

School Trips & Visits

The Duke of Edinburgh's Award Scheme

Procedure & Guidance

Documentation Information

Reviewed by	S. Lane	Last Reviewed	March 2024
This document lays out the approach Ivanhoe School takes to this area/issue. It is not a policy, rather it seeks to establish some norms of practice to bring clarity and consistency. This document is not ratified nor reviewed on a cycle but is revisited as appropriate when there is a change in guidance at a Trust, local or national level			

Ivanhoe School delivers the Duke of Edinburgh's Award Expeditions at Bronze and Silver levels.

As a Directly Licensed Centre (DLC) the employing body delegates responsibility for the safety and wellbeing of participants and staff to the DofE Award Manager and/or Lead Expedition Supervisor(s). Where Accredited Activity Providers (AAP's) are used to deliver on behalf of the school responsibility may not necessarily be delegated.



The DofE Manager will ensure the suitability of all expeditions: the preparedness of students, health and safety, emergency procedures and that the Award's 20 conditions are met. This should be in consultation with the DofE Supervisor/AAP/EVC and Outdoor Education Adviser as appropriate. There must be a lead Expedition Supervisor who holds the overview of the whole expedition and other expedition supervisors, competent assistants and/or adult helpers. If lone working during expeditions, staff need to be competent and aware of the safety implications including emergency procedures and relevant issues.

This document should be read and used in conjunction with Ivanhoe's School Trips & Visits Procedures document.

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1. On Foot Expeditions Leaders Qualifications

Within the parameters of these procedures, the appropriate way of proving competence is by undertaking National Governing Body Qualifications (NGB) and maintaining a log book of experience. The table below gives the qualification requirements for levels of terrain for walking expeditions. Ivanhoe does not offer other modes of travel as yet.

The leader's qualifications need to be matched to the terrain in which the expedition teams will be working and for simplicity this terrain has been split into three distinct categories, please note this does not directly relate to Bronze, Silver or Gold Expeditions (e.g. Wild Country as defined by the DoFE can fall into both Level 2 and Level 3 terrain.

Leaders Qualifications - Table 1:

Terrain Level	Description of Terrain	NGB Qualification	First Aid required
Level 1	<p>Low lying rural countryside, farmland, valleys, woodland and small areas of forest. Low lying glens and valleys from which reliable access to communication or external assistance is feasible without undue delay and without reliance on any portable communications device.</p> <p>Walking should be mainly on footpaths through gentle to moderate rolling terrain with clearly identifiable features and landmarks. Areas enclosed by well-defined geographical or man-made boundaries such as classified roads.</p>	<p>Countryside Leader Award (CLA) or Lowland Leader (LL) or Lowland Expedition Leader (LEL)/Basic Expedition leader (BEL)</p>	Minimum of 16 hours duration
Level 2	<p>Terrain that includes open, uncultivated, non-mountainous, high or remote country known variously as upland, moor, bog, fell, hill or down. Areas enclosed by well-defined geographical or man-made boundaries such as classified roads.</p> <p>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> <p>(Areas that merge with mountain regions and do not have well defined boundaries are excluded)</p>	<p>Countryside Leader Award (CLA) or Hill and Moorland Leader Award (HML) or Walking Group Leader (WGL)</p>	Minimum of 16 hours duration
Level 3	<p>Any terrain including that above where there are no clear boundaries and are classed as mountainous or where steep or rocky terrain may be encountered.</p>	<p>Mountain Leader (summer) (ML) or above</p>	Minimum of 16 hours duration

Roles & Responsibilities - Table 2:

Name	Responsibilities	Minimum Qualifications
Expedition Supervisor	<p>Responsible for overseeing the safety of Expeditions including the risk management process</p> <p>Responsible for the standards of training and expeditions and evidencing this on DofE</p> <p>Responsible for the overall planning & management of the whole expedition process including the work of other Expedition Supervisors, Competent Assistants and any adult helpers</p> <p>Responsible for suitable emergency plan(s)</p> <p>To support the welfare and pastoral needs of the participants</p> <p>NOTE: Refer to DofE Supervisor role description on www.dofe.org and www.oeapng.info OEAP National Guidance document 7B</p>	<p>National Governing Body qualification appropriate to the expedition terrain and route choice (e.g. CLA, LL, LEL, BEL, HML, WGL, ML)</p> <p>First Aid Certificate (refer to NGB Award requirements)</p> <p>Recommended to have undertaken the DofE Expedition Supervisor Training Course or have suitable prior experience</p> <p>Recommended to have undertaken the OEAP visit leader training</p> <p>Possess knowledge & understanding of all relevant policies and procedures for educational visits, learning outside the classroom activities and off site visits</p> <p>Familiar with the area where expedition is taking place</p>
Competent Assistant **	<p>Works under the direction of the Expedition Supervisor</p> <p>To assist in the training of participants</p> <p>To support the Expedition Supervisor in the supervision of team(s) whilst on their expedition</p> <p>To be able to act on own initiative should it be necessary</p> <p>To contribute to the risk management plan as required</p> <p>To support the welfare and pastoral needs of the participants</p>	<p>Working towards an appropriate NGB qualification**</p> <p>First Aid Certificate (refer to NGB Award requirements)</p> <p>Recommended to have undertaken OEAP visit leader training</p> <p>Possess knowledge & understanding of all relevant policies and procedures for educational visits, learning outside the classroom activities and off site visits</p> <p>Familiarization with the area in which the expedition is to take place</p> <p>Those leaders wishing to be a competent assistant in Wild Country should hold the CLA, LL, LEL/BEL qualification & should be working towards HML/WGL or ML</p>

