



Bohunt Education Trust D of E Operating Authority **Expeditions Operations Manual**

Bohunt Education Trust (BET) will support the Charity's aim as expressed in its Mission Statement. BET Operating Authority will ensure the Duke of Edinburgh's Award scheme adheres to the DofE Handbook and the following BET documents:

- **BET Safeguarding Child Protection Model Policy**
- **BET Diversity and Equality Policy**
- **BET Health and Safety Policy**
- **BET Insurance Document**
- **BET Volunteer Policy**
- **BET Trips & Visits Policy** – this policy gives a means of sign-off to the expeditions due to the Evolve process (Hampshire SLA): all trip leaders must have completed the trips and visits training prior to organising any trip or visit: This must then be signed off by the schools EVC, signed off by school's Head Teacher, and then goes to Philip Avery (Trust EVC) for comment before going to Hampshire County Council for brief comment and approval.
- **BET Social Media Policy**
- **Schools MIDAS Policy**
- **Schools Serious Incident Management Policy**
- **Bohunt Serious Management Protocols**

BET Operating Authority (OA) will deliver the DofE through the BET DofE Manager and then the DofE Co-ordinator, DofE Administrator, DofE Leaders, DofE Assistant Leaders and DofE Verifier within each school under the BET Operating Authority. This enables the authorisation of awards within each school. The BET OA is checked and verified by the DofE South East Region Office (SERO).

All staff and volunteers are expected to complete the following before helping in training with expeditions and will continue to complete ongoing CPD.

- Expression of interest interview
- DBS Check
- Safeguarding training
- Introduction to the Duke of Edinburgh's Award Training
- eDofE training

Each BET school will keep a record of all training undertaken by staff and volunteers, who are assisting in delivering the DofE programme, which are maintained by each centres DofE Administrator. This will also be shared with the DofE Manager. It is strongly suggested that Evolve is used for this.

BET Operating Authority will at all times ensure the welfare of the participants through the compliance of the BET safeguarding and child protection model procedures.

BET Operating Authority makes a serious commitment to ensure the DofE award is accessible and achievable to all students. All Pupil Premium, FSM, Forces students are entitled to further support to complete the award. The role of the DofE Manager, DofE Coordinators and DofE Administrators is to ensure all students are given the support



required to enable them to sign up and complete all sections of their award. This may be through funding, grants, additional support in place with supervisors.

BET shall operate the DofE in a non-discriminatory manner within a code of conduct that reflects the Charity's commitment to equal opportunities and Bohunt's Diversity and Equality policy.

BET will manage records and statistics in all aspects of its delivery of the DofE and will be available to the Charity in order for further reports and archives to be made. All data processed will be in accordance with applicable legislation and not used outside BET or DofE without prior consent.

BET will use the Trade Marks in accordance with the Brand Guidelines and reasonable instructions of the Charity in relation to the appearance of the Trade Mark.

Roles and Descriptions

Operating Authority: An Organisation which holds the licence to offer DofE programmes to young people through each centre within the operating area. The OA will have the following roles within it;

DofE Licence Holder; Neil Strowger CEO of BET is responsible for signing the OA Licence agreement and holding responsibility for adherence to the terms of the licence. Appoints DofE Manager.

DofE Manager: the person who assumes overall responsibility for all day to day operational activities of the dofe programmes in the operating authority and is responsible for delivery of the annual plan. The role also includes; providing support to new DofE centres through meeting with Heads of the centre or SLT to provide support on appointing staff, train the DofE Coordinator and administrator, meet with the DofE leaders and support staff training and usage of eDofE, complete grant applications, work to promote DofE across the school and to empower the DofE coordinator and DofE administrator in the growth of DofE at the centre on enrolment and completion rates at each award level. The aim of this role is to first mentor then coach DofE staff to become self-sufficient in the delivery and day to day operations of the award.

Each centre should have the following member of staff to ensure quality of DofE provision;

DofE Award Verifier: the person appointed by the DofE Licence Holder and approved by the DofE Regional Director to be responsible for the verification and awarding of the DofE Awards.

DofE Coordinator: a person who sets up and manages DofE in a centre. They are responsible for the delivery of the expedition section of the award and the sign up rate to DofE at the centre. They will work with the DofE administrator to support expedition leaders, group leaders and assistant leaders on expedition and in the training processes as outlined in the OA ops manual. They report to the DofE Manager. Appointed by the Head of School.

DofE Administrator: a person who sets up and manages eDofE in the centre, purchasing and allocating Participation Places, enrolling participants onto eDofE and the printing of certificates. They are responsible for supporting the DofE Coordinator in preparing for the expeditions, maintenance of staff training records, organisation of staff training and the completion rates of DofE at the centre. They report to the DofE Coordinator and DofE Manager.



DofE Leader/ DofE Assistant leader; Staff/volunteers who deliver training sessions to the DofE Groups in preparation for expeditions and supports students in completing their sectional awards. DofE Leaders will also support students on their expedition as instructed by the Expedition leader IC (normally the centre DofE Coordinator). DofE assistant leaders can deliver the training under the supervision of a DofE leader until they have sufficient experience/qualification to become a leader.

DofE group: a group of young people based in a centre who are working together on their DofE programmes.

DofE Assessors; People who check on a participant's progress and agree the completion of a section of their programme. They will have knowledge of the activity they are assessing and approve participants' progress and evidence on eDofE. In the Expedition section, qualifying expeditions must be assessed by a competent adult who is approved by BET Operating Authority and accredited by the DofE through the Expedition Assessors Accreditation Scheme.

Centre staff or volunteers may perform the above roles across BET centres. All records kept on BET volunteers are held by the DofE Manager and distributed to the centres DofE Coordinator when required. These volunteers should have their DBS details stored centrally with BET HR. It is the role of the DofE Manager to ensure that these records are maintained.

