



Senior Section Residentials

This *Hotline* contains new content and standards for two new separate types of Senior Section Residentials, these are:

(1) Peer Group Residential Guidelines

(2) Senior Section Permit — Module 10, Travelling abroad and Senior Section permit events overseas — guidelines.

The introduction of peer group residentials acknowledges the good practice established under the Duke of Edinburgh Award's scheme and reflects how young people already go away under that scheme. The Travelling Abroad module was also recommended by Innovate 2002 workshops, as a way of encouraging interest in international opportunities.

The following information is structured with an introduction to each new area, followed by the new material itself. These changes are also available on the Girlguiding UK web site, www.girlguiding.org.uk. These types of residentials appear in *The Guiding Manual 4th Edition*, available in January 2004.

(1) SENIOR SECTION PEER GROUP RESIDENTIALS

Many young women like to go away together, for example camping in guiding friends' gardens, staying at a seaside caravan park or staying in a youth hostel while on a shopping trip to a UK city. From January 2004 the **Senior Section Peer Group Residential Guidelines** make this type of trip possible within guiding without the need for an accompanying Adult Leader with a warrant or a Senior Section member with a Permit.

These guidelines are not intended to cover expeditions such as those under taken within the Duke of Edinburgh's Award, which have their own guidelines.

PEER GROUP RESIDENTIAL GUIDELINES

Until now Senior Section members could only take part in residential experiences in one of two ways. 1) As a group led by an Adult Leader who holds (or is working towards) a residential licence **or** 2) As a group led by a Senior Section member who holds (or is working towards) the Senior Section Permit. This arrangement no longer reflects what many of our Senior Section members do outside of guiding or what is acceptable under other schemes promoted within Girlguiding UK. These Guidelines will make it possible for a group of Senior Section members to stay without an adult or the Senior Section Permit.

From January 2004, following residential training as a group, Senior Section members may go away as a peer group without a permit holder or licence holder present. While away, the peer group must be supported by a supervisor, who meets with them at least once every 24 hours and is within 30 minutes' travelling time of the group.

Overall responsibility (see below) for the event will lie with the Senior Section Guider and a Camp or Holiday Licence holder, neither of which has to be the supervisor. The Licence Holder may also be the Senior Section Guider, in which case only one person has responsibility.



It is anticipated that Senior Section members will use this opportunity to organise their own events, attend events run by outside agencies as well as more traditional activities such as overnight events, night hikes, holidays and camps. Some of the venues involved may not be those traditionally used for guiding events. For example staying in a holiday village together or attending a festival.

The Peer Group

- The minimum age for a Senior Section member to take part in a Peer Group Residential is 14 years
- There must be a minimum of four and a maximum of seven members
- They must work together as a group and take on joint responsibility for:
 - Training together
 - Submitting all forms in a timely fashion
 - Risk assessments.

Peer Group Training

All Senior Section members taking part in the residential must undertake peer group training together prior to the event. The training is intended to be run over two, one and a half hour sessions or as a single, extended session. The training should be run by a Guider who must hold a Holiday and/or Camp Licence and has experience of the age group.

As a minimum for every residential, the entire peer group must undergo some training together. The training should be appropriate to the planned event. There may be individuals who require additional training to the rest of the group, if so, the peer group may provide this. It is not appropriate for a new member to join the event after the group training has taken place.

Peer Group Training assessment checklist

Emergency First aid

- Cuts and abrasions
- Bleeding
- Burns and scalds
- Sprains and fractures
- Hypothermia
- Sun and heat exposure
- Common illnesses
- Contents of first aid kit
- Stings and bites
- Any additional topics relevant to individual group members

Team building — use teamwork activities as appropriate

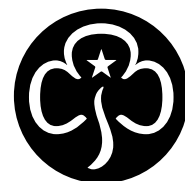
- Agree individual responsibilities for residential
- Agree group charter — covering acceptable behaviour and so on

Personal safety, as appropriate for city or country and according to girls' experience

- Environmental hazards such as. E-Coli, blue-green algae, and so on
- Water safety
- Country code
- Keeping together as a group and looking out for each other

Risk assessment and emergency planning

- Look at benefits, hazards, risks, management of risks — see *Being Prepared*
- Consider possible emergencies and what the group would do
- The need for home contact procedure



Catering

- Food storage (if applicable)
- Balanced menu
- Food hygiene
- Any additional topics relevant to individual group members

Care of tents/residential facility

Finance

- Budgets
- Importance of receipts — for both credits and debits
- Preparation of statement of income and expenditure

Forms and administration

- G/C (Information & Consent: Holiday/Camps) and G/H (Information: General Health)
- A/P (Application: Camp/holiday run by Guide or Senior Section permit holder)
- Home contact list for supervisor and group
- Relevant resources
- Thanking supervisor and any other helpers.

