

The four High Schools of the Trust are all licence holders and deliver the Duke of Edinburgh's Award through individual licences reporting directly to Central Region Duke of Edinburgh Award Office. All schools work within this guiding document

#### **Licencee AGREES TO:**

#### **STAFFING**

- Appoint a DofE Manager and Deputy Manager to oversee all levels of award and to help recruit volunteers
- Ensure there is sufficient staffing to run DofE activities safely and meet the requirements as agreed on the operating guidelines (re ratios and qualifications).
- Ensure staff and any volunteers are DBS checked
- Ensure the DofE Verifier attends the required training and updating opportunities, as offered by the DofE Manager and/or Regional/National DofE
- Keep the DofE Manager informed of any change in DofE Centre's Leadership or staffing.

#### **TRAINING**

- Ensure that all staff undertake the necessary training, as appropriate to maintain the correct level of safety, safeguarding and quality of the DofE programme
- Ensure that all new DofE Leaders take part in the induction training delivered by the DofE Manager.

#### **INSURANCE**

- Ensure that they have adequate insurance cover (minimum £5m public liability) for all aspects of the DofE organised by them, in addition to the basic personal accident cover provided for participants, upon buying a participation place.

#### **APPROVED ACTIVITY PROVIDERS. (AAPs)**

- The Licensee agrees that the Expedition section will only be delivered by volunteers or staff at the school or by using an AAP.
- The Licensee hereby undertakes that before it engages any AAP to assist in delivering a section of the programme it shall be responsible for assessing the skill, expertise and suitability of the AAP to perform the services required before entering any contractual arrangements with them
- If an AAP is employed, then the Centre will ensure that the AAP complies with the centres policies on Expeditions, including staffing ratios, and that a procedure is in place to ensure that expeditions are registered through the Evolve system.

#### **PROCESSING OF PARTICIPATION PLACES**

- The manager will maintain a record of all participation places and packs issued, awards gained and participants in the Centre, through eDofE and provide this information if requested.
- Ensure that all completed eDofE participant accounts are verified within 20 days
- Paperwork/eDofE should be passed on within 20 working days.( enrolment /completion)
- Provide certificates and badges for all participants who successfully complete their Award within 20 days of the written request being received
- Access to the Centre should be inclusive, but numbers may be restricted by staff numbers.

## **MONITORING, EVALUATION AND RECORD KEEPING**

- Keep accurate records of all volunteers approved to deliver DofE activities and provide an annual list to the centre and region office ( DBS, first aid and other relevant qualifications)

## **FUNDING AND RESOURCES**

- Organise funding for the activities within their Centre.
- Provide sufficient resources (time, administrative support, training & materials) to enable the group to operate efficiently.

## **COMPLAINTS**

The Centre shall ensure that systems are in place to:-

- Record complaints and deal quickly and efficiently with those complaints whether made by participant, parent, centre staff or other.
- Notify and report matters, including complaints concerning the delivery of the D of E programme to the RO in particular in the event of any accident or damage, including reputational damage, caused to, or by the operating authority, the participants or any third party.
- Details of the systems in place will be made available to the RO on request.

## **SUPPORT AND ADVICE**

- The Centre agrees to provide the DofE Manager with access to a representative of the RO as appropriate - normally the DofE Officer.
- Provide advice and support on specific queries as they are raised.

## **TRAINING**

- Facilitate a programme of induction training for all new DofE volunteers.
- Facilitate a programme of training needed to deliver The DofE.

## **EXPEDITIONS**

- Submit plans via Evolve for all expeditions (training, practice and qualifying) using the NCC Educational Visits procedures at least 30 days in advance of the event.
- If you are not directly delivering expeditions, we still need to know and approve through Evolve (See AAP section in Norfolk operating guidelines for expeditions.)
- Staff on expeditions must be competent ( At Bronze level Leader should have min BEL, In other terrain HML / ML as appropriate )Guidance document is attached
- Ensure all expedition activities conform to the centres standards of practice.
- Ensure that a copy of any accident or near miss report is sent to the centre (through the DofE Manager) as soon as possible after the event. This should be done immediately if any Emergency Services are involved.
- Agree that in order to maintain quality; any expedition may be visited at any time by a DofE Regional/National Offices to ensure appropriate standards are maintained

## CONSIDERATIONS

In the ideal world each expedition team would have the opportunity to choose the time, venue and purpose of their expeditions, whilst recognising that this is rarely possible, our aim is to get as close as possible to that ideal.

