

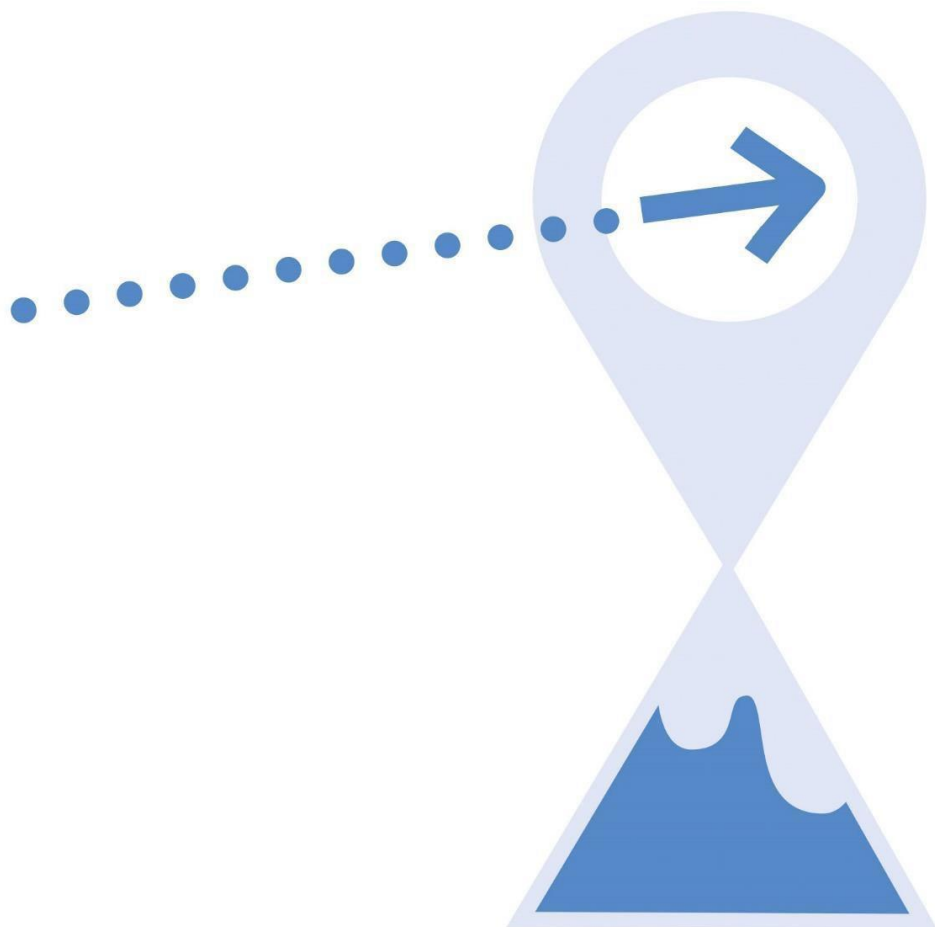


WE DISCOVER, WE GROW

**Girlguiding**

## Lead Away permit

Guidance for leaders, mentors and commissioners





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### Introduction

The Lead Away permit gives Rangers and young leaders a chance to plan and lead their own residential for their peers. It's a great way of giving them the skills to organise and lead, whilst getting to have fun away from unit meetings!

This guidance is for mentors, leaders and commissioners supporting a Ranger/young leader when completing their permit.

### What's in the permit

The permit is made up of seven challenges:

Challenge one - Get started

Challenge two - Get sorted

Challenge three - Get safe

Challenge four - Get healthy

Challenge five - Get cooking

Challenge six - Get activities

Challenge seven - Get away

To gain the Lead Away permit, candidates will plan and run a two-night, three day residential (this can be done over a weekend).

After they've run their residential, they'll have an evaluation with their participants and mentor before getting it signed off as completed.

### The group

Candidates can take other Rangers or young leaders with them on their residential. They can take a maximum of eight and a minimum of four (including themselves).

### Recording their progress

Candidates can use the Lead Away permit resource to record their progress as they go along. They might want to record their work differently in a way that suits them better, like in a scrapbook or journal. Have a chat with the candidate about how they would like to record their progress at the start of the permit.

