



Welcome to Girlguiding

New starter form to be completed by parents/carers of young external volunteers aged 13 years.

13-year-old young external volunteers

[13-year-old young external volunteers](#) inspire girls aged 4-14 while building leadership skills, having a brilliant time.

Why is this different to the starter form for the parents/carers of 14-17-year-old members?

Members aged 13 and under can't log into GO to update/access their own details. We use a different form to get the right contact details of their parent/carer. Once they're 14, their leader can help them login to update this themselves.

What you should do to support your young person and the volunteers at the unit?

All of our units are run by volunteers who give up their time to create an environment that empowers young members to be the best that they can be. The Girlguiding community treats everyone with respect and dignity and values the support that parents/carers can give to help to set positive examples. You can help and support your child and the volunteers at your unit by:

- Encouraging your young person to get involved.
- Checking with your young person to make sure that they have let the unit leader know in advance if they are unable to attend.
- Make sure that you tell your young person if you change your personal details so they can update them on the membership system ([GO](#)) and inform the unit leaders of any changes. This will ensure the young person's safety.
- Ask your young person about information and paperwork (such as consent forms) so that they can be returned promptly and payments can be made on time.
- Positively reinforcing our ethos of treating all people with respect and dignity.

Parent/carer permission to take part in activities

This will need to be given by you until your young person turns 18 for activities outside of unit meeting times, adventurous activities, day trips and residential events. Please check with your young person for any paperwork. If you have questions or concerns about this, please speak to your leader.

Unit details

The sections on this page should be filled in as appropriate for young external volunteers.

Unit name	
Meeting place	
Meeting day/time	
Unit email (if applicable)	
Unit social media (if applicable)	

Leader details

Unit main contact			
Phone number(s)			
Email			
Unit secondary contact			
Phone number(s)		Email	

Area support

Your child's unit is part of a wider Girlguiding family.

The unit is part of		District and/or Division
		County
		Country/Region

Local commissioner

Name			
Phone number(s)		Email	

We take your concerns seriously. If you ever need to talk about an issue with someone other than your unit leader, contact the local commissioner in the first instance. Or you can contact us at www.girlguiding.org.uk/about-us/contact-us.

Buying Girlguiding uniform, gifts and resources

To find your nearest Girlguiding or volunteer shop ask your leader, call 0161 941 2237 or visit girlguidingshop.co.uk > [Find a Volunteer Shop](#). You can buy your guiding essentials online at girlguidingshop.co.uk. To order by phone from your latest Guiding Essentials catalogue call 0161 941 2237. For any buying queries please email us at tradingshop@girlguiding.org.uk

Your local shop	
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Parents and carers: please keep pages 1 and 2 for your information.

Essential information

It's essential that the information we collect, store and use for your child's membership is accurate. Please inform the unit leaders of any changes and keep your personal details up to date on our membership system GO. You can find our parent and carers' guide to GO [on our website](#). The contact details entered here will be used to contact the young external volunteer. Once they turn 14, they can give their leader their personal email addresses so that they can log into GO and update this to their own contact details should they wish to. Please speak to the unit leader for more information.

Young person's name	
Young person's preferred name	
Young person's date of birth	

Parent/carers details – required

This must be the person who has legal responsibility for this member. This person must sign this form.

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

Health information

To make sure your child is able to participate and enjoy a range of guiding opportunities during her membership, we ask that you complete the following health information. Any information that you give about a child's disabilities or health condition will be used to help volunteers make guiding more accessible for your child. We recommend that you speak to your unit leader about support and adjustments the unit can provide.

Please tell your leader if there is anything else happening in your child's life which will help our volunteers to support her and look after her safety.

Required field

<input type="checkbox"/> Do you consider your child to be disabled or to have a health condition? This could include physical impairments, learning difficulties or disabilities, mental health difficulties, sensory impairments, or any other medical conditions including epilepsy, asthma and diabetes. If your child would benefit from adjustments in order to help her participate fully please also see our adjustment plans on our website .	
Disabilities, health conditions or medication	

Note: There will always be at least one person at every unit meeting, activity or event with a valid first aid qualification. If you have any questions or concerns about this, please speak to the unit leader. Please label any medication with your child's name and provide clear instructions for its use. If applicable, ensure that a spare, clearly labelled inhaler or EpiPen is brought to the event to be held by the first aider.

Leaders: once completed, please ensure the information on pages 3,4 and 5 is recorded on GO. Paper copies should be securely destroyed.

Health information – continued

Unit meeting activities can often involve equipment, materials and food. So please add any allergies or dietary requirements here.

