

Supporting notes for a role visit

- Visiting a Trainer in her guiding role is part of the process of renewing her Trainer Qualification.
- Your role is to ensure she is continuing to carry out her role in accordance with the method of guiding. This could be her Unit Leadership role or a different guiding role, for example if she is a Commissioner.
- You can use the visit as a chance to discuss ideas to benefit the local team and share both positive and constructive feedback.
- Please follow up the visit with positive and constructive feedback and discussion with the Trainer, as soon as possible after the event by:
 - telling the Trainer what went well
 - offering suggestions for development
 - reiterating good points

Choose the appropriate appendix:

- a visit to a Trainer in her unit role
- a visit to a Trainer in a non-unit role

When your feedback is complete the form should be returned to your Country/Region/Branch as below. If you feel the Trainer needs further support, please flag this up. Once completed please return this form to:

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Thank you again for your support in this process.

Role visit report - unit meeting or event for participants aged 5-25.

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|-----------------------------|---|------------------------|----------------------------|
| Trainer's name: | | Visitor's name: | |
| Role being observed: | Assistant Leader/Leader/Commissioner/Adviser | Visitor's role | Commissioner/Trainer/Tutor |
| Details of visit: | Unit meeting Residential event Activity day | Date of visit: | |

During the visit please identify whether you are satisfied with the meeting for each of the following criteria. Please answer Y, N or N/A as follows and add comments to explain each answer.

Y - indicates you were satisfied with what you saw.

N - indicates you were not satisfied with what you saw.

N/A - indicates that you didn't see any evidence.

| Points | Y/N /NA | Comments |
|---|---------|----------|
| Is everyone participating? | | |
| Are the girls working in small groups and helping each other? | | |
| Are individual needs being met? | | |
| Is there variety and balance in the programme for the evening you visit and for the term? | | |

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| Does the unit make use of appropriate Girlguiding resources? | | |
| Does the unit organise activities outside the regular meetings? | | |
| Does the unit ever join up with another unit for a meeting, outing, sleepover etc? | | |
| Are the girls encouraged to move on to the next section? | | |
| Are appropriate programme records available at the meeting? | | |
| Is the meeting place suitable and safe? | | |
| Is the Leader's behaviour towards the girls appropriate for the age range? | | |
| Do the Leaders ensure high standards of behaviour? Is the level of discipline appropriate? | | |
| Do the Leaders keep their skills and their knowledge of good guiding up to date? Are they aware of the learning opportunities available to them? | | |

Notes on the discussion with Trainer:

| | | | |
|---|--|------|--|
| We confirm that the above has been discussed and is an accurate account of the visit and our subsequent discussion. | | | |
| Signature of Trainer | | Date | |
| Signature of Observer | | Date | |

Role visit report - alternative event

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|-----------------------------|---|------------------------|----------------------------|
| Trainer's name: | | Visitor's name: | |
| Role being observed: | Assistant Leader/Leader/Commissioner/Adviser | Visitor's role | Commissioner/Trainer/Tutor |
| Details of visit: | District/Division/ County/Region meeting Planning meeting for an event Advisors meeting | Date of visit: | |

During the visit, please identify whether you are satisfied with the event for each of the following criteria. Please answer Y, N or N/A and add comments for each answer.

Y - indicates you were satisfied with what you saw.

N - indicates you were not satisfied with what you saw.

N/A - indicates that you didn't see any evidence.

| Points | Y/N/NA | Comments |
|--|--------|----------|
| Is everyone participating? Are the roles of all participants clear to the group? | | |
| Is the Commissioner/Adviser/Coordinator valuing all contributions and using democratic decision-making techniques? | | |
| Are all the adults working as a team and involving young people as appropriate? | | |
| Is a clear agenda, topic or focus being followed? | | |
| Are small, task-focused groups used when appropriate? | | |
| Is there evidence of planning? | | |
| Are the current principles, projects and resources of Girlguiding being actively promoted? | | |
| Are start and finish times adhered to? | | |
| Is there evidence of good communication channels in both directions? | | |
| Are appropriate notes or records being kept? Are these available to everyone? | | |
| Is the event taking place in a suitable and safe environment? | | |

| Points | Y/N/NA | Comments |
|--|--------|----------|
| | | |
| Are the needs of all participants being considered? Is support offered? | | |
| Is there evidence of the Promise in action? | | |
| Please give your general impressions, eg atmosphere, fun, enjoyment, safety, involvement, channels of communication, flexibility, participation. | | |

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|---|--|------|--|
| Notes on the discussion: | | | |
| We confirm that the above has been discussed and is an accurate account of the visit and our subsequent discussion. | | | |
| Signature of Trainer | | Date | |
| Signature of Observer | | Date | |