

Unit

Date of visit

Visiting Units Check List

The following checklist could be useful when visiting a unit. Use it as a guide to what you should be looking for. Guidance can be found on p25-27 of the Commissioner Handbook

Things to look for:	Comments
Is everyone participating in what is going on? Are all the Leaders involved?(Remember that chatting to the girls is very much an important part of Guiding.) Are all the girls occupied? Is anyone left out?	
Are the girls working in small groups and helping each other? How are individual needs met?	
Is there variety in the evening/term programme? How have the girls been involved in choosing what to do? Remember there is nothing wrong with the adults choosing and leading some activities, especially depending on the age group, but the girls should help plan at least some of the programme.	
Does the unit use appropriate Guiding resources? Do the girls know what is available to them?	
What does the unit do outside the regular meetings? Have the girls had the opportunity to go on a residential event in the last year?	
Does the unit ever join up with another unit for a meeting, outing, sleepover and so on?	
How are the older girls supported and how are they encouraged to move on to the next section?	
What records are available at the meeting? Do all Leaders know where they are?	
Is the meeting place suitable and safe?	
How do the Leaders ensure behaviour standards? Is the level of discipline appropriate?	
How do the Leaders keep their skills and knowledge of good Guiding up to date? Are they aware of training opportunities available to them?	

Always remember to provide feedback at the end of your visit, or arrange for a time to talk over the visit with the Leaders. Remember to keep any feedback constructive and provide reasons for your views. Every unit is different and it is important to welcome and value diversity.