

Duke of Edinburgh Award Expedition Planning Policy

Policy Reference: S132

Policy Owner: DofE Manager

Governing Body Responsibility: Welfare Committee

Version 3.0

Date January 2022

Policy to be reviewed on or before January 2024



Kesteven and Grantham Girls' School

Contents

1.	Purpose of Policy.....	3
2.	Rationale	3
3.	Purpose of the DofE Expedition.....	3
4.	Policy Responsibilities	4
5.	Planning and Organising a DofE Expedition	4
7.	Supporting Policies.....	6
8.	Configuration History	7

1. Purpose of Policy

- 1.1 The purpose of this Policy is to ensure that all Duke of Edinburgh's Award (DofE) Expeditions carried out by the School are planned and implemented in accordance with legal responsibilities, Award Licensing requirements and recognised good practice, in a way which maximises the safety of students, staff and volunteers alike.
- 1.2 This Policy will provide a framework of responsibilities and considerations which must be applied at all times in the planning and implementation of any DofE Expedition.
- 1.3 This Policy will provide additional considerations specific to planning and organising a DofE Expedition.

2. Rationale

- 2.1 The DofE is the world's leading achievement award for young people. DofE is a charity. It aims to create a platform where young people can reach their full potential whatever their circumstances. The ethos is to enable every young person of every background to undertake their DofE, regardless of any barriers. As Prince Philip said, "There's more to you than you think." The DofE award scheme provides a balanced programme of activities that develops the whole person – mind, body and soul – in an environment of social interaction and team working. Young people progress through three levels of the DofE award to achieve a Bronze, Silver or Gold Award. Taking part builds confidence and develops self-esteem. It requires persistence, commitment and has a lasting impact on the attitudes and outlook of all young people who participate in their DofE. The Award is delivered under special licence held by the School. The Expedition section is one of the compulsory elements for each of the three levels of the Award offered by the School.

3. Purpose of the DofE Expedition

- 3.1 The Expedition Section involves planning, training for and completing an unaccompanied, self-reliant expedition with an agreed aim.
- 3.2 All participants must have appropriate training and, for the Silver and Gold Award, participate in at least one practice expedition in the UK. There is a training weekend for the Bronze Award. All participants complete a qualifying expedition (which is assessed) and deliver a presentation (at Silver and Gold) in order to complete the section.
- 3.3 Expeditions must be completed by the participants own physical efforts with minimal external intervention and without motorised assistance.

4. Policy Responsibilities

- 4.1 **Governing Body.** The School's Governing Body has overall responsibility for all educational visits including DofE expeditions.
- 4.2 **Head Teacher.** The Head teacher has responsibility to ensure that all DofE expeditions are approved, planned and carried out in accordance with this Policy and Award Licensing requirements.
- 4.3 **Senior Management Team (SLT).** A member of SLT is responsible for educational visits and will ensure that this DofE policy is regularly reviewed as necessary.
- 4.4 **DofE Manager.** The DofE Manager has overall responsibility for planning, organising and running DofE expeditions in accordance with this policy and Award Licensing requirements.
- 4.5 **Educational Visits Coordinator (EVC).** The EVC has responsibility to quality assure that all DofE expeditions are planned and carried out in accordance with the School's Educational Visits Policy.

5. Planning and Organising a DofE Expedition

All DofE Expeditions should be planned and organised in accordance with the School's Educational Visits Policy. It is recognised that some sections of this policy may not be entirely relevant for reasons of the Award Scheme's requirements.

5.1 Expedition Supervisor and Assessor Roles

All those involved with participants on School expeditions must hold a valid DBS certificate issued through the School.

- **DofE Manager.** The DofE Manager will have overall responsibility for the planning, organising and running of an expedition.
- **DofE Expedition Leader.** The Expedition Leader, identified by the DofE Manager, will support the DofE Manager by remotely coordinating, tracking and monitoring expedition group progress and coordinating supervisory activity as required by the DofE Manager.
- **DofE Group Supervisor.** Each Expedition group will have a nominated Group Supervisor who will have overall responsibility for the supervision and safety of the group in accordance with the expedition supervisory plan.