### Other roles

#### Supervisor

All residentials run by a Ranger or young leader working towards/holding the Lead Away permit need to have a supervisor arranged before they go.

This will be an adult leader/volunteer who will be within 30 minutes travelling distance of the group during the residential. Their role is to provide support, if needed, to the girl running the residential and be on hand to help with any emergencies. They may need to visit and help the candidate resolve an issue.

The supervisor might be the mentor, their unit leader or someone else. They'll need to have completed Girlguiding's recruitment checks and hold valid [A Safe Space levels one-three](#). They don't need to be involved with the planning of the residential except to be informed of key details. If they don't already know the candidate, it's a good idea to put them in touch with them before the residential so they can make contact.

Make sure that the supervisor understands that the residential is being run by the Ranger/young leader. They should not 'step in' unless asked to by them. If they want to contact the candidate during the residential, ask them to do so only when it's necessary. As a rule, it should be left to the candidate to get in touch if they need or want to.

Where possible, it's advised that the supervisor isn't related to any members of the group.

In the event of an accident or an incident happening at the residential, the supervisor is responsible for following the process and completing the [Notification of an Accident or Incident form](#) and sending it with the appropriate Health Information form to HQ.

### Home Contact

They'll also need someone to act as a home contact. Again, this could be the mentor or another leader in Girlguiding. The home contact and the supervisor can't be the same person. There's more information on the role of the home contact on our website:

[Girlguiding.org.uk/homecontact](http://Girlguiding.org.uk/homecontact)

### Advisers

Candidates might also need to be put in touch with other advisers, such as water specialists, walking advisers etc. to talk through their plans and arrange any additional training/support for the group. You can find their details and get in touch through GO.

### Going Away With licence

The skills a candidate develops in this permit can be mapped across to their Going Away With licence, which might be something they decide to complete in the future. When a candidate starts working on their permit, check with them to see if this is something they might pursue. If they do, then talk to them about the evidence they need to collate that will fulfil the requirements of both qualifications (eg accounts spreadsheet, kit and equipment list etc.).

See the table below for a full list of where there is crossover:

Lead Away permit	Going Away With licence
Challenge one	1a i, ii 1c ii, iii
Challenge two	2a (all) 2b (all) 2c (all) 2d (all)
Challenge three	3a ii, iii, iv, v, vi 3c i, ii, iii, iv
Challenge four	4a i, ii, iv, v 4b ii, iii 4c i 4d i 4e (all)
Challenge five	5b (all) 5c i, iii 5d ii, iii

	5e (all)
Challenge six	6b (all) 6c (all) 6e i, ii, iv 6f i 6g i, ii
Challenge seven B	7a, 7b, 7c i, ii, iii 7d iii
Challenge seven A	8a, 8b, 8c

These are the challenges of both resources that focus on similar skills and can be signed off after a chat with the candidate about each part.

**Please note**, this mapping doesn't mean that a candidate can be awarded the basic Going Away With licence if they have their Lead Away permit. There are some elements in the current Going Away With licence that talk about managing an adult leadership team, which isn't covered in the Lead Away permit. Also, the role of a first aider at when leading a young member residential will be different to her peer residential, so the holder will need to demonstrate how they will manage that.

### Guide camp permit

If a candidate has previously completed their Guide camp permit, there's also parts of this permit the mentor can sign off straight away.

Guide camp permit	Lead Away permit
Challenge 1	1a, 1b, 1c
Challenge 2	2a
Challenge 3	3b
Challenge 4	4a, 4c
Challenge 5	5a, 5b, 5c
Challenge 6	6a, 6c
Challenge 7	7a

These are the challenges of both resources that focus on similar skills and can be signed off after a chat with the candidate about each part.



## Guidance for mentors

### Who can be a permit mentor?

To be a permit mentor, you'll need to be an experienced Going Away With licence holder.

We don't advise having the unit leader or member of the unit leadership team as the mentor for a candidate. This is so the Ranger/young leader gets to experience planning a residential with someone they don't normally go away with.