DofE Leadership (DELs)

A DEL is an **unqualified** Gold participant who is undertaking the DofE Leadership programme as part of their Volunteering section of their DofE. They can support expeditions as directed by the Expedition Leader. It is the responsibility of the **Expedition Leader In Charge** to assess the competence and maturity of all DELs and assign specific roles and responsibilities to individuals, including:

- Designating a specific walking group to a DEL on Training and Practice Expeditions. There can be a maximum of 2 DELs per group. This must be documented in a Supervision Plan.
- Designating a specific checkpoint to a DEL on Qualifying Expeditions. Again, this must be documented in a Supervision Plan. DELs can also fulfil other roles on Qualifying Expeditions e.g. campsite support. DELs must:
 - Be registered for Gold, though NOT be a direct entrant to Gold.
 - Must have a proven audit trail of expedition competence through Bronze and Silver expeditions and Gold Training (with additional skills training where required).
 - Attend a DEL Leadership Training Programme by the DofE.
 - Under18s can accept a role covering 'technical competence' but cannot take duty of care or pastoral responsibility.

Please note: For the purposes of Educational Visits submission, DELs who are under the age of 18 are classified as Young Assistants and those over the age of 18 are classified as volunteers, regardless of age the DEL must be treated as a student in all aspects of the planning and expedition processes, complying with the trips and Visits policy for student.

Any volunteers need to follow BET DofE Induction processes; Expression of interest interview, DBS Check, Safeguarding training, Introduction to the Duke of Edinburgh's Award Training, eDofE training.

Staffing Roles on Expeditions

This information is to be read in conjunction with the appropriate section of the DofE Handbook for Leaders. All BET expeditions and participant training must be supervised by suitably qualified and experienced leaders. The formal staffing roles on an Expedition are defined as follows:

- **Expedition Leader In Charge (IC):** This will normally be the role of the centres DofE Coordinator who has responsibility for all aspects of Expedition from planning to debrief and oversees all staff and volunteers on the expedition. The Expedition Leader must be satisfied that the students and adults are fully briefed, trained and equipped to undertake the planned venture. The Expedition Leader must remain in the area of the Expedition for its whole duration and be wholly focused on the Expedition. Expedition Leaders delivering Expedition Training, Practice Expeditions and Assessed Expeditions, must at all times follow the appropriate guidance as laid down in the DofE Handbook and Expedition Guide.
- **Group Leader;** All other staff and volunteers supporting the expedition. It is the responsibility of the Expedition Leader IC to arrange staffing of the expedition based on the assistant Expedition leader's levels of experience and expertise. All new staff and volunteers to DofE expeditions should be paired with experienced Expedition Leaders as part of their training programme.
- **Assistant Leader:** An Assistant Leader may accompany Group Leaders on an Expedition whenever practical, so as to gain personal experience. Assistant Leaders have no direct supervisory responsibility for the participants at any time during the Expedition, but may act as assistants to the Expedition Leader / Group Leader(s), who will act as their mentor(s). All adults present during the Expedition (for instance, additional minibuss drivers) fall into the Assistant Leader category.
- **Base Contacts (2):** These people do not have a supervisory role, but they are members of the Leadership Group who will be contacted in case of emergency (in accordance with the schools Trips and Visits policy)

The DofE Coordinator and Administrator at each school is responsible for ensuring all volunteers have obtained DBS and completed safeguarding training and are responsible for keeping records of this. The DofE Coordinator should liaise with HR to check that DBS checks are in place before taking volunteers out on expeditions. For Volunteers DBS must be obtained through the centres processes and logged at the school regardless if the volunteer has DBS elsewhere. If the DBS is being processed but the expedition is imminent, then it is the responsibility for the Expedition leader IC to ensure that the volunteer is never left alone with a student and has arranged staffing to reflect this.

All Assessors and Volunteers working across schools within the BET must have their DBS be completed at the school they are volunteering with and have completed safeguarding training prior to being involved in the expedition. The DofE Coordinator must inform HR that the BET volunteer is supporting the expedition so that HR can share the DBS check information. Information on BET Assessors and Volunteers will be held with the DofE Manager. Portable DBS are accepted but must details of this must be set to BET HR prior to expedition. External Gold assessors must provide the school on expedition details of their DBS prior to completing assessment with the DofE group. It is the responsibility of the DofE Coordinator to ensure that the DBS information has been collated and passed on to BET HR for checking.

It is the responsibility of the D of E Manager to monitor DBS and safeguarding processes in place at each centre working continually with BET HR and DofE Coordinators to improve the processes in place.



In addition to the required outdoor qualifications as described later, Expedition Leaders and Group Leaders must also have sufficient knowledge and experience of the Duke of Edinburgh's Award and be registered with the Bohunt Education Trust Operating Authority.

Leadership and Supervision of Expedition

Minimum Supervision Requirements

The *minimum* staffing level on expedition or participant training depends on the number of groups of young people taking part:

- 1 group: Expedition Leader and one adult helper
- 2 groups: Expedition Leader and one Group Leader
- 3-8 groups: Expedition Leader (who is responsible for one group) and a Group Leader for each of the other groups
- 9-15 groups: Expedition Leader (who is NOT responsible for a group), one Group Leader per group for the first eight groups and then one Group Leader for every two groups after eight groups (the rationale for this is that for this size of Expedition we will be running checkpoints rather than leaders being responsible for their own groups).
 - 8 groups would have an Expedition Leader and 7 Group Leaders
 - 9 groups would have an Expedition Leader and 8 Group Leaders
 - 10 groups would have an Expedition Leader and 9 Group Leaders
 - 11 groups would have an Expedition Leader and 9 Group Leaders
 - 12 groups would have an Expedition Leader and 10 Group Leaders
 - Etc.

Expeditions at Bronze must not comprise more than 15 groups, i.e. a maximum of 105 young people. Expeditions at Silver must not comprise more than 9 groups, i.e. a maximum of 63 young people.

If the venture is of mixed gender identification, adults of each gender must be present. Every expedition must have at least one qualified teacher on the expedition.

All wild country Expeditions in Scotland, Lake District, Gold area of Dartmoor, Snowdonia or Brecon will require 1 ML per expedition, unless exceptional logbook agreed by BET EVC and/or BET DofE Manager.