- **DofE Assistant Group Supervisor.** An Expedition group may have an additional Assistant Group Supervisor, to assist the DofE Group Supervisor.
- **DofE Assessor.** All Expedition Assessors must be trained and accredited at the appropriate level through the DofE Expedition Assessor Accreditation Scheme (EAAS). All groups taking part in qualifying expeditions will have identified Assessor(s) as required. Assessors will be allocated a number of groups in accordance with current DofE guidelines. All Expedition Assessors must hold a valid DBS certificate issued through the School.

5.2 Expedition Terrain

DofE expeditions will normally take place within the following terrain:

- **Bronze** – normal, rural countryside which can be familiar and local to the students
- **Silver** – normal, rural open countryside or forest which is unfamiliar to the students. The environment should be more demanding for students than at Bronze level
- **Gold** – wild country (remote from habitation) which is unfamiliar to students. The environment should be more demanding for students than at Silver level

5.3 Expedition Supervisor Training

5.3.1 Expedition staff will be required to have undertaken the following training as a minimum prior to undertaking an expedition role:

DofE Course/ Qualification	DofE Manager/ Designated Person	Expedition Coordinator	Expedition Supervisor	Expedition Assistant Supervisor	Expedition Assessor (EAAS)
DBS Check	√	√	√	√	√
E Induction	√	√	√	√	√
Intro to DofE	√	√	√	√	√
Expedition Supervisor	√	√	√	-	
Expedition Assessor	-	-	-	-	√
First Aid	√	√	√	-	-

5.3.2 The DofE Manager is responsible for identifying individual training requirements and booking appropriate training courses.

5.3.3 The DofE Manager will maintain a record of staff training and competency assessments completed.

5.4 Expedition Supervisor Role Competency

5.4.1 Following appropriate training, an individual will be expected to achieve competency through a supported structured developmental programme, described below, before they will be eligible to perform the role.

5.4.2 It is expected that Supervisors will first demonstrate competency by carrying out the role of Assistant Group Supervisor, working with a more experienced Group Supervisor. Once the DofE Manager is satisfied that the staff member has demonstrated sufficient knowledge, understanding and skill in the role, they will be considered 'competent' in that role.

5.5 Expedition Risk Assessments and Plans

5.5.1 Generic risk assessments are written by the DofE Manager and the Expedition Supervisor for each of the venues used. These are then adapted for specific expeditions depending on the requirements of the groups. These will be prepared before the groups leave for their expeditions and copies will be held by the DofE Manager.

5.6 Supervisory Ratios

5.6.1 Bronze and Silver Expeditions

There must be at least one Expedition Leader for each DofE Expedition that takes place. If there is more than one group on expedition, each group must have at least one Group Supervisor allocated. The number of groups allocated to each Supervisor/Assessor is at the discretion of the DofE Manager in accordance with School Policy.

6. Supporting Policies

6.1 This Policy should be read and implemented in conjunction with all other relevant School Policies including:

- Educational Visits
- Child Protection and Safeguarding
- Health and Safety
- Critical Incident
- Finance
- Special Educational Needs and Disabilities
- Equality and Diversity
- Behaviour

6.2 All expeditions will be carried out in accordance with the current Handbook for DofE Leaders and the DofE Expedition Guide publications.

7. Configuration History

Version:	Date:	Author	Contributors
1.0	January 2018	Mrs A Clayton – DofE Manager	Deputy Headteacher
2.0	January 2020	Mrs A Clayton – DofE Manager	Assistant Headteacher
3.0	January 2022	Mrs L Robins – DofE Manager	Deputy Headteacher

Audit trail of change

Version	Date	Reason for Change
1.0	January 2018	New Policy
2.0	January 2020	Policy Review
3.0	January 2022	Policy Review

Authorisation

Name	Date	Signature
Mrs A Dorkes	January 2022	