The mentor also can't be related to the candidate they are supporting, to ensure a fair assessment. This also goes for any other volunteers who might assess the candidate for any part of the permit.

### Training for mentors

If you haven't mentored before, there's more information about being a mentor on our website:

<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/helping-others-to-learn/becoming-a-mentor/>

There's also a [mentoring e-learning](#) that can help you understand your role better.

### The role of the mentor

As a mentor, you'll be helping the candidate learn new skills and guide them as they plan their residential.

You'll need to:

- Check in regularly with candidates to see how they are getting on
- Help find training opportunities for candidates. They will need to complete [A Safe Space for 14-17 year olds](#), as well as a [First Aid/First Response course](#).
- Support them with any concerns.
- Make sure they are adhering to Girlguiding policy.
- Arrange to visit them on their residential (this could be yourself or someone else - see below on assessment).
- Assess them on each challenge and sign off their permit as completed.

## Assessment

Part of your role is making sure the candidate has completed everything they need to before the start of, during and after their residential. You can do most of this before the residential, but some things you'll need to see during and after.

Challenge	Part	When to sign off		
		Before	During	After
1 - Get started	1A - Plan it	✓		
	1B - Book it	✓		
	1C - Talk about it	✓		
2 - Get sorted	2A - Budget	✓		✓
	2B - Forms	✓		✓
3 - Get safe	3A - Be prepared	✓		
	3B - Ground rules	✓		
4 - Get healthy	4A - Water and toilets		✓	
	4B - First aid and emergencies	✓		
	4C - First aid kit	✓		
5 - Get cooking	5A - Menu selection	✓		
	5B - Cooking and storage	✓		
	5C - Food hygiene		✓	
6 - Get activities	6A - Provide a programme	✓	✓	
	6B - Equipment and instructors	✓		
	6C - Looking after your equipment		✓	
7 - Get away	7A - Camping		✓	
	7B - Indoor accommodation		✓	

Candidates can complete the challenges in whatever order they like but there are some things that need to be done before others.

It's important to meet with your candidate at least once before their residential to make sure they've planned accordingly. You can then arrange for a visit during their residential and meet them after to evaluate and fully sign off their permit.

If you aren't able to visit your candidate during the residential, you can ask another leader or residential/outdoors activity adviser to do so on your behalf. They'll need to hold the relevant Going Away With licence, but they can assess if what the candidate has done meets the requirements of the permit and confirm this with you before sign off. Talk to your local residential adviser or outdoors activity adviser to find someone to visit their residential. Anyone assessing the candidate for any part of their permit can't be related to them, to ensure fair assessment.

How a candidate wants to be assessed is something they'll need to agree with you. Some challenges they might decide to talk through to explain their progress, and others might need to be practically demonstrated. Each candidate will be different, so will need to be looked at individually to guarantee fair assessment.

## The challenges

We've outlined below some of the key points in each challenge that mentors need to look out for. The full syllabus of the Lead Away permit is on the Girlguiding website.

### Challenge one - Get started

Whilst there is no set order of challenges, it's recommended the candidate starts here. They'll plan some of the fundamentals of their residential - when, where and who.

#### 1A - Plan it

Check that they have picked a suitable venue, got a date and involved their participants in making the plans.

Venues need to be Girlguiding approved - you can check to see if the planned venue has already been approved by getting in touch with your county outdoors activity adviser/residential adviser. If not currently approved - they will arrange a visit to see if it can be added to the list - so need plenty of time to arrange a visit.

If the venue is outside of your county or country/region, please get in touch with the relevant country/region office - they will be able to put you in touch with the relevant county adviser.

The residential has to take place in the UK.

#### 1B - Book it

They'll need to complete part one of the [Residential Event Notification form](#) (REN) before they can book the venue, so make sure they do this at least **12 weeks** before their residential date.

They may need support from you to complete the form and find out who to send it to.

#### 1C - Talk about it

Whilst they need to take the lead on the planning, it's a good chance for them to involve their peers to make sure their residential is something the whole group is excited about. This also helps develop their teamwork skills. Make sure they've considered any additional needs of the group and support them to make sure the venue and activities are fully inclusive. The unit leader might also be able to help here as they might know the group better and their individual needs.

