



GIRLGUIDING GLOUCESTERSHIRE'S RECOMMENDED PROCESS FOR WAITING TO TRANSFER AND WAITING TO JOIN

Over the last year, we have had several concerns raised within Girlguiding Gloucestershire regarding the unfairness and lack of transparency of some of our units' waiting lists, so we thought it would be helpful to bring together, in one document, Girlguiding's relevant information, which units will be able to use, and so establish a consistent county-wide process for all members based on Girlguiding's recommended best practice.

This recommended process is designed to provide leaders and parents with clear information as to how we manage our waiting lists.

Within Gloucestershire units, we will do our best to manage waiting lists fairly, consistently and transparently.

Girls may join Rainbows, at any time after their fifth birthday; will usually move onto Brownies shortly after their seventh birthday; will usually move on to Guides shortly after their tenth birthday; and on to Rangers shortly after their fourteenth birthday. This allows Leaders to estimate when a space might become available to give a parent a rough idea of when their daughter might get a space. However as girls are encouraged to move up when they are ready and not immediately they reach the next age bracket, any date given to a parent can only be an estimation and the Leader will keep the parent informed closer to the time whether this remains realistic.

Unfortunately, there are times when units will be unable to offer a space for a girl for several months. In such cases, parents will be informed of this and given the option to see if there are spaces in other local units.

SUMMARY (Further detail is provided overleaf and in the 2 Appendices)

- **Priority should be given to existing members (moving section or relocating/transferring)**
 - Priority is given firstly to a member who is old enough to join the section. A place should be offered to the oldest first (i.e. by date of birth)
 - Priority is given secondly to a member who will be old enough to join the section in the near future i.e. within next 2 or 3 months
- **After the above have been taken into account, or if the unit is a Rainbow unit, the following should be considered for girls who have never been involved on Guiding before:**
 - Once a girl is old enough to join the section, if a place is available, it should be offered to the girl who has been registered the longest

EXISTING MEMBERS (BROWNIES, GUIDES AND RANGERS): TRANSITIONS AND TRANSFERS

This information is based on Girlguiding's *Best practice guidelines for waiting to transfer and waiting to join: Guidance for volunteers*

<https://www.girlguiding.org.uk/globalassets/docs-and-resources/membership-administration/bestpracticeguidelinesforwaitingtotransferandwaitingtojoin.pdf>

Existing members should be given priority, this includes those who are moving to the next section or are relocating to a different area so they can continue their Guiding journey.

This includes:

- a girl who is ready and old enough to move up from the younger section
- a girl from outside your local district and division and our county (includes BGO and the Branch Associations) who is ready and old enough to move up from the younger section
- a girl relocating/moving house to a different area (regardless of where they were Guiding in their previous section) who wishes to transfer from another group of the same section

A girl from within the guiding family (WAGGGS) should also be given consideration as they are members of a sister organisation.

A girl who is already a member may wish to transfer from another group of the same section. This can be a difficult situation to manage when local units are full and there are waiting lists - consider and understand why the girl wants to transfer by talking to them, try to work with all parties including a local Commissioner to consider all the options to resolve this situation. This form of transfer within the same guiding area should only be in exceptional circumstances where all alternatives have been explored. This situation should be considered on an individual case by case basis. To effectively manage expectations, it is important to maintain clear communication throughout this progress with all parents/carers involved.

POTENTIAL NEW MEMBERS WAITING TO JOIN RAINBOWS, BROWNIES, GUIDES AND RANGERS

This section covers girls and young women who have never been involved in Girlguiding before.

Within Girlguiding Gloucestershire, we recommend that the following best practice guidelines should be followed - based on Girlguiding's *Best practice guidelines for waiting to transfer and waiting to join: Guidance for volunteers*

<https://www.girlguiding.org.uk/globalassets/docs-and-resources/membership-administration/bestpracticeguidelinesforwaitingtotransferandwaitingtojoin.pdf>

For new members consider:

- **Time on the waiting list** - Look at the length of time that someone has been on the waiting list. This should be based on the registration date of the enquiry on GO (online system). If a girl moves into an area and is already on an existing waiting

list elsewhere, when she is transferred to the new unit's waiting list, her registration date of the enquiry on GO remains as the original date.