Each expedition group needs the support of a dedicated supervisor for their expedition, and this may be a limiting factor on the size of a cohort enrolled at a centre. To enable as many young people as possible to benefit from participation in D of E there is a range of training courses to support the development of new leaders. To support new leaders and candidates unable to access expeditions there is a programme of open expeditions at all levels.

Smaller groups have many positive outcomes. In a small group the young people have an increased sense of independence, and the impact on the environment is minimised. A smaller group is also much easier to organise. While planning to provide access to as many young people as possible, please bear in mind these advantages. If a centre plans to increase provision it is better to have a second cohort of 20, than a larger cohort of 40.

## SUPERVISORS QUALIFICATIONS

DofE believes that the best way of proving competence is by undertaking National Governing Body Qualifications (NGB) such as Basic Expedition Leader (BEL), Lowland Leader, Hill and Moorland Leaders –HML, and Mountain Leader (ML). This would provide evidence of assessment and then ongoing practice and CPD to ensure they have recent & relevant competence. – evidenced with an up to date log book

The Supervisors qualifications should 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. **Supervisor competence & qualifications** are not only vital to the safe supervision of young people on Expeditions but are **vital to the quality of training** that is required for young people to develop the skills to become **independent expeditioners**.

## QUALIFICATION

Terrain Level	Description of Terrain	Min NGB Qualification	Supervision	First Aid required
Level 1 LOCAL AREA	Terrain that is <600 metres in height, and not more than 30 minutes on foot from a public road or habitation where it would be reasonable to get help. Walking should be mainly on footpaths with clearly identifiable features and landmarks. Areas enclosed by well-defined geographical or manmade boundaries such as classified roads.	Basic Expedition Leader (BEL) or Higher	Locally – one BEL may oversee up to 4 groups.  Elsewhere, all supervisors need at least BEL	8 hour first aid course
Level 2 Part of Peaks some of marshland and wooded areas	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 manmade boundaries such as classified roads. (Areas that merge with mountain regions and do not have well defined boundaries are excluded.)  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)	HML Hill and Moorland or higher  or Higher	One HML can oversee 2 groups  Plus One expedition supervisor( competent) per group	16 hour first aid course or FAW
Level 3	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.	Mountain Leader (ML) or Higher	All groups need a qualified supervisor	16 hour first aid course or FAW

## GROUPS AND STRUCTURE OF YOUNG PEOPLE AND GROUPS.

- Visit Leader**- The person overseeing the whole event. Organising several expedition teams and the other staff.
- Supervisor** – Qualified and accountable to each High School. Also all safeguarding matters dealt with by centre. DBS+training
- Leader** –Experienced, helpful and competent, utilised by the supervisor within their competence. See below how this is further defined.\*\*
- Adult** – may not have any expedition experience but can act as a responsible adult, would normally work alongside an experienced supervisor.
- Supervisor /Assessor** – Accredited Dofe assessor and has completed supervision course Approved to be individually competent in the terrain being used, agreed by the trust and meeting safeguarding requirements.

“One leader per group, plus one other”.

There must be a minimum of 2 adults with any DofE Expedition that takes place, (where an ‘expedition’ is a number of groups from one centre) where there are both male and female participants then it is advisable to have a leader of each sex.

When supervising local BRONZE groups, a Qualified Supervisor( BEL/HML) may - subject to assessment of the context (nature of groups & routes etc. using SAGED- see appendix) oversee up to four Expedition teams with the support of other Experienced Leaders providing they are within the same, contained geographical area, or in close proximity. - For example, on parallel routes close together, in close enough contact for the appropriately qualified Supervisor to be able to assist if necessary. If groups are more widely distributed additional qualified supervisors, should be available to support.

If there are sufficient Experienced Leaders then the appropriately Qualified Supervisor (BEL/HML) will be available to offer advice and support to the leaders.

Supervisors are reminded that they should only deploy Leaders to tasks for which they are competent.

Competence can be assessed in lots of ways, this extract is from the Health and Safety Executive (HSE) publication with guidance from the adventure activities licensing authority (AALA)

<http://www.hse.gov.uk/pubns/books/l77.htm> (HSE refers to instructors, where we are talking about supervisors, and leaders)

Visit leaders must ensure that instructors have the training, experience, personal qualities and communication skills appropriate for ensuring the safety of the participants according to their age and taking account of any special educational needs. Visit leaders may demonstrate the competence of their instructors by externally awarded qualification, local validations, in-house training, experience or any combination of these.