Adult Helper	<p>Works under the direction of an Expedition Supervisor but is not counted in the overall staffing ratio for expedition purposes</p> <p>To contribute to the safety of the activity</p> <p>To assist with, but not have direct responsibility for, the training of participants</p> <p>To understand and be fully conversant with safety procedures</p> <p>Does not have responsibility for the risk management decision processes</p> <p>To support the welfare and pastoral needs of the participants.</p>	<p>Approved by the EVC with advice from the Expedition Supervisor. To be competent for the required role</p> <p>Ideally possess knowledge & understanding of First Aid</p> <p>Should have a basic knowledge of the area</p> <p>Have undertaken appropriate safeguarding checks</p>
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****Competent Assistant**

For someone to be regarded as competent they should be working towards becoming an Expedition Supervisor (see criteria above). Ideally, they should have undertaken an appropriate training course and evidenced that they are gaining the experience and competency required for assessment. Attendance alone at a training course is not sufficient, nor is attendance at a training course without the intention to gain the qualification.

2. Ratios: Adults to Young People

A minimum of 2 adults should accompany a DofE Expedition. If there are male & female participants, it is advisable to have a leader of each gender.

The following expedition staffing ratios should normally be followed:

One team	One Expedition Supervisor and	Either another Expedition Supervisor or a competent assistant or adult helper (specifically for the 1 team ratio only)	
Two teams	One Expedition Supervisor and	Either another Expedition Supervisor or a competent assistant or adult helper	
Three Teams	Two Expedition Supervisors	In Terrain Level 1 Where there are only two members of staff	In Terrain Levels 2 & 3 A third member of staff may be required

Four Teams	Two Expedition Supervisors	supervising more than 2 teams consideration must be given to the emergency plan should one member of staff be incapacitated or need to take a participant to hospital. In these instances, a third member of staff is required either another Expedition Supervisor or a competent assistant. The risk assessment process should determine this.	depending upon route choice/physical terrain. This could be another Expedition Supervisor or competent assistant.
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For greater than 4 teams the ratio of 1 Expedition Supervisor to 2 teams should be maintained, e.g. 5 teams will normally require 3 Expedition Supervisors.

Effective supervision is essential and the above table should provide the minimum framework under which expeditions can take place.

3. Risk Management

Expedition Supervisors should at all times consider suitable and sufficient risk assessment, taking into account all relevant factors before and during the expedition. Bad weather/escape routes for expeditions in Wild Country must be planned.

The proximity of the teams must be taken into account at all times as well as the starting and finishing points and the location of the checkpoints. This must be part of the on-going (dynamic) risk management process.

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.

4. First Aid

All leaders with National Governing Body (NGB) Qualifications must have a valid first aid certificate of the appropriate duration. Remote Emergency Care first aid course is recommended however, First Aid at Work or equivalent is acceptable.

5. DofE Enrolment

It is a requirement that all young people on an expedition have enrolled with the DofE and are set up on eDofE.

6. Scope of Qualifications

All National Governing Body Qualifications listed in the matrix on page one are for operating in summer conditions only. Expedition Supervisors should be aware that in some areas winter conditions can prevail at any time of the year

7. The Delivery of DofE Expeditions

Expedition Supervisors 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.

8. Notification of intention to run DofE Expeditions

The DofE Manager must ensure that all expeditions meet the Award 20 conditions. All expeditions must be approved/ notified by the appropriate Educational Visits Co-ordinator/Head Teacher/Outdoor Education adviser using Evolve.

9. Variations to the 20 conditions

If a leader believes that an individual or a team will not be able to meet one of the 20 conditions of the Expedition section then a variation form should be submitted. This form can be downloaded from www.DofE.org/go/downloads and should be submitted to the appropriate DofE Manager for approval. DLC DofE Managers must then submit this to the DofE Regional Office. This should be done before any expedition planning takes place.