First Aid

For all expeditions, there must be a member of staff/volunteer who has completed the 16hr outdoor first aid qualification in addition to the Expedition Leader IC. All First aiders must have training that covers: what to do in an emergency, cardio-pulmonary resuscitation, first aid for an unconscious casualty, first aid for the wounded and bleeding. 8-hour courses are satisfactory for many leaders. However, it is recommended that the two-day (16 hour) course is used for more regular group leaders and those who operate in open or wild terrain. Expedition Leaders IC should ensure that all first aid holders are easily accessible on expedition and that each group has:

- The ability to contact qualified first aid support.
- An appropriate level of competence and first aid materials to look after themselves until help arrives.

This should be considered by the Expedition Leader IC in terms of staffing of each expedition and the supervision plan for each aspect of the expedition. All Leaders and



Assistant leaders should have a working knowledge of simple first aid and a competency to use the basic materials carried and how to access qualified first-aid support.

Important note: Any first aider should not attempt to give first aid for which they have not been trained.

All participants should receive first aid training as part of their training programme and reminded of the processes should an incident occur at the beginning of their expedition in addition to their training. Access to first aiders should be given on Participant route cards (normally given as the Expedition Leader IC and School mobile contact numbers). At Gold level all group leaders should have the 16hr first aid qualification.

Further information can be found on p.111 of Hampshire's Green Book or on the OEAP (Outdoor Education Advisers Panel) National Guidance website through Evolve.

Winter Conditions

Winter conditions are defined as being when snow lies on the ground or it is forecast, or freezing conditions prevail, such that (a) the progress of the group cannot safely continue, and/or (b) the ability of Leaders to reach and sufficiently monitor the group is severely compromised due to road conditions, etc.

Expeditions should not run under winter conditions and Expedition Supervisors should be aware that in some areas Winter Conditions can prevail at any time of year. The Expedition Leader IC has ultimate responsibility for deciding when such conditions prevail during an Expedition, and thus for postponing or abandoning the Expedition. If such conditions are forecast prior to the party, then the Expedition Leader must consult the Headteacher.

Expedition Assessment

The above outdoor qualifications are not relevant to the assessment process. All venture groups undergoing their qualifying Expedition, at all levels of the Award, must be assessed by a person who has completed the DofE Expedition Assessor Accreditation Scheme. It must be remembered that a Group Leader should not also act as their group's assessor. However, with careful planning it is usually possible to arrange the staffing in such a way that the roles of Leader and Assessor can be shared appropriately among the leaders present, although care must be taken by such 'internal' Assessors from being overly lenient (perhaps unconsciously) because of the situation; theirs is an important role and the assessment standards of the Award must be maintained. If there is any risk of conflict between the Leader and Assessor roles, it may be more appropriate to use an external assessor. For Bronze Expeditions, assessors may have joint supervisor and assessor roles throughout the expedition in line with DofE Bronze updated policy (Nov 2018) or if reasonably practical for logistic reasons (e.g. Overseas Expeditions).

At Gold level when taking groups to an area that is unfamiliar to BET Assessors, an external assessor through the expedition panel of that region must be used to ensure the Expedition leader has the most current information on the groups route prior to the expedition.

An assessor may assess up to 3/4 teams dependent on terrain and proximity of groups. For Wild Country Gold Expeditions, Assessors should normally only Assess 1/2 groups. For Silver and Gold expeditions, Assessors should have had no role in training and should normally have no role in supervision of the participants.

Guidelines for Running an Expedition

This Section describes the key steps in the planning and execution of an Expedition.

The DofE Coordinator is responsible for ensuring the following processes are in place prior to the expedition, the DofE Administrator will support the DofE Coordinator in this.

The DofE Coordinator may specify that one or more sections of the award must be completed prior to participants completing the Expedition section.

This information is to be read in conjunction with:

- **The BET Trips & Visits Policy** and the conditions of the areas being visited (e.g. Dartmoor has specific forms to be submitted and conditions to be met)
- **DofE Handbook**
- **OEAP (Outdoor Education Advisers Panel) National Guidance website through Evolve**
- **The Hampshire county Councils Green Book**
- **Schools SIM (Serious Incident Management Protocols)**

Before the Expedition

1. Decide on the key details of the expedition / participant training:

- Award level (ONE of Bronze, Silver or Gold; it is not recommended to mix levels on the same expedition / participant training)
- Geographical area: appropriate for the Award level chosen and knowledge/experience of the expedition team.
- Dates
- Cost
- Maximum number of groups/participants you are prepared to accept on the Expedition. The absolute maximum numbers are mentioned in the Minimum Supervision Requirements section of this document (p 5). In addition, you should consider the number of routes that an area can accommodate and the capacity of the campsite, as well as transport and accessibility of the transport available.

2. Consider the base/overnight accommodation to be used. Expeditions a significant distance from the centre (more than three hours driving time) may include at least one night in a building (e.g. hostel or bunkhouse) prior to the start of the Expedition. This gives the participants time to relax, focus on their next few days' effort, opportunity for a good meal and a decent night's sleep. It also allows time for the Expedition Leader and other staff to do last minute kit and route checking and a full safety briefing. The expedition leader should also consider whether there should be an extra night in the base accommodation on the night *after* the Expedition.

3. Consider the staffing levels necessary for the Expedition. Invite appropriately qualified members to act as Group Leaders and/or Assessors. Take into account the need for minibus drivers.

4. Write a comprehensive information letter and pack for parents, (which should be posted on the outdoors web page at the centre), outlining the details of the Expedition, as a minimum:

- Description of the geographical area of the Expedition
- Dates and times of departure and return
- Nature of the venture – day walk, night nav, practice, qualifying etc
- Method of travel
- Kit list
- Any relevant pick-up point information
- Dates of Parent Information Evening



- Reminder that it is the Parents' responsibility to inform us of any changes to the medical form they have submitted.

5. When visiting a new area ideally complete a reccy of the area with some of the leaders involved in the expedition to identify any hazards or risks on the route, decide areas of particular supervision e.g. road crossing and support the training, experience of leaders. All risks and hazards identified should be uploaded onto EVOLVE as part of the **BET Trips and Visits policy**. For Gold routes ensure that the route has been reviewed by leaders with detailed knowledge and expertise of the area to identify any further hazards and involve leaders with experience of the area in the training processes.

6. The DofE Administrator should liaise with the Finance administrator to chase any outstanding payments prior to expedition.