### Challenge two - Get sorted

In this challenge the candidate needs to master the administration of planning a guiding residential. Making sure they have at least a basic understanding of Girlguiding procedures before they start can really help them, especially with the [different event/travel forms](#).



## 2A - Budget

You might have to help them create their budget and figure out what to charge per head. They need to be responsible for collecting fees and paying providers. Check to see they've kept a clear record of the money coming in and out.

The candidate shouldn't be using their own personal account but a unit one (the camp/holiday account). This will make it easier to track their budgets and ensure any underspend goes back to the participants or the unit itself. They'll need to speak to their leader about how they access this and give notice to their leader when they need to take money out or pay for something using the account or pay themselves and claim it back. It might be good to agree a timeframe with the leader beforehand, so both candidate and leader know what to expect. Each unit handles finances a bit differently, so make sure the leader and the candidate are clear on how this is going to work. Then it's down to the candidate to make sure they balance the budget and keep the residential financially sorted.

If the candidate decides to take/make all their payments using cash, they'll still need to create/keep all receipts so they can show a paper trail for their budget.

If there's an underspend, they'll need to either return this to the participants or donate it back to the unit. Make sure they chat about this with their group beforehand, as it might depend on the size of the underspend. For example, if it's only £2 each - it can probably go back to the unit, compared to £20 each which the participants would most likely want back.

## 2B - Forms

Make sure they understand the different forms they need to collect, and where to send them/put them. This is where they'll do the [REN form part two](#) and will need to send it off at least **four weeks** before the residential.

You'll also need to help the candidate identify a home contact and a supervisor for their residential.

After the residential, make sure they securely destroy any forms they didn't use or need to send on.

If their commissioner has any queries with the REN form, you might need to step in to help answer - ask the candidate to copy you in on any emails when they submit their form/give their commissioner your contact details so they can get in touch if they need to.

## **Challenge three - Get safe**

This is where the candidate thinks about the safety of her residential and learns to manage risk.

## 3A - Be prepared

You need to check the candidate completes [A Safe Space for 14-17 year olds](#). This might mean you'll need to arrange the follow-up chat for completion of level two if they have completed both levels online rather than attending a face-to-face training. A commissioner or A Safe Space Trainer can do the follow-up chat.

Check they've arranged a meeting with parents/guardians and are clear on what they need to tell them, or with the participants if they are 18. They can also use this as a chance to collect/distribute any outstanding forms or fees.

Part of this challenge involves the risk assessment (RA). This might need explaining to the candidate if they've not done one before, so help them to think of the risks they need to account for. Make sure the measures they put into to mitigate the risks are sensible, and that they understand the importance of updating this as they go along - and indeed will update it throughout this process, completing an outline RA when they submit the REN part 1, and the full one when they submit the REN part 2.

Talk through how to complete the [Girlguiding risk assessment form](#) with them.

### 3B - Ground rules

Check they've set realistic ground rules and have done so working with their participants. They should also have obtained any venue/site rules and distributed these.

### **Challenge four - Get healthy**

It's important to make sure the candidate understands the importance of cleanliness on a residential, and how to deal with some of less glamorous aspects!

### 4A - Water, rubbish and toilets

If your candidate chooses a venue that provides toilet and washing facilities, this should be very straight forward. However, if they are camping and providing their own toilets, they will need to make sure they are hygienic. Make sure they know what they need to bring - where they are going to get equipment from, how to look after them and dispose of chemicals safely on the campsite.

### 4B - First aid emergencies

As part of this permit, the candidate will need to complete a [First Response \(or equivalent\) course](#). You'll need to help them find a training to book onto. **It's good to do this as soon as possible, so they can get trained in time for their residential.**

If there is another member of their permit group who has a valid First Response or equivalent, they can act as the first aider instead. Details of who has the First Aid qualification in the group should be submitted on the REN form.

