

Timperley DofE Award Centre Expedition Policy

1. Policy Statement

- 1.1. The policy outlines the Timperley DofE Award Centre's approach to managing Duke of Edinburgh Award (DofE) expeditions.
- 1.2. This policy has been written in accordance with the information provided by the Duke of Edinburgh Award guidance, including the Delivering the Expedition Section (<https://www.dofe.org/wp-content/uploads/2021/07/Expedition-delivery-v2-1.pdf>) and the DofE roles (<https://www.dofe.org/run/volunteerroles/>) and the DofE role descriptions for the following roles which can be found on the DofE Manager's training resource page (<https://www.dofe.org/resource-zone/dofe-managers/training/>) and the DofE Managers Pack (<https://www.dofe.org/wp-content/uploads/2019/08/DLC-Managers-Pack-A4.pdf>)

2. Roles, Responsibilities and Implementation

- 2.1. Managers, Supervisors and Leaders have a specific responsibility to ensure the fair application of this policy and all volunteers are responsible for supporting colleagues and ensuring its success.
- 2.2. This policy uses the DofE role descriptions where possible which can be found on the DofE website in the following locations:
 - 2.2.1. DofE Manager Role Description (<https://www.dofe.org/wp-content/uploads/2019/08/Role-Description-DofE-Manager.pdf>)
 - 2.2.2. DofE Expedition Supervisor Role Description (<https://www.dofe.org/wp-content/uploads/2019/06/Role-Description-Expedition-Supervisor.pdf>)
 - 2.2.3. DofE Co-ordinator Role Description (<https://www.dofe.org/wp-content/uploads/2018/11/Role-description-DofE-Co-ordinator.pdf>)

- 2.2.4. *DofE Expedition Assessor Role Description*
(<https://www.dofe.org/wp-content/uploads/2021/02/Role-Description-Expedition-Assessor.pdf>)
- 2.2.5. *DofE Combined Assessor and Supervisor Role Description*
(<https://www.dofe.org/wp-content/uploads/2021/02/Combined-Expedition-Assessor-and-Supervisor-Role-Description.pdf>)

3. Aims of this Policy

- 3.1. To ensure that all DofE expeditions 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.
- 3.2. To provide a framework of responsibilities and considerations which must be applied at all times in the planning and implementation of any DofE expedition on foot.
- 3.3. To allow for clarity around each role on the Expedition, and the level of training required for those roles for all Award levels (i.e. Bronze, Silver and Gold)

4. Expedition Roles & Responsibilities

- 4.1. **DofE Centre Manager.** The DofE Centre Manager ensures that an Expedition Manager is in place for all expeditions.
- 4.2. **DofE Expedition Manager.**
 - 4.2.1. The DofE Expedition Manager is responsible for the expedition section for their chosen award level. At the Timperley DofE Award Centre, there is a Gold Expedition Manager, a Silver Expedition Manager and a Bronze Expedition Manager. The Expedition Manager runs the expedition section for that particular Award.
 - 4.2.2. The DofE Expedition Manager will ensure that Expedition Supervisors are in place for all Expeditions.
- 4.3. **DofE Expedition Supervisor (Bronze, Silver or Gold).** The Expedition Supervisor will have responsibility for a group or multiple groups and they are responsible for their safety.
- 4.4. **DofE Expedition Planner.** The Expedition Planner, identified by the DofE Manager, will support the Expedition Supervisor by assisting in the planning of expeditions during planning evenings.

- 4.5. **DofE Expedition Volunteer.** An expedition volunteer is someone who will attend the expedition to support. They will be given duties and responsibilities by the Expedition Manager or his/her designated person. This may involve supporting the Expedition Supervisor.
- 4.6. **DofE Assessor.** All Expedition Assessors must be trained and accredited at the appropriate level through the DofE Expedition Assessor Accreditation Scheme (EAAS) or the Expedition Assessor and Supervisor Training Course (EASTC). All groups taking part in qualifying expeditions will have identified Assessor(s) as required.

5. Planning a DofE Expedition

- 5.1. The Expedition Supervisor will complete an expedition risk assessment as part of the preparation for all expeditions. This will be shared with all group leaders, assistant group leaders and volunteers taking part in the expedition prior to the start of the expedition.