The Guider(s) with overall responsibility

- Discusses plans with the group, draws up a schedule of relevant training — see the Peer group training assessment checklist above
- Appoints the supervisor in conjunction with the group
- Ensures that form A/P and any other forms as appropriate are submitted in a timely fashion and consent received
- Ensures a copy of the group's plans and A/P are sent to the supervisor
- Takes the whole group through the training, adapting where necessary and involving others as appropriate — for example, someone who knows the area of the visit, those who have a particular skill and so on
- Ensures the plans of the group are coherent, logical and appropriate
- Ensures parental consent is received for all group members under the age of 18 years using G/C and that the parents/carers understand the nature of the residential
- Ensures that health forms (G/H) are completed and kept with individuals
- Facilitates the making of a group charter
- Facilitates the group's risk assessment for the event, taking into account personal safety, health and so on
- Briefs the supervisor about the group and the event and receives confirmation from the supervisor accepting their responsibilities
- Informally reviews the experience with the group to ensure that they gain maximum social and personal benefit from the experience.

The Supervisor

- Must complete the relevant recruitment procedure — in an emergency, he/she could be left in a one to one situation
- Must be within 30 minutes' travel time and available at all times to deal with problems. For example, a teacher who would have to leave her class to attend an emergency would not be considered suitable as a supervisor
- Takes responsibility for the safety and pastoral care of the young people
- If the residential involves walking in open country or activities in a remote setting and any members are aged under 18 years, *The Guiding Manual* procedures must be followed. The



supervisor should have the relevant walking qualification unless a member of the group holds the relevant qualification.

- Discusses the group's plans with the Guider(s) with responsibility, confirming he/she will be available for the group
- He/she should receive a copy of the group's plans and meet them within six hours of arrival
- Must meet with the group at least once every 24 hours, more if they are undertaking adventurous activities
- Checks the group has their health forms with them
- Has a copy of the emergency contact numbers for the group members
- Monitors the well-being of the group and any changes in group dynamics. If conflict occurs, he/she may have to facilitate discussions to resolve the conflict.

(2) SENIOR SECTION PERMIT — MODULE 10 TRAVELLING ABROAD

The existing Senior Section Permit enables any Senior Section member to take up to eight Senior Section or Guide Section members on a camp or holiday. Module 10 — Travelling abroad is an additional module, which allows these camps or holidays to take place abroad for Senior Section members. It is written for use by Senior Section members wishing to plan and organise a guiding group trip abroad.

The introduction of a Travelling Abroad module to the Senior Section Permit is partly due to the outcomes of the 2000 Residential Review and two Innovate 2002 workshops — *International crème de la crème* and *Guide to getting away*. Both workshops addressed ways of encouraging more interest in international Guiding and assisting in the organisation of international trips. The Module also recognises what is becoming common practice for young people of Senior Section age, the desire to travel as a group abroad.

A set of Guidelines has been produced to accompany the Permit Module 10. These guidelines are for use by anyone who plays a role in the planning and organising of an overseas residential event. The new Senior Section Residential resource, due for publication in February 2004 will also include information on Overseas Residentials that should be read in conjunction with Module 10 — Travelling abroad and the Events Overseas Guidelines.

Module 10 TRAVELLING ABROAD

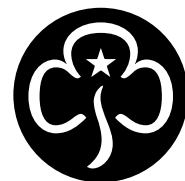
This module allows a Senior Section Permit holder to take a minimum of four and a maximum of eight Senior Section members, including herself, abroad.

Before starting on this module you must already hold the relevant Senior Section Permit and have organised and led at least one other camp or holiday as appropriate following the award of your Permit. When working towards this module, check *The Guiding Manual* before making any plans.

Element 10a Gain permission and begin preparation

How do I achieve this?

- i) Discuss the possibility of travelling abroad with your Senior Section unit/group
- ii) Discuss ideas and plans with your Senior Section Guider, Commissioner, International Adviser, the Mentor appointed for the trip and other Advisers as required
- iii) With help from the group, investigate the opportunities available and their associated cost
- iv) Investigate the laws and customs of the country you propose to visit and how they effect young women



- v) Find out who is able and likely to take part
- vi) Complete Girlguiding UK Permission to Plan (G/P) form and gain the appropriate permission
- vii) Discuss fund-raising and finance with participants
- viii) Identify skills and allocate tasks among the group, while keeping overall responsibility
- ix) Identify a source of support in the country to be visited and gain their agreement
- x) Investigate the need for an International Introduction Card with your County International Adviser.