10. Assessors

All expedition teams must be assessed using an accredited assessor who is appointed to the Licenced Organisation. This means that they must have a valid assessor ID card, and must have been approved by the Licenced Organisation/AAP/DofE Network for whom they are assessing and registered with the regional office for that DLC/ organisation.

For those individuals wishing to become assessors they should meet the same level of competence as listed in the matrix on page 1.

An assessor should normally assess up to 3 teams dependent on terrain and proximity of groups. It may be practical to hold both the role of supervisor and assessor at the same time (only at Bronze level).

11. Direct, Indirect and 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.

12. Emergency Planning

Please refer to the schools Trips & Visits Procedures.

All staff involved with DofE Expeditions should be familiar with school emergency/critical incident procedures – see Ivanhoe’s School Trips & Visits Procedures document.

www.oeapng.info Section 4.1 all documents.

13. Mobile Phones

Students:

Mobile phones should not normally be used by participants during the venture.

Recording - For taking photos or video associated the aims/purpose of the expedition the preference is that a disposable camera/GoPro-type device or old phone without a SIM card is used. Emergencies – As a last resort, teams may carry an emergency device to make contact with staff or the emergency services.

(Mobile phones may be carried but should be sealed and only accessed as above.)

Staff:

Accompanying staff are to follow Ivanhoe’s ICT acceptable use policy, regarding use of their own mobile phone. A school trip phone should be carried and used to communicate with students where necessary.

14. Equipment

Any equipment provided by school or an AAP for use by staff or students must be in good order and subject to regular checks. This may include tents, stoves, rucksacks, either for individual use or as group equipment. Any equipment provided by students for use must be checked as to suitability.

15. Use of Approved Activity Providers (AAP’s)

Does the AAP have accreditation to demonstrate that they meet minimum standards for safety and quality?

If the services of an AAP are used to deliver expeditions they should generally follow the requirements of this document. An AAP may deviate from this document regarding staffing and ratios subject to holding an AALA licence, staff holding

16. Questions:

- Does the provider (APP) hold an AALA licence (if activities are in scope of the Adventure Activity Licensing Regulations)? If activities are not in scope of the regulations and the provider does not hold a LOtC Quality Badge do they have any other form of accreditation e.g. “Adventuremark” or any National Governing Body (NGB) Centre Approval? www.oepng.info section 4.4f
- If the provider does not hold an AALA licence and/or LOtC Quality Badge, what evidence or assurances about safety and educational quality are available?
- What experience does the AAP have? What schools do they work with? Do they have a proven track record?

17. Insurance

Young people enrolled onto the Award via eDofE have minimal Personal Accident Insurance cover. Public and 3rd Party Liability Insurance cover should be provided by the Directly Licensed Centre (DLC).

Staff including: - Expedition supervisors, competent assistants, adult helpers and assessors acting on behalf of the DLC also have access to minimal Personal Accident Insurance cover through the Award whilst operating within the UK.

Employers Liability Insurance is a statutory requirement covering staff and adults helping as volunteers. School is indemnified against claims for compensation for bodily injury.

Public Liability Insurance is in place to indemnify school against all claims for bodily injury from persons not in its employ, as well as for accidental loss of, or damaged caused to property.

Some level of Personal Accident Insurance is provided for all employees in the course of their employment providing predetermined benefits in the event of an accident.

18. Personal Accident and Travel Insurance for School Activities

This is taken out on an annual basis and covers both employees and students for the following – Personal Accident, Medical Expenses, Personal Property, Cancellation / Curtailment, Personal Liability etc.

19. References

National Guidance –OEAP www.oeapng.info
Mountain Training UK - <http://www.mountain-training.org>
DofE expedition handbook (13th edition – 3rd impression 2015)

20. Operational Procedures

The DofE Award Expedition Policy and Procedures document should be used in conjunction with the schools Procedures for Trips & Visits and the Outdoor Education Advisers Panel (OEAP) National Guidance. www.oeapng.info

All DofE expeditions/ventures should normally take place between the months of April and October inclusive.

If for any reason training or practice ventures are required to take place outside of these months the Award Manager or Expedition Supervisor should seek specific approval from the EVC/Outdoor Education adviser.

Students plan expedition/ventures (practice, training or qualifying) and complete route cards, tracings of the route or digital map print outs, risk assessments and the purpose or aim of the qualifying venture.

The Award Manager should ensure the following are submitted to EVC through Evolve:

- A completed DofE notification form for each expedition/venture (not group/team)
- Copies of fully completed route cards per team (for each day)
- A tracing or digital map print out containing each of the expedition/venture days showing the area, the route, checkpoints and campsites
- Risk assessments
- DofE Hazard overview document for each team.

These should be submitted through Evolve at least 4 weeks in advance of expeditions taking place. LCC H & S will check details upon approval by EVC & Head teacher.