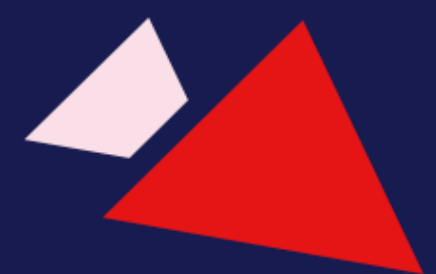
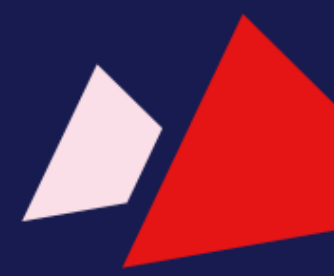




**Girlguiding**  
Middlesex North West  
county



# Unit Health Check



# What we will cover today...

Ratios

Communication

Emergency File

Reducing the admin



# Ratios



# Adult to child ratios

## Stay safe by having the right number of adults in your meeting

### Minimum required adults

For all sections, make sure that at every unit meeting there's:

- An adult with an up to date first response first aid training.
- At least 1 adult volunteer with or working towards their leadership qualification.
- At least 1 leader, assistant leader, or leader in training with an up to date a safe space level 3.

### Rainbows & Brownies

There should be a minimum of 2 adults on site during normal unit meetings at your usual meeting place.

### Guides & Rangers

You can run a unit with 1 adult but you should minimise risk by trying to:

- Run the unit meeting in a building where there are other adults present.
- Run the meeting with young leaders to support.
- Make sure parents and carers of girls understand that the unit is running with only 1 adult.
- Find a second adult to help for the long term. This could be a parent helper or another volunteer.

[All changes are communicated via email and listed on the Girlguiding Website.](#)



# Adult to child ratios

**Stay safe by having the right number of adults on your trips**

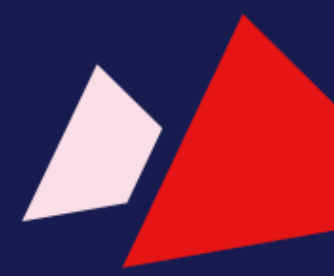
<b>Rainbows</b>	1 adult for every 5 children with at least 2 adults
<b>Brownies</b>	1 adult for every 8 children with at least 2 adults
<b>Guides</b>	1 adult for every 12 children with at least 2 adults
<b>Rangers</b>	At least 1 adult with a recommended second adult

[For activities outside your normal meeting space, check ratios via the activity checker.](#)





# Emergency File



# Emergency file

All units should have an emergency file that can be taken along to all guiding activities. To be rest assured that in the event of an incident you're fully prepared and supported.

## What should be in your Emergency File

<a href="#">Emergency Action Plan</a>	<a href="#">Keeping information safe leaflet</a>	Emergency contact report for girls	<a href="#">Information and consent form</a> (for meetings outside your normal meeting place, trips & residential)
<a href="#">Notification of accident incident form</a>	<a href="#">A Safe Space pocket guide</a>	<a href="#">Young member/volunteer Wellbeing Plan</a> (for those who need it)	
<a href="#">Accident or incident witness statement form</a>	<a href="#">Emergency contact information</a>	<a href="#">Young member/volunteer Adjustment Plan</a> (for those who need it)	<a href="#">Health information forms</a> (for domestic residential)
<a href="#">Risk Assessment</a>	<a href="#">Fire evacuation form</a>		<a href="#">Health information forms</a> (for international residential)

[Emergency File Checklist](#)





# Emergency file

## How often should you review your forms and documents

### For Unit Meetings

### Review

Risk Assessment	Termly
Emergency contact information	Termly or as change of roles required
Fire evacuation form	Termly
Emergency contact report for girls	Termly or as change of roles required
Wellbeing Plan (for those who need it)	Termly
Adjustment Plan (for those who need it)	Termly

### For trips and meetings outside or regular meeting place

### Review

Risk Assessment	Before each trip
Emergency contact information	Before each trip
Fire evacuation form	Before each trip
Emergency contact report for girls	Before each trip
Wellbeing Plan (for those who need it)	Before each trip
Adjustment Plan (for those who need it)	Before each trip



Communication



# Keeping up to date

All changes, updates and announcements are made via email.



Girlguiding

## Essential updates for volunteers

1<sup>st</sup> Wednesday of the month

Sent to all volunteers

Things that you need to know to be able to deliver good and safe guiding.



Girlguiding

## Girlguiding News

Second and fourth Wednesday of each month.

Sent to volunteers opted into marketing emails

Hear about activities, events and opportunities open to you as part of **guiding**.



Girlguiding

London and South East England

## Region Spotlight

Every 2 weeks on a Thursday

Sent to volunteers opted into marketing emails

Hear about activities, events and opportunities open to you as part of **LaSER**.



Girlguiding

Middlesex North West county

## County News

Every 2 months, on the 1<sup>st</sup> Monday

Sent to all volunteers (unless unsubscribed)

Hear about activities, events and opportunities open to you as part of **MNW**.



Reducing  
the admin



# Did you know?

**You can list multiple trips on one consent form.**

Recommend maximum time length of a term.

**If are you going out for your weekly meeting but the meeting is starting and ending at your usual meeting place, day and time, you don't need to do a consent form.**

Parents must be informed that you are leaving the meeting place prior to the meeting.

**Send, collect and store consent form digitally.**

**Collect subs by bank transfer, rather than by cheque or cash.**

**If are you going out for your weekly meeting but the meeting is starting and ending at your usual meeting place, day and time, you don't need to have a home contact.**

Needs to be covered in your Risk Assessment.

**You can charge yearly for subs.**

**It's okay if your members are not achieving the Bronze, Silver and Gold awards.**

**Have specific intake times.**

Just because a young member is now old enough to join, doesn't mean they have to start straight away.



# Top tips

**Add an email signature which explains you are a volunteer.**

**Save email templates in draft, allowing you to copy and paste each time.**

Useful templates:

- Waiting list
- Offering a space
- New starter
- Overdue subs
- Moving to the next section
- Start/end of term emails

**Record the programme in the way that works for you.**

Options:

- On GO – recommend updating weekly
- Excel Spreadsheet
- Printouts – Lots of versions available on Facebook groups

**Have a base Risk Assessment, which can be amended for specific meetings and trips.**

Base topics:

- Finance
- GDPR
- Reputation
- People
- First Aid

**Plan a term in advance, use the first week of the term as a planning week for volunteers only.**

Allows you to:

- Assign leaders to each week/activity and ensure there is a balanced split
- Order materials for the term all together



# Useful links

## Girlguiding

[Risk Assessment Templates](#)

[Termly Planner](#)

[How to use GO](#)

[Using the learning platform](#)

[Free unit meeting activity cards](#)

## County

[Budgeting Template](#)

[County Team Contacts](#)

[County Calendar](#)





Questions



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