7. Submit route and plans to necessary authorities; Forestry Commission, Expedition Area Panel for national parks; Green forms to expedition panel (for Practice **and** Qualifying expeditions submitted to area panel) ideally this is 5 weeks prior to qualifying expedition. However, the sooner the better as the assessor may suggest essential changes to qualifying route. Upload all documents onto EVOLVE for checking and feedback.

8. Contact and confirm assessors. The DofE Administrator is responsible for ensuring edofe numbers, groups, routes and itineraries are given to the assessor prior to the expedition. Best practice for BET or centre assessors is 4 weeks prior to the expedition. For Gold groups with an external assessor; this will be available through the Green Form submitted to the area panel but should be submitted a minimum of 6 weeks prior to expedition. For BET assessors this should be submitted to assessors ahead of the qualifying expedition. The DofE Administrator and DofE Coordinator at each centre are responsible for chasing any outstanding assessor reports.

9. Share the following information with group leaders; submitted to the Group Leaders:

- Route cards
- Maps (from eDofE or equivalent)
- Groups
- Expedition aims
- Medical information of all participants and leaders

10. Hold a Parent Information Evening; in this parents must be given the opportunity to update on any medical information prior to expedition. This should also outline kit lists and risks of the expedition and itinerary for the trip.

11. Issue out kit from kit store. DofE Coordinator and/or DofE administrator should keep a record of all kit borrowed to ensure it is handed back at the end of the expedition.

Variations

BET Operating Authority makes a serious commitment to ensure the DofE award is accessible and achievable to all students. For variations, the completed form must arrive at the **DofE Head Office** at least **12 weeks** prior to the date of departure, but should be sent in at the very earliest opportunity. The variation application must be approved by the DofE Head Office and then attached to the appropriate notification from when submitted. www.dofe.org.

Final Preparations:



1. Make final contact with assessors to ensure all questions are answered about the routes and any changes made where required based on weather or terrain conditions (e.g. deforestation or lambing/farmland) and agree point and time for pre-expedition kit check and debrief timings/locations.

2. Send detailed briefing notes about the Expedition to all the leaders and base contacts ensuring all information is available on EVOLVE, so that everybody is clear about their responsibilities and the itinerary.

See DofE Expedition Checklist

See Kit List for Staff

See DofE Generic Risk Assessment for DofE at Bohunt

See Generic Risk Assessment for all trips

3. Ecomms parents/guardians with a reminder of the key details.

Pre-Expedition Briefing

Before setting off, on arrival in the Expedition area, or once settled at the base accommodation, all Leaders should be briefed again on routes, groups, medical info and specific support put in place on individual students. Special emphasis should be placed on the hazards the participants might encounter in the particular area of the venture, which they have likely never visited before (water, road crossings etc.). Everyone must be made aware of the arrangements for dealing with an emergency and have the necessary telephone number emergency cards.

A final, detailed check of the participants' kit must be performed to ensure that no essential items are missing, and any shortcomings rectified on both practice and qualifying. On qualifying the assessor may wish to complete the pre-expedition kit check therefore it is important that all expedition leaders ensure students have this prior to the assessment.

The Expedition

At the start of every day, the Expedition Leader should agree a supervision plan with the Leaders, and discuss any actions that might need to be taken to deal with issues such as changing weather or ground conditions, road crossings, group dynamics or the wellbeing of individual participants.

For Expeditions where groups are spread out or where there are a small number of groups it is likely that Group Leaders will maintain a high degree of responsibility for their group. Where there are multiple groups in the same area and/or where there are many groups out it is likely that Group Leaders will use a checkpoint system to locate groups and the Expedition Leader will collate the reports so that they know that all groups are accounted for.

The expedition leader should be flexible and adaptable to any issues which occur on the expedition such as changes in weather forecast, medical emergency and support the groups accordingly. E.g. increase check points for water stops if very hot weather.

Good practice:

- The Expedition Leader IC should maintain regular contact throughout the day with all the Group Leaders, taking into account the likely variability in mobile phone signal strength.
- All Groups are actively supervised whilst cooking and checked at their campsites at the end of each day's activity, and their continued wellbeing confirmed.
- The Expedition Leader IC and Group Leaders should meet up to debrief at the end of each day. Serious incidents or issues should be noted in writing.



- At the end of the Expedition, Group Leaders and Assessors, where relevant must be given the opportunity to debrief their group thoroughly, in unhurried conditions.

Sending a Participant Home Early

On occasion, it becomes necessary for a participant to withdraw from the Expedition early; e.g. injury. If such an event arises, the Expedition Leader must decide how best to deal with the young person affected while still ensuring a suitable level of supervision for the remaining participants. They should make this decision following contact with the base contact and in correspondence with parents. Regardless of outcome the Expedition Leader IC must ensure a full report of what happened and decisions made is written and submitted to the Base contact and on to EVOLVE following the incident. It is therefore advisable for the Expedition Leader IC to keep a notepad available to update the situation as it happens.

Please note that if a participant leaves making a group three then the Expedition Leader should consult the Assessor and Participants to amalgamate groups or move another young person to join the group so that all group sizes remain between four and seven.

Practice Groups

At all levels the first day of the expedition should involve a group leader walking with the group to provide the participants with practical training and advice, and to ascertain the level of skill and experience that they have, ensuring the group grows in confidence and independence. By the end of day 1 the group leader should not need to instruct the group at all.

In consultation with the Expedition Leader, the Group Leader should only allow the group to continue without further close supervision once they are happy that the group has demonstrated its proficiency in the necessary skills. Additional training and support, including further time accompanying the group, should be given to help this process. For most groups following Day 1 of the practice expedition, group leaders should be involved in remote supervision, supporting the groups through check pointing, sweeping and water stops with the groups.

Camping

For those students identifying as transgender Staff must liaise closely with parents/carers and the student to ensure students are supported throughout all aspects of the expedition particular; camping and use of facilities. Ref to variation form for accommodation for the Bridge or Disabilities.