Allergies	Dietary requirements

Photo preferences – required

We sometimes take photos and/or videos during our activities. Please let us know your preference for the way in which we can use photos of your child. **Choose one option only.**

<input type="checkbox"/> [a] 'Photos/videos can be shared and published and used for marketing – this means I am happy for photos, videos, storytelling and other visual and audio content of my child to be taken/collected, used for promotional and marketing purposes, published in public-facing media and shared within Girlguiding and with partners and local newspapers'.
<input type="checkbox"/> [b] 'Photo/videos can be used for unit use only – this means I am happy for photos, videos, storytelling and other visual and audio content of my child to be taken/collected, used as a record of unit activities, not published in any public-facing media and not shared outside the unit'. This may include unit specific social media channels (that are closed to the public).
<input type="checkbox"/> [c] 'Do not take photo/videos – this means I do not want photos, videos, storytelling and other visual and audio content featuring my child to be taken'.

Photo/video permissions differ for large scale events (where over 100 participants are present). Consent forms will state clearly if an event is large scale, and will request parents/carers to tell leaders if they don't wish photos/videos of their child to be taken at the event.

Communications

To deliver good quality guiding, local leaders will need to communicate with members or young member's parents/carers. We need to be able to tell you information about planned activities so that together we can participate in great local guiding. The unit leader may also need to contact you about any last minute changes to our plans. Please speak to your unit leader to find out more.

Phone number

<input type="checkbox"/> I'm happy for my child's leader to save my telephone number on her personal mobile phone.
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Transport arrangements – required

Nothing is more important than your child's safety, so we need to know who'll be accompanying her to and from meetings. If this information changes, or if there's someone who shouldn't be accompanying your child, please tell your leader immediately. When dropping off, please make sure that there's a responsible adult present before you leave.

Dropping off	
Picking up	

Please tell us which school your child attends

School:

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Additional parent/carer details

Please give details of your child's 2nd and 3rd parents or carers if applicable

2nd parent/carer details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

3rd parent/carer details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	
Email	

Emergency contact details

Emergency contact(s) should be available during unit meeting times, but we'll always try to contact a parent/carer first in an emergency. It's best to choose two people who don't live together to maximise the chance of getting hold of someone immediately.

1st emergency contact details – required

Name	
Relationship to young person	
Address	
Phone number(s)	

2nd emergency contact details – optional

Name	
Relationship to young person	
Address	
Phone number(s)	

**Leaders: once completed, please ensure the information on pages 3,4 and 5 is recorded on GO.
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Volunteering

Girlguiding wouldn't exist without our volunteers. Every extra adult helping out makes a massive difference – is this something you'd consider?

Could you help at meetings?	<input type="checkbox"/> Regularly	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never
Can you help occasionally with any of the following?	<input type="checkbox"/> Transport	<input type="checkbox"/> Activities	<input type="checkbox"/> Camps or holidays
Other - if you have interests, skills, equipment or anything else that you'd be prepared to share with your unit at some point we'd love to hear from you. Let us know here.			
You can also register your interest to volunteer on our website at Girlguiding.org.uk/interested			

Confirmation

As part of the Girlguiding programme, your child will take part in varied activities. The unit may visit indoor and outdoor spaces local to the unit meeting place during unit meetings. The unit leadership team will let you know about these activities ahead of time and risk assess them. By allowing your child to attend a unit meeting, you consent to their participation in any planned activities. If you have any questions or concerns about any planned activities, please speak to the unit leadership team. You'll be asked to give additional parent or carer consent for adventurous activities, activities outside unit meeting times, day trips and residential stays.

I confirm that the information that I've provided for this form is correct at the time provided and that I've read the information about supporting my child and the unit volunteers. I'm happy for Girlguiding to contact me in the ways I've indicated above. I understand that the Girlguiding community treats everyone with respect and dignity and I understand my role in helping to uphold the values of Girlguiding.

Name of child	
Signature of parent/carers*	
Date	

*Both electronic and wet ink signatures are acceptable

What will you do with my data?

It's simple. We need the information that you share with us to run our exciting activities and to satisfy our legal responsibilities. We'll keep it safe for as long as your child is an active member.

We promise we'll only share your information if:

- you ask us to
- the law requires us
- in order to comply with our policies so your child can enjoy an activity safely
- it's in the public interest

Don't worry – we'll never sell your data or share it for any other reason.

Girlguiding is the registered data controller* for all our members' personal information, both in the UK and around the world.

Want to find out more about how we use your information – and your rights?

Visit www.girlguiding.org.uk/privacy-notice/

*The organisation that manages and looks after your data

Leaders: once completed, this page should be kept in a secure location for the duration of membership +1 year.