Also check they are aware of what medication they can give out, and what the participants need to administer themselves. They'll need to include things like paracetamol and anything that people might have sensitivities/allergic to (such as plasters and latex gloves) on the Information and [Consent for Event/Activity forms](#)

#### 4C - First aid kit

Check they can borrow a first aid kit from somewhere local, as it will be a lot easier to do this than create one from scratch (and cheaper!)

#### **Challenge five - Get cooking**

The work a candidate will need to do here will largely depend on the venue they've chosen and the facilities it has on offer. If they're camping and using a fire/outdoor cooking method, make sure they've demonstrated how to use it safely (ideally with their participants) before they go.

#### 5A) - Plan the menu

Check before the candidate goes shopping for food/equipment and that they've planned a sensible menu including at least one hot meal. They need to be able to cook/prepare it in the facilities they've got to use and keep it within budget. Ordering a take-away will not count as the hot meal for this clause, as they need to be demonstrating that they can prepare and cook a meal (although they are free to order one as one of their other meals!).

#### 5B) - Cooking and storage

You (and the unit leader) might need to help the candidate source the equipment they need, such as cool boxes, utensils etc. Encourage the candidate to show you their equipment and food shopping list in plenty of time and talk to her about when their plans to buy/borrow the items on her list.

#### 5C) Food hygiene

Whilst you can give advice to the candidate before they go, it's best to check when you visit their residential to see what they've put in place to keep things clean and hygienic.

#### **Challenge six - Get activities**

This is the chance for the candidate to be creative with their programme and plan something their group will love.

#### 6A) Create a programme

Check that the candidate has planned a programme that's feasible and accessible for everyone. Signpost them to essential information they need to read on the website such as the Activity Finder, risk assessments and the information about events and going away.

#### 6B) Equipment and instructors

If the candidate is planning an adventurous activity, make sure they've checked the equipment and instructor qualifications on the Activity Finder, as well doing the appropriate paperwork.

#### 6C) Look after equipment

If they have borrowed equipment, check when they are going to return it, as this is something they might need to plan before they leave. If they are borrowing things from their unit, it might just need to go back at the next meeting. Make sure they know where they're getting things from and how it's going to be returned.

### Challenge seven - Get away

Candidates only need to do one part of this challenge, depending on the accommodation they've chosen.

In this challenge, candidates need to demonstrate not only the technical skills required (like putting up a tent) but also a respect for the environment. Looking after the facilities is something you can encourage them to include in their ground rules for all participants. It's also a fun chance for them to display their creativity on their theme (if they have one) by decorating their surroundings!

#### 7A) Camping

If your candidate chooses camping, make sure they've got all the tents and equipment they'll need and have chance to practice putting them up with their group before they go.

If your candidate is a Ranger and is taking other Rangers from their unit, there's lots of activities in the Camp skills builder that can help them practise camping skills.

If they aren't sure how to layout a campsite, help them decide before and explain why certain things go where. You (and the unit leader) might also need to help them source the appropriate tents.

#### 7B) Indoor accommodation

Ensure the candidate has communicated with their chosen venue beforehand so they can plan accordingly for things like room allocation. Whilst this pathway may involve less preparation than camping, candidates still need to demonstrate a good understanding of how to practically use their venue.

If the venue is also open to the public, such as a youth hostel, they will also need to consider any safety issues that may arise.

### Before the residential

Check your candidate is happy with everything they've prepared, and everything they need to do once they get there.

### Visiting the residential

This is a chance for you to see the residential in action, catch up with the candidate so they can talk over any concerns they may have, and share their successes with you! This should be a friendly visit - not an inspection to be dreaded. Arrange a suitable day/time beforehand to meet up with the group on site so they are expecting you ... and to make sure it's not when they've gone off site!

You will be able to see if the plans they have put in place are running as expected, or if unforeseen circumstances have arisen, what changes they've made to be able to continue with the residential.

Things to look out for:

- You should see her programme in action.
- Her leadership style with the group.
- Whether the group is healthy, happy, occupied and well-fed!
- If the residential and the participants are safe/following safe practices.
- If you are visiting a camp, is the layout appropriate, tents pitched securely, food being stored appropriately, cooking equipment used safely etc.?