Stoves

See the Stove safety instructions located in the link below (spirit stove safety instruction): Go to the eDofE website: www.dofe.info/resourcezone/SearchResults.aspx?text=stoves

Food Hygiene

See *DofE Expedition Guide* 13th Edition (Ch. 6.5)

All staff and volunteers on DofE expeditions have a legal responsibility to ensure that food is safe to eat, whether they are cooking for the group or the group cooks for itself. For staff either managing or training, the Food Standards Agency **recommends** that some leaders should have a Basic Food Hygiene Certificate. Further advice can be found from the Food Standards Agency <http://food.gov.uk/safereating/>

Camping with Groups



At Bronze level, leaders must camp on the same site as the participants. On Silver Expeditions, however, the Expedition Leader should balance the need to give groups a greater sense of self-sufficiency against the requirement to remain close enough for rapid access if necessary.

Groups at Gold level need a higher level of independence, however their wellbeing and safety is paramount as in line with schools Trips and Visit policy. Where practicable leaders may camp away from Gold groups ensuring leaders camping location and contact details are known to students and leaders are still within range to support.

Checkpoints

There must be an appropriate system in place for checking groups, either by direct contact or remote observation. (The use of check-cards left at checkpoints for groups to sign on passing through is not permitted.) Groups should also be checked in their campsite each evening.

The Expedition Leader IC / Group Leader(s) must exercise judgement as to the frequency and positioning of checkpoints; they should only be required at key points, e.g. before hazardous areas, at major road crossings, where groups leave 'the hill' or when bad weather routes are required, or extra water stops made available in hot weather.

See OEAP National Guidance: www.oeapng.info Section 4.3c Risk management – An overview, Section 4.3f Risk management- some practical advice and 4.3g Risk management – what to record and when.

Overdue Groups

All groups will be trained to be self-sufficient and to have knowledge of the procedures to be followed in the event of an emergency. Group Leaders must use their knowledge of the group, conditions and their experience, as a guide to when the actions below are implemented.

At any time that a Group Leader considers a group significantly overdue or at risk, they must determine, ideally in consultation with the Expedition Leader, the best method of locating the group, which could include some or all of the following:

- Back tracking the group's route
- Contacting the Expedition's base's contacts
- Moving to potential locations of the group
- Moving to a point where a mobile phone signal is guaranteed
- Staying put
- Notifying the Expedition Leader
- Contacting the Assessor if the group is under assessment.

If there is assistance available, any of the above can be undertaken at the same time. Note that a clear method of communication with those assisting must be established. During large Bronze Expeditions it is the Expedition Leader IC who will lead on this as he/she will have the best oversight of where all Group Leaders are.

If these actions fail to locate the group within a reasonable period of time, then the Group Leader, in consultation with the Expedition Leader, where possible must:

- Notify the Emergency Services, and follow the advice given.
- Notify the Base Contact



- Note take in writing timings and decisions made
- Update the Emergency Services, the Home Contact, and other relevant people of developments. Regular contact must be established during periods of 'no news'.

At this point it is likely that the **Bohunt Serious Incident Management Protocols** will be used by the Base Contact. The one rule that doesn't apply from the SIMs pack is that on Duke of Edinburgh the location of students can be unknown for more than 30 minutes.

If the incident requires the use of the Bohunt SIM pack or the notification of the base contact and/or emergency services then the incident must be written up using the Bohunt incident form and a copy emailed to southeast@dofe.org or the Regional Operations Officer (see Philip Avery for details).

Remote Supervision

<http://www.mountain-training.org/walking/other/downloads> please click on walking and download 2016 remote supervision guidance PDF

www.oeapng.info Section 4.2a group management and supervision

Reporting Back

At the end of each day, wherever possible the Expedition Leader IC and Group Leaders must meet to review the progress of all the groups and where relevant review progress with Assessor. The opportunity must be taken to review the safety and supervision of all persons involved in the Expeditions.

The Journey Home

For Gold Expeditions, with the requirement of a minimum of eight hours planned activity per day, returning to Bohunt directly after the participant's finish is not usually a viable, sensible or safe option. Leaders (who are most likely also minibus drivers) will have been on duty for the whole day already, and will not be fit to drive long distances on fast roads safely. This may also apply to Silver Expeditions based several hours driving time away from the centre; the risks can be mitigated by having two drivers in each minibus.

Expedition Leaders of such Expeditions should strongly consider the option of staying an extra night in the area of the venture, ideally in the base accommodation. This also provides the valuable chance for participants and leaders to relax and chat about their experiences in informal surroundings.

After the journey home, the Expedition Leader is responsible for ensuring that all participants are returned safely to their parents/guardians and completing a review of the expedition on Evolve.

Emergency Planning

www.oeapng.info Section 4.1 all documents.

All staff and volunteers should ensure they are familiar with the **BET Critical Incidents and Emergency Procedures**.

Insurance



In operating the DofE, BET OA acts as principal rather than an agent for the Charity. Consequently, the responsibility to ensure that insurance cover is in place rests with BET OA. The insurance risks to be covered are set out in the licence agreement. BET Operating Authority has Public Liability Insurance, which provides indemnity in respect of legal liability (and that of participants and adult volunteers) for bodily injury or damage to property arising in connection with a DofE activity). This insurance covers all adults who assist a participant in the DofE programme, whatever their role, and will include Leaders, instructors, Assessors, Supervisors and other helpers.

It is not always possible for Operating Authorities themselves to take out insurance policies to cover activities run by external organisations. However, in such cases, the Operating Authority must ensure that these organisations have adequate insurance in place and that this insurance is extended to indemnify the Operating Authority against legal liability for injury or damage arising out of DofE activities.

Mobile Phones

Mobile Phones are an important aspect of the supervision and emergency procedures process for students, staff and volunteers on expedition, though keeping parents informed about changes in arrangements such as travel times or in the event of an emergency, and may also be used by students as part of gaining evidence for their presentations. Therefore, part of participant training should include protecting their phone and its battery life. Each group should have two mobile phones from different networks during the day so that they are able to contact for help. Students should also be reminded to use phones in an appropriate way that is in keeping with the ethos of the award. For all expeditions, students should be given training on contacting the emergency services as part of their first aid training particularly in Wild Terrain.

The Expedition leader IC should use the school mobile phone and share this number with each group to use in case of emergency and also to support check point and supervision on expedition. Staff and volunteers should not give out their personal contact details to groups and should only use the school mobile phones to make contact with groups.

Assessors should not give out their personal number to groups and should liaise with the expedition leader IC as to updates on the location of the group particularly if they are late.