BEL is the benchmark for level 1 terrain. (consisting of expeditions, day walks, navigation competence – all assessed by an ML or WGL holder) If you can demonstrate that competence talk to us at the earliest stage of planning the event.

For example:

Three Bronze groups undertaking expeditions in Norfolk Supervised by a BEL holder need 3 other staff. Two of whom should have other expedition experience (Leaders). This may be from assisting on previous expeditions or personal experience. The +1 need not have expedition experience but can be inducted through this process. Further super-numary staff may also be inducted at the same time. (The plus 1 is the person you can send off to the hospital if you need to, that’s why they don’t necessarily need to be qualified/experienced)

All expeditions in areas other than local Bronze and Silver (local = Norfolk and Suffolk) require qualified staff for each group.

For Example:

Two silver groups going to the white peak need two BEL staff, +1. Here too the +1 need not be qualified. The +1 is the adult who stays with a sick candidate, or takes them to hospital, enabling the qualified leaders to continue the activity with the remainder.

If, however you feel your group is unable to operate within this guidance, which will apply to all expeditions from September 2024 in the interim phase whilst getting additional people qualified, please include a fully SAGED risk assessment showing why these staff, group and area are suitably matched (see appendix) Such

requests need to be clearly evidenced to School Head and Exec Head WNAT and also Norfolk D of E /NCC by adding a management plan to Evolve. Such requests should be submitted at the earliest opportunity as they require more complex consideration.

### **Maximum Numbers of Groups using any one site.**

Bronze – maximum of 8 groups using a single site. (group = 4 to 7 young people)

Silver – maximum of 4 groups on the same site

Gold – maximum of 2 groups at the same site.

There may be occasions where you book a site and another centre has already booked some candidates on. This is not a problem as they are under a completely separate management plan, completely separate staff. Those other candidates are not of any concern of yours. However, it may be helpful for you to ask the site when booking if there are large numbers of other candidates booked in. Many sites try to avoid this kind of overlap because of the complications it introduces in terms of responsibility.

These limitations are necessary to limit the environmental impact, and maximise the independence of groups. Groups should never be following another group on the same route.

### **SCOPE OF QUALIFICATIONS**

The National Governing Body Qualifications for Terrain 1, 2 and 3 are listed in the matrix on page two. These are for operation in summer conditions only. Any DofE Leaders planning expedition training or expeditions outside of these conditions must receive approval. Leaders should be aware that in some parts of the UK winter conditions can be experienced in most months of the year. If winter conditions are forecast it may be necessary to postpone an expedition. (Easter and October expeditions are particularly vulnerable)

### **AAPS**

Any arrangement between a centre and an AAP used to deliver expeditions for a centre must be notified to the head, BEFORE any contracts are signed. As defined in the SLA. AAPs are required to abide by all centre and RO guidance.

If you are not providing expeditions but are sending your candidates to an AAP, the details must still get to Evolve. **-even if they attend open expeditions.**

### **FIRST AID TRAINING**

All leaders with National Governing Body Qualifications (or with internally verified status) must have a valid first aid certificate of the appropriate duration at all times. 8 hour (for BEL) and 16 hour (HML and ML) First aid qualifications should include Activity Based first aid and must include as a minimum CPR, Bleeding, Shock, Drowning, Hypo and Hyperthermia, Broken Bones and other minor injuries.

**The same rationale applies as for supervising unqualified leaders**, the qualified person must be able to 1) support new staff and 2) be able to deliver 1<sup>st</sup> aid in a reasonable amount of time. If groups are on very close routes this will be possible, if groups are more widely distributed, additional qualified people will be required.

### **RECRUITMENT OF VOLUNTEERS**

The centre will require a copy of all National Governing Body qualifications to be posted on the staff records within Evolve [These can then be externally audited and is a requirement of the NCC AALA licence] The Service Level Agreement (SLA) between groups and the licence holder requires that the Centre satisfies itself that suitable DBS checks are made on all their volunteers. Supervisors will be checked by the school, we will check any new assessors recruited and the centre is still required to verify the DBS information.

## NOTIFICATION OF INTENTION TO RUN D O F EXPEDITIONS

All DofE Expeditions must be notified using Evolve

In addition, any DofE expedition training that takes place away from the usual meeting place (e.g. Practice training at Roydon) must be notified using the same system.

Complete notifications must be sent in a **minimum of 30 days prior** to the activity taking place.

Visit planning on Evolve can start as soon as provisional dates are being considered. Evolve was designed as a planning tool.