In the rare event that you find anything that could jeopardise the safety or well-being of the participants, agree with the candidate how this can be quickly resolved. If a solution can't be found, and it would be dangerous for the residential to continue, the residential will need to be abandoned and support the candidate to ensure everyone gets home safely. Safety of the participants is the top priority.

If two or more people are doing their permit at the same venue/time, check that each candidate is running their own residential with a separate group and that things such as sleeping areas/programme/menus are different. The only thing they can share are activity sessions (to reduce costs) you should clearly see differences in the rest of their residential.

### Completion

Once they're back, meet with them to go over their permit. They'll need to evaluate how the trip went with their participants before this, so you can review their feedback together. Once you're happy they've done everything, you can sign off their permit as completed! You can then let their leader know. They'll arrange for the badge and certificate to be presented and get the permit added to their GO record.

If you aren't sure they have completed, highlight to them the areas you need a bit more information on. It might be something small they've forgotten to include when recording what they've done, so give them time to rectify it. It might be something that wasn't needed i.e. they did at an adventurous activity at a Girlguiding activity centre, so didn't need to check the instructor qualifications.

However, if you still feel they haven't completed, speak to your county outdoor activity adviser in the first instance. They can help you decide. The candidate might need supporting to re-do a certain challenge on another trip.



## Guidance for leaders

### At the start

If you're a unit leader and you've got either a Ranger or young leader in your unit who wants to start their Lead Away permit, the first thing to do is to talk to your commissioner to arrange a permit mentor for them. This needs to be an experienced Going Away With licence holder and someone who is ideally outside of your unit leadership team. If you haven't got anyone in mind, chat to your local residential adviser or county outdoor activities adviser. They sometimes have a pool of mentors they use for the Going Away With licence and can help assign someone suitable.

### During the permit

The candidate should be mainly supported by their mentor who'll help them plan each part of their journey.

As part of the permit, the Ranger/young leader will need to hold a parent/guardians' meeting to explain the plans for the residential. If any of their group are 18, their parents won't need to attend. They could need your help arranging this and contacting parents.

They might also need help sourcing equipment from either the district or your unit, so reaching out to other local units on their behalf to help source relevant equipment can really help them with their planning. This will be especially useful if their mentor isn't involved with guiding at a local level.

As part of the permit, the candidate needs to plan a budget and financially administrate the residential (see Challenge 2A - Budget). They'll need to use the unit camp/holiday account for this. They'll need to agree with you how they access this and agree a notice period if they need money putting in (from their fees) taking out (to pay for something) and how they claim back any costs they incur personally. They should account for all costs on their residential, so the general/camp/holiday unit funds shouldn't be affected. It can also help with returning any underspend - either to their participants or back to the unit (they'll need to agree this beforehand). If this is something that's handled entirely by a unit treasurer, then put them in touch with the candidate so they can work with them.

### Arranging a supervisor

Each permit will need an adult leader to act as their supervisor during the residential. This leader will need to be within 30 minutes travelling time of the residential throughout and hold a valid [A Safe Space levels one - three](#). Depending on where the venue is, you, or a member of your unit leadership team may be asked to be the supervisor. This is a great way for you to support the candidate on the residential itself. If you aren't going to be within 30 minutes travelling distance of the venue, perhaps you can ask other leaders in your area or speak to your commissioner and/or county outdoors activity adviser to find a suitable volunteer.

### Completion

When they've completed their permit, they can be awarded the Lead Away badge and certificate. You can order these via your county badge secretary.

They can now use the Lead Away permit to run other residentials under the same conditions (group size, type of accommodation etc.). If they wish to do the other part of challenge seven that they don't already hold they will need to arrange another residential event. They don't need to re-do challenges one - six.





## Guidance for commissioners

### At the start

The leader should get in touch with you to inform you that they have someone interested in doing the permit. Talk to your local residential/outdoors activity adviser to find potential mentors and agree the mentor with the candidate.

### During the permit

You'll sign off their [REN forms](#) as per Girlguiding policy. If you have any concerns over the REN forms, please speak to their mentor to resolve.