When investigating opportunities, give consideration to the age, ability and experience of the participants. Consider the language, culture and health issues involved. Explore the accommodation available and means of travel and whether visas are necessary. Information about international opportunities can be obtained from Country and Region publications, *Guiding magazine*, Guiders, Advisers, training or brochures from commercial organisations.

The Girlguiding UK and WAGGGS web sites (www.girlguiding.org.uk and www.wagggsworld.org) and web pages of other Guiding/Girl Scouting Associations have details of international camps. Important information and travel advice can be obtained from the Government's Foreign Office web site: www.fco.gov.uk.

A discussion with your International Adviser will provide you with more information about suitable opportunities as well as details of how to take your plans forward.

Your Commissioner and County International Adviser should be able to give you information on local funding sources. When considering finance, consider how you might access money quickly in the case of an emergency.

The source of support in the country might include the UK Contingent Leader at a large camp, a representative of the holiday company organising the holiday, a Guiding or Scouting unit in the country, a manager of the Guiding/Scouting campsite or centre.

Authorities overseas sometimes see an Introduction Card as confirming your status as a bona fide Girlguiding UK group.

Element 10b Plan the event

How do I achieve this?

- i) Prepare and agree a budget with the other participants
- ii) Collate all relevant information and ensure an information sheet is prepared for participants
- iii) Continue to discuss plans with the participants
- iv) Provide an opportunity for parents/carers of any participants who are aged under 18 years to discuss the event
- v) Provide detailed information to source of support in the country to be visited
- vi) Make and confirm booking and travel arrangements
- vii) Complete A/P form and gain permission
- viii) Ensure health and consent and/or booking forms are completed
- ix) Appoint a Home Contact in the UK and ensure they have all relevant travel plans.

The budget should include all possible costs including: meetings; travel; insurance; accommodation; event fees; equipment purchase and hire; activities; food; drink and incidentals. In addition include an emergency fund — 5 per cent of the total trip cost is recommended. If this is unspent, it should be returned to the participants once all the invoices are paid.

The information should include details of travel plans; costs (including a deposit); venue/accommodation; health issues; possible programme options; timescales and payment plan.

Young women aged 16 years or over may complete their own health forms. Parental consent must be obtained for all participants aged under 18 years. For all participants, you should devise a booking form — completion and payment of a deposit demonstrates commitment to the event.

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Before you reach the stage of confirming bookings and travel arrangements, collect a non-refundable deposit from all participants to cover the costs incurred.

Element 10c *Involve participants*

How do I achieve this?

With the group you must:

- i) Plan and agree the activities for the event
- ii) Agree a Group Charter
- iii) Arrange a schedule of what has to be done, by who and when.
- iv) Consider the potential problems that may occur while you are away and make contingency plans. Discuss with the Mentor, Senior Section Guider/Adviser.

The Group Charter should include agreements on behaviour, expectations and roles such as how to make decisions as a group, finances, the interpreter if needed and so on.

Before making your contingency plans, identify any possible hazards, quantify the likelihood and severity of risk and agree how best to reduce and manage them. Give thought to how you might manage an emergency situation. The Girlguiding UK publication *Being Prepared* would help you structure your risk assessment, for example, help you consider how you would cope with a medical emergency. Also consider some training as a group — look at Peer Group Residentials and the Peer group training assessment checklist for suggested training topics.

Element 10d *Manage the event*

How do I achieve this?

- i) Coordinate the event, continually assessing risk and incorporating flexibility as required and involving all participants in decision-making
- ii) Advise the source of support of any problems or changes of plans.

Element 10e *Evaluate the event*

How do I achieve this?

- i) As a group, discuss what went well, any difficulties, skills learned and recommendations for the future
- ii) Provide a report and thank all those who helped you with your event
- iii) Prepare a simple statement of income and expenditure and show them to your Guider/Commissioner and the participants. Agree with the Guider/Commissioner and your unit how to deal with any shortfall or surplus.

Who you report to and how depends on the nature of the group (whether you are a unit, District or Division). If your District has helped you in preparation, it is considerate to circulate a report or your County may wish to include a short report in its Annual Review. What is most important is that you share your adventure with local Guides and other Senior Section members.