Staff and volunteers should not take photographs of students using their own mobile technology on expedition unless written parental consent has been given; following guidance from BET Social Media Policy and BET Safeguarding and Child Protection Model Policy.

Alcohol Policy

BET strongly recommends that staff accompanying young people on D of E Expeditions refrain from drinking alcohol throughout the trip and view this as best practice evidencing full duty of care at all times. During BET Trips and Visits training the following guidance is given; anyone who can potentially drive the mini bus; no alcohol is to be consumed and all staff on expedition must be below the legal driving limit. Speak with your School Leadership team if further clarification is required.

Modes of Transport and Overseas Expeditions

Whilst it is acknowledge as a trust that the majority of expeditions throughout BET will be walking; BETs vision is to provide outdoors opportunities to all students and therefore D of E



coordinators are supported and encouraged to consider other modes of transport and overseas expeditions to develop opportunities for students further.

This section provide guidance on the following areas:

- 1) **Approved activity providers**
- 2) **Walking expeditions**
- 3) **Cycling expeditions**
- 4) **Paddling expeditions**
- 5) **Overseas expeditions**

1. Approved Activity Providers

All Approved Activity Providers must be approved by BET to ensure they comply fully with the requirements of the policy and subject to BET checks on third party activity providers, to ensure that the AAP meets its standards. An AAP should be providing qualified instructors that follow this guidance and qualifications stated on this policy.

If the expedition is in Level 1 Terrain the DofE Manager / D of E Coordinator should:

- Check if the provider (AAP) hold a Learning Outside the Classroom (LOtC) Quality Badge. If not - what evidence or assurances about safety and educational quality are available? They should complete www.oeapng.info section 8P providers questionnaire
- Request documentary evidence from the AAP of the relevant NGB award
- Request evidence of the AAP's activity specific risk assessments (to include campcraft) or overall Risk Management Summary. (if not holding the LotC QB)

If the expedition is in wild terrain or if watersports are done on 'specified water' (that is the sea, tidal waters, inland waters more than 50 metres from the nearest land or on turbulent inland waters) then the AAP should hold an Adventurous Activities Licensing Authority license. This license can be checked by using the provider search: http://www.aals.org.uk/aals/provider_search.php.

2. Walking Expeditions

Notification of intention to run DofE Expeditions

All Expeditions must be approved/ notified by the appropriate Educational Visits Co-ordinator/Head Teacher/Manager. The Assessor must ensure that all expeditions meet the 20 conditions. (DofE leaders should ensure they have checked the expedition meets these conditions)

Area	Form Type	Timescale
<p>Wild Country Areas e.g. Scottish Highlands, Lake District, Dark Peak, Snowdonia, Brecon Beacons, Exmoor, Dartmoor.</p> <p>Please see below link for specific areas and map: http://www.dofe.info/en/content/cms/leaders/expedition-areas</p>	Green Form	These must be with the appropriate Panel at least 6 weeks prior to the expedition if a panel assessor is required. 4 weeks if a panel assessor not required.
<p>Peak District – White Peak. All expeditions in this area must be notified to the Central Area Network as this is a DofE requirement to monitor numbers in this area.</p> <p>http://www.dofe.info/en/content/cms/leaders/expedition-areas/Central_Assessor_Net/</p>	Red Form required when expedition is in normal country. If the expedition is in a Wild Country area within the Peak District a Green form should be used.	These should be logged with the Central Area Network at least 4 weeks prior to the expedition.
<p>Overseas Expeditions</p> <p>http://www.dofe.info/en/content/cms/doing-your-dofe/activities-sections/expedition/notification-forms/</p>	Blue Form	At least 12 weeks before date of departure send it to SERO for approval

Expedition qualifications and suitability of terrain:

The following summarises the various nationally recognised qualifications, in ascending order of seniority:

- **Burgate (Hampshire County Council):** someone who has completed this two day and two night training course at Burgate school in the New Forest trained by HCC may act as an assistant or group leader for expeditions in ‘Lowland’ and ‘open’ country or as an assistant or Group leader in ‘Wild’ Country areas. If acting as a Group Leader they must ensure that they, or another member of the Leader Team, have a valid 8 hour Outdoor First Aid Certificate.
- **Duke of Edinburgh Expedition Training Course facilitated by BET:** Someone who has completed this two day, two-night course in the Brecon Beacons may act as an Assistant or Group Leader for Expeditions in ‘Lowland’ and ‘Open’ Country or as an Assistant or Group Leader in ‘Wild’ Country areas. If acting as a Group Leader they must ensure that they, or another member of the Leader Team, have a valid 8 hour Outdoor First Aid Certificate.
- **Hill & Mountain Skills Course (MLTE):** Someone who has completed the Hill Skills course may act as an Assistant Leader or Group Leader for Expeditions in ‘Lowland’ or ‘Open’ Country areas. If the person has completed the Mountain Skills course, they may act as an Assistant or Group Leader in ‘Wild’ Country areas. If acting as a Group Leader, they must ensure that they or another member of the Leader Team has a valid 8 hour Outdoor First Aid Certificate.