It would be good practice to have the seasons forms started with provisional dates by the start of each academic year- on the system in September for the trips the following season – in discussion with timetabling

Expeditions will be approved by the centre and also Graham Lodge who will use the matrix of qualifications and terrain to decide on the appropriateness of the planned expedition. Any expeditions that do not fall within the matrix or where leader's qualifications do not match the requirements of the terrain will be referred to the Authority's Technical Expert.

## REGISTRATION OF STUDENTS

It is a requirement of the Authority that all young people on an expedition organised by a centre have signed up through eDofE as members of that group, this ensures that young people are registered with the Centre & County Office and are covered by the Centre I insurance (a completed paper form on the centre coordinators desk does not constitute enrolment!)

## THE DELIVERY OF EXPEDITIONS AND TRAINING

DofE Leaders delivering Expeditions and Training must, at all times follow the appropriate policies of the Operating Authority and the Guidance as laid down in the Duke of Edinburgh's Award Handbook, Programmes Pack and Expedition Guide.

Evolve: [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) and National Off-Site visits Guidance: [www.oeapng.info](http://www.oeapng.info)

## AALA Licence

Requirement for Adventure Activity Licence for each establishment if on Gold Expeditions in Terrain within scope of AALA you work with any under 18 who is not on role at your establishment or was within the last term.(See Appendix 1 section 13 <http://www.hse.gov.uk/pubns/priced/l77.pdf> ) Unless such participation is provided completely free. For detail of how to apply for an Adventure Activity Licence <http://www.hse.gov.uk/aala/are-you-a.htm#schools>

Schools - A school or other educational establishment (college, university etc.) does not require a licence for provision to its own pupils or students. A licence is required for provision to pupils of another educational establishment or to other members of the public, when provided in return for payment. Young people who have left their school in the previous term and who wish to e.g. finish their participation in the Duke of Edinburgh's Award can be allowed to do so without the school needing a licence. If in doubt, contact the licensing service for advice.

If you do not provide licensable activities to young people in return for payment then you do not need a licence

## SAFEGUARDING

All supervisors, leaders, and other adults present on an expedition are under the safeguarding management of the Centre. (DBS checks, training designated safeguarding officer)

Assessors- as they may not belong to a centre but are working on behalf of the licensed organisation will be accredited and approved by this office that will include DBS, training and a designated safeguarding officer at Wymondham College.

Some safeguarding matters will be dealt with entirely internally; in this situation it is the centre manager's responsibility to inform the licensed organisation. If it is not a matter that can be dealt with internally, it must be referred to the LO in the first instance.

## MINIBUSES

There is Minibus Guidance but with so many different structures since academies you will need to follow own guidance with due regard to ensure:

- Drivers have required D1 on Licence and have undertaken Minibus assessment.
- Ensure luggage does not block exits or access, does not go above max weight of minibus, Trailers over 750kg only if Driver has E1 and trailer does not obstruct access doors.
- Drivers hours are carefully planned with regard to total working hours & VOSA regulations.
- Check any details / limitations of your employer's insurance policy.
- Check out the Minibus code of practice – document available through Evolve [Resources – Transport], most gold trips will require a second driver. Other Highlights include:
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Drivers should **never** be expected to do a day's work (regardless of the type of work), or be awake for a day and then drive for several hours in the evening.

Drivers **should not be** required to supervise children during their break, as this would not be a rest for the driver. With each additional driving period, the break time should be extended. Second drivers should also have adequate rest breaks, without being required to supervise children



## Appendix

### DofE Expeditions must conform with

- the guidance provided via Evolve: [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) and
- National Off Site visits Guidance: [www.oeapng.info](http://www.oeapng.info)

### As well as guidance on the DofE website, DofE Handbook & in the new Expedition Guide

**SAGED** <http://oeapng.info/wp-content/uploads/downloads/2012/04/5.2b-Planning-Basics-final-1.pdf>

- Staffing requirements – Trained? Experienced? Competent? Ratios?
- Activity characteristics – Specialist? Specific hazards to manage? Insurance issues? licensable?
- Group characteristics – Age? Prior experience? Ability? Behaviour? Special and medical needs?
- Environmental conditions – like last time? Road traffic? Crowded location? Impact of weather? Water levels?
- Distance from support mechanisms in place at the home base – transport? Residential?