SENIOR SECTION PERMIT EVENTS OVERSEAS — GUIDELINES

As from January 2004, Senior Section members who hold and have used the Senior Section Permit may be assessed for taking a Senior Section group abroad and module 10 of the permit is introduced accordingly. The extra module will enable Senior Section members to attend umbrella events, to enjoy a trip abroad, take a well earned rest after exams, explore a city and so on.

Appropriate support must be established in the country to be visited. If any of the group members are aged under 16 years the Senior Section Permit holder must be at least 18 years of age.

The key role is the Mentor who may or may not be the Senior Section Guider/Adviser. The Permit Holder and Mentor will need support from:

- The Senior Section Guider/Adviser (if different from the Mentor)
- The local Commissioner



- The County International Adviser
- The source of support in the country to be visited

Other support roles may include:

- The County Outdoor Activity Adviser
- The County Adviser for Members with Disabilities.

The Permit Holder

The criteria in Module 10 are the minimum standards that must be met for each Senior Section event overseas.

The permit holder must:

- Hold a permit with the relevant modules for the type of holiday planned i.e. Module 7 if it is to be a camp and Module 9 if it is to be an expedition. An Overnight Permit is not sufficient. She must also have used the permit since gaining it
- Hold or be working towards Module 10 Travelling Abroad
- Talk to her Senior Section Guider at the earliest opportunity about her plans
- Keep in touch with her Mentor, Senior Section Guider/Adviser while working towards the module
- Coordinate the group — listen and respond to their ideas and concerns
- Ensure everyone is completing their agreed tasks and meeting deadlines
- Carry out a risk assessment with the group and continually reassess safety aspects. Discuss with mentor, Senior Section Guider/Adviser
- Coordinate the group in writing a group charter
- Coordinates the group's training needs as decided by the group
- Ensure clear and robust accounts are kept — by its very nature, an international trip involves more financial risk
- Be aware of any health issues, including the wider implications of travelling abroad and respect confidentiality
- Do not hesitate to contact relevant Advisers or your Commissioner — they are there to help. A problem shared might be a problem solved!
- Keep in touch with the source of support in the country to be visited, as needed
- Provide a report and thank all those who have helped you with your event.

The Senior Section Guider

- Is enthusiastic and positive when initial ideas are raised
- Seeks support if she is not experienced in this type of event herself
- Introduces the Permit holder to her local Commissioner, the County International Adviser and other Advisers as appropriate
- Seeks a suitably experienced Mentor in consultation with the Permit Holder, the International Adviser, the Outdoor Activity Adviser and the Commissioner.
- Helps the Permit Holder match the group's skills to the planned event. If necessary contact an appropriate Adviser for suitable training for the group
- Keeps a watching brief on the plans.

The Mentor

A Mentor is appointed for every Senior Section trip overseas. The Senior Section Guider/Adviser may hold this role. The Mentor:

- Is used to working with the Senior Section age group
- Has relevant experience, including leading a trip abroad which may include visiting the particular country, attending a similar event and so on



- Keeps in regular contact with the Permit Holder and the group
- Ensures timescales are met
- Alerts the local Commissioner to any problems
- In discussion with the group directs them to the appropriate Adviser or source of help
- If the group membership changes, reassesses and reviews the training needs and monitors the change in group dynamics
- Signs the elements 10 a, b and c of the module to say that everything is in place before the event takes place.

The local Commissioner

- Assists in appointing the Mentor
- Keeps in touch with the Permit holder during the planning stages
- Signs forms G/P and A/P
- In conjunction with the mentor reviews any problems and should they prove insurmountable, advises the permit holder to delay or cancel
- Seeks an opportunity for the group to share their experiences within the local guiding community

The International Adviser

- May meet with the group but this is not essential
- Advises on forms and insurance
- Links the group with people who have visited a similar area or taken part in a similar event
- Advises on cultural aspects/ health concerns/ safety aspects of travelling
- Issues an International Introduction Card for the group if needed.

The source of support in country to be visited

The form of support will vary with the kind of trip being planned. It could be a Guider or an organising group at an 'umbrella' event, a Centre manager, a local Guiding contact, or the representative of the travel company being used. The source of support should be aware that they are providing the support and what is expected of them prior to the trip.

The Mentor and the group should discuss the types of problems that might arise and decide on the most appropriate form of support. The support needed may include:

- Provision of local knowledge and advice before the trip
- Emergency support
- Emergency contact from the UK if normal contact chain fails
- Notification to the home contact in the event that the group doesn't arrive.