- BEL (Sports Leaders UK Level 3 Award in Basic Expedition Leadership, or its predecessors BELA or BETA): A BEL holder may act as an Assistant or Group Leader for Expeditions in 'Lowland' or 'Open' Country areas and as an Assistant or Group Leader in 'Wild' Country areas. They must hold as a minimum, a valid 8 hour Outdoor First Aid Certificate.
- Lowland Leader Trainee (MLTE Lowland Leader Award Trainee): A person who has successfully completed a Lowland Leader Award Training course. A Lowland Leader Trainee may act as an Assistant Leader or Group Leader for ventures in 'Lowland' or 'Open' Country areas and they may act as an Assistant Leader for 'Wild' Country areas. They must hold as a minimum, a valid 16 hour Outdoor First Aid Certificate.
- Lowland Leader (MLTE Lowland Leader Award): A Lowland Leader may act as a Group Leader for ventures in 'Lowland' and 'Open' areas and an Assistant Leader in 'Wild' Country areas. They must hold as a minimum, a valid 16 hour Outdoor First Aid Certificate.
- Hill and Moorland Leader Trainee (MLTE Hill and Moorland Leader Award Trainee): A person who has successfully completed a Hill and Moorland Award Training course. A Hill and Moorland Leader Trainee may act as an Assistant Leader, Group Leader or Expedition Leader for ventures in 'Lowland' and 'Open' Country areas. A Hill and Moorland Trainee may act as an Assistant Leader, Group Leader or an Expedition Leader with appropriate, area-specific, logbook experience for Expeditions in 'Wild' areas in the UK during summer conditions. They must hold as a minimum, a valid 16 hour Outdoor First Aid Certificate.
- Hill and Moorland Leader (MLTE Hill and Moorland Leader Award): A Hill and Moorland Leader may act as an Assistant Leader or Group Leader for ventures in 'Lowland' and 'Open' Country areas. A Hill and Moorland Leader may act as an Assistant Leader, Group Leader or Expedition Leader with appropriate, area-specific, logbook experience for Expeditions in 'Wild' areas in the UK during summer conditions. They must hold as a minimum, a valid 16 hour Outdoor First Aid Certificate.
- ML Trainee (MLTE Mountain Leader Award Trainee): A person who has successfully completed a Mountain Leader Award Training course. They may act as an Assistant Leader, Group Leader and with appropriate, area-specific, logbook experience an Expedition Leader for Expeditions in all types of areas in the UK during summer conditions. They must hold as a minimum, a valid 16 hour First Aid Certificate.
- The Unit Expedition Leader Award (UEL) may count as being equivalent to having completed an ML Training course. Holders of this qualification may operate within the framework on the same basis as an ML Trainee.
- ML (MLTE Mountain Leader Award): An ML holder may act as an Assistant Leader, Group Leader or Expedition Leader for ventures in all types of areas in the UK during summer conditions. They must hold as a minimum, a valid 16 hour Outdoor First Aid Certificate.
- The Joint Services Mountain Expedition Leader Award (JSMEL) is considered as broadly equivalent in level to the Mountain Leader Award. Holders of the military qualification may operate within the framework on the same basis as holders of the ML Award, provided they are registered with the MLTUK and submit their logbook and copies of their relevant qualifications.
- The following award holders may act in the same capacity as an ML holder:
 - Winter ML (MLTS Mountain Leader Award (Winter)):
 - IML (MLTUK International Mountain Leader Award):
 - MIA (MLTUK Mountain Instructor Award (Summer)):
 - MIC (MLTUK Mountain Instructor Certificate):

Note that each of these qualifications (except the Duke of Edinburgh and Hill and Mountain training courses) becomes invalid if their relevant First Aid qualification lapses.

All Group Leaders and Expedition Leaders are required to maintain a logbook of their DofE expeditions, CPD and Hill and Mountain experience. Each centre is also required to keep a log of all staff on expeditions, maintained by the DofE Administrator and/or DofE Coordinator. For BET DofE leaders and volunteers this will be kept with the DofE Manager.

It is recognised that AALA accepts a statement of competence from an appropriately qualified person. You must contact your adviser to discuss if you are considering this route. Please read AALS Inspector Guidance Note [5.13 - Supervision of DofE.pdf \(27 KB\)](#) sections 7,8,9 and 10 for reference

Types of Terrain and Expedition Areas

Category	Terrain	Qualification	First Aid
Lowland	<ul style="list-style-type: none"> Non-remote, low-lying rural countryside, farmland, valleys and forest Gentle to moderate rolling terrain with no steep slopes where an inexperienced walker may feel intimidated, or may require physical support <p><u>Example Areas</u></p> <ul style="list-style-type: none"> Forest of Dean Berkshire Downs N & S Downs New Forest 	Lowland Leader (LL) or Lowland Expedition Leader (LEL)/Basic Expedition leader (BEL) or Countryside Leader Award (CLA)	Minimum of 16hrs (or as required by NGB award e.g. CLA 8hrs.)
Open	<ul style="list-style-type: none"> Open, un-cultivated, non-mountainous, non-remote country Upland, moor, bog, fell or hill Areas enclosed by well-defined geographical or man-made boundaries such as classified roads Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation) <p><u>Example Areas</u></p> <ul style="list-style-type: none"> White Peak or Dark Peak Exmoor North York Moors Yorkshire Dales Black Mountains Dartmoor (North East) Brecon Beacons (below 400m) 	Hill and Moorland Leader Award (HML) Or Walking Group Leader (WGL)	Minimum of 16hrs
Wild	<ul style="list-style-type: none"> Mountainous upland outside scope of above descriptors Summer conditions i.e. no ice or snow present or forecast <p><u>Example Areas</u></p> <ul style="list-style-type: none"> Brecon Beacons (above 400m) Dartmoor (South) Snowdonia 	Mountain Leader (summer) (ML) or above	Minimum of 16hrs

	<ul style="list-style-type: none"> • Lake District • Skye, Arran, Mull • Scottish Highlands 		
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3. Cycling Expeditions

Leaders Qualifications

As with the on foot expedition policy (section 1) the appropriate way of proving competence is by undertaking Qualifications (NGB) and maintaining an up to date log book of experience. The table below gives the qualification requirements for levels of terrain for cycling expeditions. These cycling specific qualifications are in addition to and **must** be complemented with walking expedition qualifications as detailed in Section 1.

Cycling expeditions may take place using public roads, towpaths and other non-technical terrain. Alternatively the expedition may take place on marked trails in wilderness areas, and the leaders qualifications need to be matched to the terrain in which the expedition teams will be working. For simplicity this terrain has been split into three distinct categories, please note this does **not** directly relate to Bronze, Silver and Gold Expeditions. (e.g. Wild Country as defined by the DofE can fall into both Level 2 and Level 3 terrain)