- Age of the girls - We want every girl to have the chance to experience the guiding programme. In some cases where they are nearing the age of 7, 10 or 14, following a discussion with the parents it may be more appropriate for them to be transferred to the Brownies, Guides or Rangers waiting list.
- Special circumstances - Try and recognise special situations and work with all parties to accommodate them. E.g. where an older sibling is already a member or has been a member of the unit this should be discussed; and also LAC (Looked after Children), children with additional needs etc.

All these potential new members should be registered on GO and must not be detailed on any other paper or electronic waiting list.

This section also applies to girls who have decided to return to Girlguiding after leaving or declining a place. (If exceptional circumstances caused the place to be declined, the request to re-join Girlguiding will be considered on an individual case by case basis).

For more information see

<https://www.girlguiding.org.uk/globalassets/docs-and-resources/growing-and-promoting-guiding/moving-up---rainbows-to-brownies.pdf>

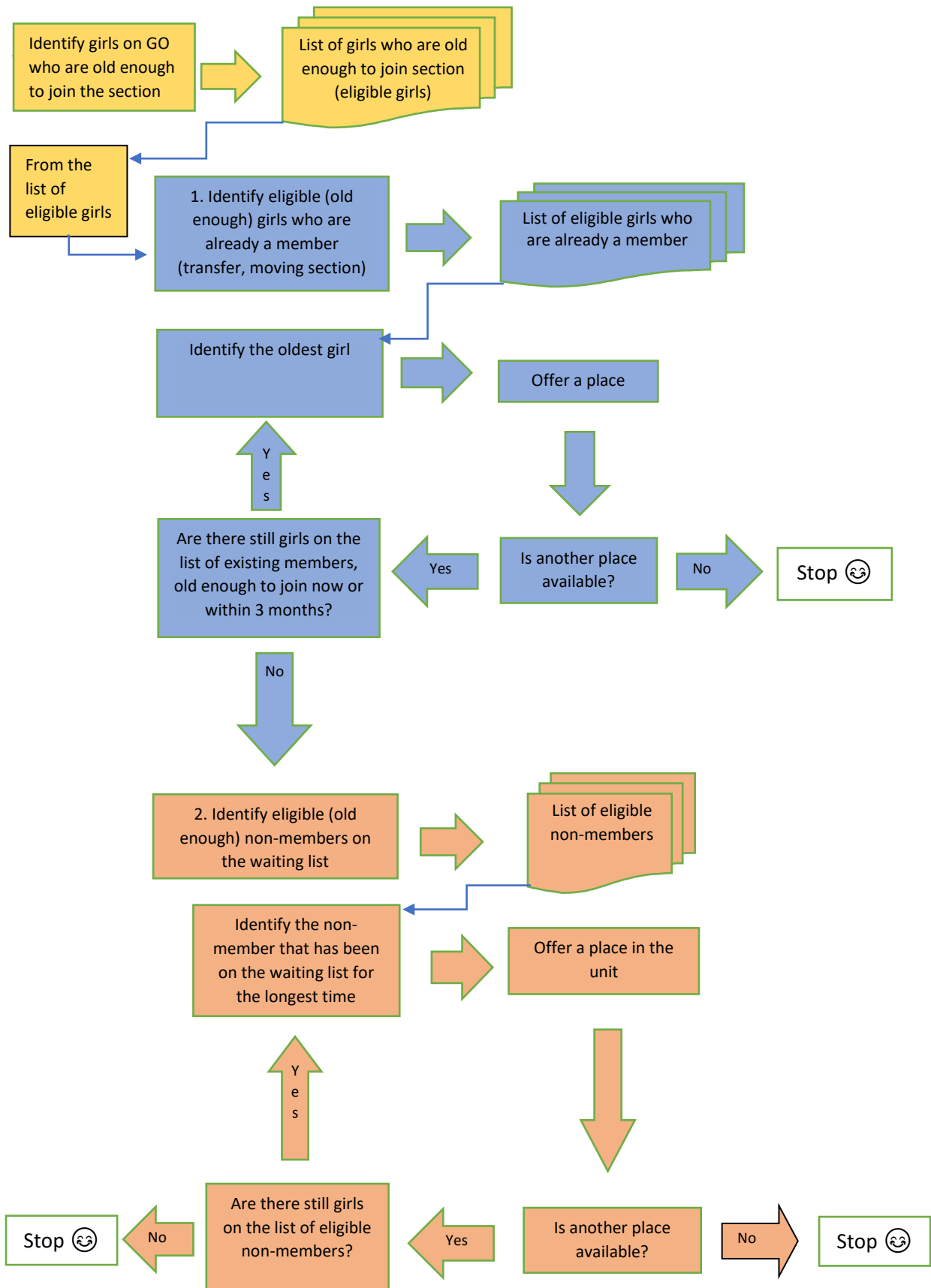
<https://www.girlguiding.org.uk/globalassets/docs-and-resources/membership-administration/bestpracticeguidelinesforwaitingtotransferandwaitingtojoin.pdf>

