**.



The screenshot shows a table of events with columns: Event Name, Level, Start Date, End Date, Status Reason, Leader In Charge, Adviser, and Advice Provided. Two events are listed: 'Brownie trip' and 'Brownie UK trip'. A dropdown menu is open for the 'Brownie UK trip' event, showing options: 'Approve part 1', 'Approve part 2' (highlighted), 'More work needed', 'Grant International Permission to Plan', 'Review Volunteer', and 'View Event'.

2. A pop-up will appear asking you to confirm you have reviewed the different tabs of the REN form, and that you have consulted with an adviser, if this was needed. To confirm, select **Proceed**.



If you haven't approved all the volunteers on the event, an error message will appear and you won't be able to approve the event.

Before confirming you need to have reviewed:

- Event details
- Participant details (numbers and volunteers)
- Residential additional information
- International additional information (if relevant)
- Insurance
- Programme and Risk Assessment

I confirm that:

- I am not the leader in charge nor a participant in the event
- I am not related to the leader in charge
- I have reviewed all the areas listed above
- I have assessed if an adviser needs to be consulted and, if they are, they have given all the advice needed for the event to go into the next stage of planning

3. The event will no longer show in the list of **Residential events awaiting approval**, but you'll be able to see it in the list of **Upcoming residential events where I'm the authorising commissioner**.

## FAQs

What happens if I don't authorise an event, or the event is cancelled for other reasons?

If you decide not to authorise the event or the event is cancelled for other reasons, the leader in charge will need to cancel the event from the **Event Planning** page. They can find instructions on how to do this in the REN help file for leaders in charge of events.

Once the leader in charge has cancelled the event, you'll no longer be able to view any information about the event. If they don't cancel the event it will continue to show in your list of events on the **Event Authorisation** page.

What if details of the event change after part 2 has been authorised?

If there're any changes after you've approved part 2, you'll need to send the form back to the leader in charge using the **More work needed** option. The leader in charge will then be able to update the form and submit it to you for authorisation,

The event must not take place until you have authorised part 2 again.

What do the different status reasons on the Event Authorisation page mean?

Status Reason	Meaning
<b>Pre-plan</b>	This only applies to International RENs. It means that a new International REN has been started, and the permission to plan is being filled in by the event organiser.
<b>Pre-plan submitted</b>	This applies only to International RENs. It means permission to plan has been submitted to the commissioner.
<b>Planning</b>	Event organiser is completing part 1.
<b>Plan submitted</b>	Part 1 has been submitted to the commissioner for approval. The REN can't be edited by the event organiser after it's been submitted.
<b>Finalising</b>	Event organiser is updating part 2.

<b>Awaiting approval</b>	Part 2 has been submitted to the commissioner for approval. The REN can't be edited by the event organiser after it's been submitted.
<b>Approved</b>	The commissioner has approved the REN. If any changes are made, part 2 must be submitted again.