Terrain Level	Description of Terrain	Qualification
Level 1	<p>Trail terrain: non-technical, that does not involve specific route selection; gentle to moderate rolling terrain, for example, rocks, roots or other obstacles in order to ride on it. It can be as narrow as handlebar width.</p> <p>Typical trail terrain includes: Canal paths and public highways, way-marked routes, rights-of-way on which cycles are permitted, identifiable routes, tracks and trails with obvious navigational features. These routes will be 90-95% rideable and take the group no more than 30 minutes walk by a reasonably fit person away from the nearest accessible road or a shelter with communication. On Road - National Standards Instructor award for cycle -instructors who teach Bikeability.</p>	<p>On Road:</p> <p>British Cycling Ride Leader Level 1</p> <p>Off Road:</p> <p>British Cycling Ride Leader Level 2 Off Road Non Technical Terrain</p> <p>CTC Trail MTB Leader Award</p> <p>COLA Level 1 Mountain Bike Trail Leader</p> <p>MBLA Trail Cycle Leader</p> <p>Cycling UK Trail Mountain Bike Leader</p> <p>MBCUK Trail Leader</p> <p>MIAS Level 1 and 2</p> <p>NSI Award</p>
Level 2	Technical terrain: routes with	British Cycling MTB Leader Level 2

	<p>obstacles, which require technical skill to be ridden over or avoided, such as roots, rocks or holes. It does not necessarily mean large drop offs or seemingly unachievable sections, but the sort of terrain that most mountain bikers may come across on a normal ride.</p> <p>Typical technical terrain includes: single-track, farm and moorland tracks and paths and other mountain bike accessible rights of way with sections requiring line selection to ride. Technical Terrain also includes trail terrain and public highways and roads.</p> <p>Areas of remoteness to any height above sea level and more than 30 minutes walk from the nearest shelter with communication that are easily exited in a few hours, returning to a refuge or an accessible road.</p> <p>(Areas that merge with mountain regions and do not have well defined boundaries are excluded)</p>	<p>BSCA Mountain Bike / Off Road Leader</p> <p>Cola level 2 MBA</p> <p>CTC Technical Terrain Leader Award</p> <p>MIAS Level 2</p> <p>Cycling UK Technical Mountain Bike</p> <p>MBCUK Technical Trail Leader</p> <p>MBLA Mountain Bike Leader; or</p>
Level 3	<p>Any terrain, including that above but where there are no clear boundaries and are classed as mountainous or where steep or rocky terrain may be encountered.</p> <p>NOTE: The terrain must be within the leader's and group's capabilities.</p> <p>This can include cycle accessible rights of way and routes that are defined on the map and ground, where virtually all the route is entirely rideable.</p> <p>Where this terrain is used in the UK, organisations may need an Adventurous Activities Licence to</p>	<p>British Cycling MTB Leader Level 2 and 3</p> <p>MBLA with Expedition Leader Award</p> <p>CTC Technical Terrain Leader Award</p> <p>MIAS Level 3</p>

	lead certain types of groups.	
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For overnight expeditions, Leaders must also hold the relevant walking NGB qualification for the level of terrain they are operating in. It must be noted that participants will be carrying all of their expedition equipment both on their bikes and on their person and good route selection and planning is essential, as bike handling will become more difficult with a loaded bike. **For all other considerations for cycling expeditions follow ALL the on foot expedition guidelines.**

4. Paddle Expeditions

Leaders Qualifications

As with the on foot and cycle expedition policy the appropriate way of proving competence is by undertaking National Governing Body Qualifications (NGB) and maintaining an up to date log book of experience. The link below gives the qualification requirements for training and supervising young people for expeditions on water. These paddlesport specific qualifications are in addition to and **must** be complemented with walking expedition qualifications. Paddlesport expeditions may take place using canals, rivers and other inland waterways, lakes and at gold award- sea. These waters can be familiar to the participants at bronze level. At silver the waterways are usually in rural areas and unfamiliar to the participant and at gold expeditions should pass through wild country and moving water either current, tide or large bodies of water should be part of the challenge. See DofE expedition handbook – paddling and rowing expedition section.

Leader’s qualifications need to be matched to the environment in which the expedition teams will be working. Please visit: <https://f58619eed67ecf47f9c5-69635130c45beb2524d5bafa9c042fe0.ssl.cf3.rackcdn.com/documents/BCU-TERMS-OF-REFERENCE-V4-1.pdf>

Notification of intention to run DofE Paddlesport Expeditions

The DofE Manager must ensure that all expeditions meet the 20 conditions. All Expeditions must be approved/ notified by the appropriate Educational Visits Co-ordinator/Head Teacher/Manager/ Education visit Adviser.

River Severn and River Wye (Paddlesport expeditions)	Please contact the central network http://www.dofe.info/en/content/cms/leaders/expedition-areas/severn-wye as they run a specific notification and guidance system for these rivers.	
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For all other considerations for paddlesport expeditions, follow ALL the on foot expedition guidelines.

5. Overseas Expeditions

Overseas expeditions are not in scope of the Adventure Activities Licensing Regulations and so, when using a third party provider, it will not be possible to use an AALA licence as reassurance of appropriate safety management systems. Alternatives are to look for providers with a Learning Outside the Classroom Quality Badge for overseas expeditions, or for providers operating to BS8848. D of E coordinators should consult with P Avery and external advisors such as HCC when planning any DofE expedition overseas.

For all expedition overseas, DofE requirements for expeditions should be met in line with this policy and the third party provider must provide evidence of compliance with the standard BS8848, including, the responsibility for making checks on sub-contractors providing accommodation, transport and activities. Training, staff competence, risk assessment, supervision and emergency procedures must all be relevant to the overseas setting. Participants should have the opportunity to plan their journey overseas and to travel unaccompanied – if they are not able to do this then this could be an indicator that an expedition overseas is not appropriate. See the National Guidance document on Overseas Expeditions

When choosing a third party provider consider the following;

- if you choose an organisation that prepares properly, you are more likely to stay safe on your trip
- don't just assume that safety is well managed: check with whoever makes the arrangements and find out what safety standard(s) the organisers adhere to (e.g. do they use BS 8848?)
- ask for evidence of how they do •read the contract being offered and be clear about who is responsible for all parts of the venture, including any outsourced elements, how these are checked; and ask about roles (who precisely is responsible for what)

References

Hampshire's Green Book

National Guidance –OEAP www.oeapng.info

Mountain Training Uk - <http://www.mountain-training.org>

DofE expedition handbook (13th edition – 3rd impression 2015)

www.dofe.org.

http://www.aals.org.uk/aals/provider_search.php.

5.13 - Supervision of DofE.pdf (27 KB)



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