<https://www.girlguiding.org.uk/information-for-parents/costs-and-other-practical-matters/moving-up-a-section/>

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APPENDIX 1: FLOW DIAGRAM: LEADERS ACTIONS WHEN THERE IS A PLACE AVAILABLE IN YOUR UNIT



APPENDIX 2: HOW TO TRANSFER AN EXISTING MEMBER TO THE NEXT SECTION ON GO

If a girl in your unit is ready to move up to the next section, follow these steps to make sure she can continue her guiding journey. **We recommend leaders transfer girls to next level waiting list once they have been with them for six months**, remembering to end their waiting list role if girls leave in the interim.

- Arrange to speak with the girl and her parents or carers to decide which unit she would like to go to. Talking or writing to a girl's parent or carer, when the time comes for her to move ensures a parent is engaged in the process and knows what is happening. Discuss with parents which Brownie unit is most appropriate and suitable for their daughter (remember this may not always be the closest unit).
- Stress to parents that moving sections doesn't happen automatically, so they will need to decide which unit their daughter would like to go to and which would suit their schedule best. Once they have decided on a new unit, it is the **current leader** who will pass on their daughter's interest to the new unit via GO online membership system. Parents don't need to register their daughter's interest again on the Girlguiding website to move section, as she's already a member.
- Once a girl's new unit has been chosen, her current leader transfers her record to that new unit on GO (For help see the HELP file on GO about transferring a young person- **Updating girls in your unit**, page 5 "Adding a girl in your unit to the waiting list of another unit and/or section". There's no need to pass on any personal details to the new leader as these will already be on GO.
- When the girl leaves your unit, end her role to show this.
- It is important that leaders do not put girls on multiple next section lists.
- If a place is not available in the next section when the girl reaches the relevant age, it is hoped that she'll be able to stay in the current unit for longer. We recommend, as we should be looking after our current members, trying to keep them in their current section till there is a place for them in the next section and if necessary, delaying new members starting in their current units if there are no places available for the older girls.
- If however, a girl's role needs to be ended at age 7 or 10 or 14, and she is already on a waiting list of a unit in the next section (on GO as **wait list - existing**) but there is not yet a place available for her, then technically she will still be in membership because of her role on GO as wait(-ing) list - existing and she will still retain priority over those who have never been in Guiding.
- If a parent asks for their daughter to be moved from one next section's waiting list to another next section waiting list, the girl's record on the new waiting list on GO will retain the original "created on" date.

We recommend that leaders are open and transparent with parents and when their daughters are placed on waiting lists that they are given a copy of how the waiting list operates i.e. Priority to those already in guiding, then by DOB, and explaining that girls not already in Guiding are only offered a place if there is no existing girl due to move up in the near future.