### MINIBUSES

<https://www.gov.uk/driving-a-minibus>

All minibus drivers need to have a current Minibus Certificate relating to the Trust

### MOBILE PHONES

During a Duke of Edinburgh expedition the use of mobile phones is always restricted. After referring to the expedition guide the Supervisor will issue clear guidelines to pupils beforehand, they can either, not allow any mobile phones, allow one mobile phone which is sealed and should only be used in an emergency, or allow mobile phones where the sim card has been removed so that only the camera feature can be used.

### ROUTE PLANNING.

For practice and assessed expeditions submitted plans must include both maps and route cards where possible for each team. Plans must be submitted in time for meaningful dialogue, and to allow adjustments to be made if required. (at least two weeks before departure)

These must provide evidence of -

- 1) Participants names
- 2) The planned route
- 3) meeting the minimum time requirements of D of E
- 4) candidates involvement in planning
- 5) A plan of the way the aim /purpose is to be met.
- 6) For assessment – the assessors details

For other training, eg day walks, team building or orienteering, no route cards are required as Participants will usually be accompanied.

## MAPS

Maps of routes should be added online. If it is necessary to reduce the size of the file it may be possible to save it in a different format.

Other ways – Photos, or scans. eDofE maps, or memory maps ( only send the overlay, not the whole programme!)

Maximum size, 2Mb

## STOVES

Use of stoves of any kind requires specialist training. This is part of the BEL course. Qualified Supervisors should be used to deliver all training. There are recent guidelines on eDofE that all Supervisors should familiarise themselves with.

## SAFEGUARDING

DBS is covered by Disclosure & Barring Service

<http://oeapng.info/wp-content/uploads/downloads/2013/03/3-2g-Vetting-and-DBS-Checks-final-280213.pdf>

## 20 conditions for Expeditions

***Don't forget that all your team must meet these conditions! – Please ensure you use new Conditions***

If any of your candidates has individual needs that mean one or more of the above conditions cannot be met, then you can apply for a variation to these conditions to enable them to participate in their DofE expedition.

\* Variations to these four conditions must be submitted to the appropriate DofE Office and will only be considered in highly exceptional circumstances.

To apply for a variation download the variation form from the DofE web site

## FAQs

**Q - I have a mixed group; does that mean I have to have male and female staff?**

A – Ideally yes, refer to policy.

**Q – I have BEL, sufficient for white peak, can I take 3 silver groups with staff helping who don't have BEL?**

A – No, BEL is the appropriate qualification for **all** the group supervisors.

**Q – I have BEL, my two colleagues don't, but we only ever take on 3 groups Locally, why should they get qualified- we don't need them to?**

A – Good succession planning would get you to a position where if a key member of staff were absent the trip could still continue. Ideally, all staff should be qualified.

**Q – I have a mixed group; can they share tents?**

A - Centres policy and DofE is **no** mixed tents.

**Q – When the groups are all in for the night is it ok for the staff to share a bottle of wine?**

A – Staff are on duty, No. In any incident you will need all your staff. eg one to drive to hospital, one to stay with the casualty, another to supervise those left on camp, one to communicate with parent's / emergency contact, and school contacts. Everyone needs to be fit to step up if required.

**Q – Where can I do local silver expeditions?**

A – Thetford forest has enough open country, so does the Suffolk coast, and Lincolnshire Wolds

**Q – I'm starting DofE at my school for the first time, how many can I take on?**

A – Start Small – each group of 7 needs a mentor, for the sections as well as the expedition. Assemble your staff team first, and then work on 7 per adult.

**Q – I'm going to the Peak District, why do I need two drivers?**

A – Check the VOSA guidance for working hours. If you have to supervise expeditions during the day you shouldn't drive that evening.

**Q- Our Qualified supervisor for our Bronze expedition is on crutches, can they still come on the trip?**

A-Yes, they can come on the trip, but since they will not be able to fulfil the role required a Qualified BEL holder must also be present. (It is better to plan with a spare!)

**Q – So, are you saying that I have to cancel my gold expedition if one of the ML staff gets injured?**

A- If you have more than one group you will have more than one ML, and for dealing with the immediate situation, that ML should be referred to until you are able to contact the manager.

It may be possible to divert one group so that the routes are in close proximity to enable the expedition to continue with this compromised supervision while replacement staff are found. ( AALA collective interpretation <http://www.hse.gov.uk/pubns/priced/177.pdf> page 28  
<http://www.hse.gov.uk/aala/guidance/513-supervision-doe-award.htm> )

Q- One of my candidates is a scout, and is going on an expedition with them; do I need to put all the information on Evolve?

A- No, this information will be assessed through the scout hierarchy. Just make sure they add the information on eDofE

**Duke of Edinburgh Manager High School**

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