6. Expedition Terrain

- 6.1. DofE Expeditions will normally take place within the following terrain:
 - 6.1.1. **Bronze:** Normal, rural countryside which can be familiar and local to the students
 - 6.1.2. **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.
 - 6.1.3. **Gold:** – wild country (remote from habitation) which is unfamiliar to students. The environment should be more demanding for students than at Silver level.

7. Trackers

- 7.1. DofE Expeditions will use GPS trackers to ensure that the Expedition Supervisors have access to information about where groups are at any time (subject to suitable connectivity of the GPS tracker):

- 7.1.1. **Bronze:** A GSM tracker (utilising GPRS connectivity) should be utilised due the terrain allowing good connectivity
- 7.1.2. **Silver:** – A GSM tracker (utilising GPRS connectivity) should be utilised due the terrain allowing good connectivity
- 7.1.3. **Gold:** – A SPOT tracker (utilising satellite connectivity) should be utilised due the terrain not allowing good GPRS connectivity. That this type of tracker typically contains an SOS button and all participants should be briefed on what it is and when to use it as it will call out emergency services and Mountain Rescue

8. Expedition Roles Training

- 8.1. All Expedition Staff who attend an expedition planning session or the expedition will be required to have undertaken the following training: DBS Check, Online Safeguarding Training.
- 8.2. The DofE Centre Manager is responsible for identifying individual training requirements and booking appropriate training courses, and ensuring that there is a record held of all courses completed.
- 8.3. The DofE Centre Manager will maintain a record of staff training and competency assessments completed.
- 8.4. **Process for Bronze Expedition Supervisor:**
 - 8.4.1. It is expected that all Bronze Expedition Supervisor will have demonstrated competence in the role for leading a group. They will be declared as competent by an Expedition Manager or Centre Manager. This could be on a previous expedition, or as part of an Expedition Training Day where they were assessed as being competent to perform this role. The Centre Manager will keep track of anyone that has demonstrated competence for the role.
 - 8.4.2. Once the DofE Manager is satisfied that the Expedition Volunteer has demonstrated sufficient knowledge, understanding and skill in the role, they will be considered 'competent' in that role and this will be recorded centrally by the DofE Centre Manager in the register of all Centre Volunteers.
 - 8.4.3. For the Bronze Award, at least 1 in 3 of all of the Expedition Supervisors will be at a minimum Lowland Leader trained, and hold a valid / current 2-day Outdoor First Aid Training Certificate. This ensures that there are suitable qualified people within the area of the expedition.

8.5. Process for Silver Expedition Supervisor

- 8.5.1. It is expected that the Silver Expedition Supervisors will be at a minimum Lowland Leader trained, and hold a valid / current 2-day Outdoor First Aid Training Certificate

8.6. Process for Gold Expedition Supervisors

- 8.6.1. Gold Expeditions are required to take place in 'Wild Country'; Gold Expedition Supervisors will be required to possess a high level of experience, technical ability and knowledge of operating in Wild Country environments. Individuals holding a National Governing Body Qualification (NGBQ) such as Mountain Leader (Summer), and hold a valid / current 2-day Outdoor First Aid Training Certificate

8.7. Process for Tracking Competence

- 8.7.1. The DofE Centre Manager will keep a record of all DofE Group Leaders assessment of competence
- 8.7.2. The assessment of competence for a Group Leader will be normally valid for a 3-year period and is not valid in, or transferable to, any other Licenced Organisation.
- 8.7.3. The DofE Centre Manager may remove an individual's assessment of competence following any evidenced concerns about their ability or performance within the role.

9. Contact Information

- 9.1. For any inquiries regarding data protection, please contact:

- Expeditions Manager: Ben Morgan
- Email: ben.morgan@dofetimperley.org.uk
- Centre Manager: Emma Deighton-Brown
- Email: emma.db@dofetimperley.org.uk

10. Policy Change

- 10.1. This policy may only be amended or withdrawn by the Timperley DofE Trustees or Centre Manager.

The **Timperley DofE Award Centre Expedition Policy** has been approved by Trustees of the Centre.