Keep in touch with and support the mentor with any queries as needed.

You might be asked to help find a suitable home contact or supervisor if required.

### Completion

Add their qualification to their GO record. Please make sure you add the correct modules for the type of accommodation they've completed - ie modules 1-6 and then either 7a for camping, or 7b for indoor accommodation.

### First response qualifications

Sometimes Rangers or young leaders might not be able to book onto a course in time for their residential or can't find another member of their group that has the qualification instead.

In this scenario, flexibility can be used at the discretion of the commissioner, mentor and outdoor activities adviser. The important thing is that someone has the First Aid qualification should it be needed, not necessarily the Ranger/young leader leading the trip. This might mean that another member on sight (for example the supervisor, or mentor) could act as the first aider if needed. We would strongly recommend giving the group some informal basic first aid training before they go.





## FAQs

*Q. A candidate has the permit minimum of four people (including themselves) booked to go on the residential, but one person drops out a few days before. Can they still do their permit?*

A. Ideally, encourage the Ranger/young leader to have a minimum of five when planning her residential to cover anyone dropping out, but we recognise that this can be difficult with this age group. A local callout to find someone else to go along would be the preferred solution. If this is not possible, and they can't rearrange without incurring significant costs, then it's at the discretion of the county residential (or outdoors activity) adviser and local commissioner in consultation with the mentor. This is a last resort though, and only available if a maximum of one person drops out.

*Q. A leader has moved into my area and says that they have completed her Lead Away permit and wishes for parts of it to be signed off against their Going Away With licence. How do I know that they have reached the required standard?*

A. You can check whether they have gained her Lead Away permit on GO. We are encouraging mentors to ask Lead Away permit candidates to produce the evidence that's also asked for Going Away With licence if they say they might be interested in doing it in the future, so ask her to show you her evidence. If they no longer have it, perhaps have a chat with her mentor who should be able to confirm her competence.

*Q. A leader over 18 holds the old Senior Section permit and wants to use it to take Guides and Rangers away. Can they still do this?*

A Yes. They can continue to take Guides/Rangers away using her Senior Section permit until her 26<sup>th</sup> birthday. They can only take a maximum of eight and a minimum of four (including themselves).

Please note, if all the members of the permit trip are over 18 (as Rangers goes up to their 19<sup>th</sup> birthday), the permit holder will need to complete A Safe Space Level three.

*Q. An 18-year old Ranger is taking away Rangers who are under 18. Do they need to have completed a DBS check?*

A. No, as this is a peer group event, recruitment checks for participants over 18 aren't required.

*Q. A Ranger started The Senior Section permit but hasn't finished it yet. Do they carry on or start the Lead Away permit?*

A. They will transfer to complete the Lead Away permit instead. Any elements they have already completed will be accredited to the corresponding ones in the new permit.

*Q. Can I use my Lead Away permit for trips outside of the UK?*

A. No. The Lead Away permit allows the holder to run trips in the UK only. The international module found in the Senior Section permit has been retired and any international trip planned will now need to follow the guidance in the Going Away With scheme for international trips.

If you have any questions on the guidance for international trips, please contact Girlguiding's International team at [international@girlguiding.org.uk](mailto:international@girlguiding.org.uk).

*Q. I need more guidance, who can I contact?*

Your local residential or outdoor activities adviser should always be your first port of call. However, if you need more support on the permit you can contact the programme team on [programme@girlguiding.org.uk](mailto:programme@girlguiding.org.uk).

*Q. In the old Senior Section permit, girls used to be able to take Guides away with them as well as Rangers and young leaders. Why has this changed in the Lead Away?*

When reviewing the Senior Section permit, we decided that asking a young member (a Ranger or a young leader) to be responsible for younger girls in a different section during a residential didn't fit with our best practice as an organisation when they've had no formal leadership training. The Lead Away permit is designed to help them lead a peer residential event, and this makes it less likely when it's a Ranger or young leader taking away a group of younger Guides. After consulting with our Safeguarding and UK Outdoor team we've decided to take this out of the Lead Away permit.