



Residential event visit guide

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The key priority for all residentials is that everyone attending is kept safe throughout and that they have an enjoyable experience. This should always remain at the heart of a residential visit.

These visits are not designed as a way to conduct a formal assessment, nor are they designed to catch someone off guard or cause them distress. It is good practice to let the candidate know when the visit will take place and for how long rather than it being a surprise. You can communicate with them in advance if you would like to see a specific part of the residential.

These visits allow the visitor to observe the residential happening, ensure health and safety and emergency procedures are in place and being followed and to ask questions. It also allows you to speak with other volunteers attending as well as the girls.

To help you, we have highlighted some key areas for consideration that should help support a residential visit.

Health and safety

- Appropriate measures are in place and are in collaboration with risk assessment / dynamic risk assessment
- Weather conditions are accounted for
- Care for individual – appropriate adjustments have been made and everyone attending is included
- Emergency contact information in a secure place, accessible to all adults
- Emergency fire list for evacuation
- Ratio and supervision requirements are met

First aid

- Suitable medication storage is available (eg: locked box)
- First aid kit(s) are available with the content relevant to the residential being delivered.

Programme

- Evidence a programme is in place and being delivered
- Girls know what they are doing (eg: is this displayed anywhere?)
- Age-appropriate activities
- Talk to girls and find out how they are getting on
- Observe enjoyment and engagement

Venue

- Venue is safe and secure
- Sleeping, toilet, washing and catering (if required) facilities and arrangements meet Girlguiding policies and procedures
- Waste management
- Fire exits are clear
- Access to drinking water

- Designated first aid space is provided and can be made private if required

- General observations (eg: wet floor)
- Access restrictions are clear to all

Catering provision (if required)

- Speak to the caterer and leader in charge and visit the kitchen and catering facilities.
- Look in the fridge and at food storage
- Observe what the kitchen looks like
- Evidence of a menu
- Evidence of any dietary requirements and how they have been met.
- Girls understand their access to the kitchen

Other

- Anything else that might have been highlighted throughout the planning process by yourself or another mentor.

If you are not happy with any aspect, explain this and tell the candidate what she needs to do to rectify the situation.

If you experience issues during your visit, please refer to the support role handbook for support on how to deal with this.