

Duke of Edinburgh (DofE) Expedition Policy

Policy Code:	SW16
Policy Start Date:	September 2020
Policy Review Date:	September 2023

Please read this policy in conjunction with the policies listed below:

HR8B Equal Opportunities and Diversity (Students) Policy
HR9 Positive Handling and Safe Touch Policy
HS5 Health and Safety Policy
SW4 Student Behaviour and Discipline Policy
SW5 Safeguarding and Child Protection Policy
SW11 Educational Visits Policy
TL6 Special Educational Needs Policy

1 Policy Statement

- 1.1 The policy outlines the Trust'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 National Guidance from the OEAP (Outdoor and Expeditions Advisors Panel) *Handbook for DofE Leaders* and the *DofE Expedition Guide*.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.5 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via FederationHR@prioryacademies.co.uk) for appropriate consideration at the next available point in the policy review cycle.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Welfare.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.
- 2.3 Each Academy's DofE Manager has overall responsibility for planning, organising and running DofE expeditions in accordance with this policy and Award licensing requirements.

3 Aims

- 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.

4 Planning a DofE Expedition

- 4.1 All DofE expeditions on foot should be planned and organised in line with the guidance set out in the Trust's SW11 Educational Visits Policy.
- 4.2 If it is necessary for any part of the expedition to be organised in such a way that it will not comply with the Educational Visits Policy then this must be highlighted by the relevant DofE Manager to the relevant Educational Visits Coordinator(s), who must sign off on any changes. If necessary, any amendments to the organisation should be included within the expedition risk-assessment.

5 Expedition Supervisor and Assessor Roles

- 5.1 **Academy DofE Manager/Designated Person.** The DofE Manager or an appropriate person nominated by them will have overall responsibility for the planning, organising and running of an expedition.
- 5.2 **DofE Expedition Coordinator.** The Expedition Coordinator, identified by the DofE Manager/Designated Person will support the DofE Manager/Designated Person by remotely coordinating, tracking and monitoring expedition group progress and coordinating supervisory activity as required by the DofE Manager/Designated Person.
- 5.3 **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.
- 5.4 **DofE Assistant Group Supervisor.** An Expedition group may have an additional Assistant Group Supervisor, to assist the DofE Group Supervisor.
- 5.5 **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 Academy.

6 Expedition Terrain

- 6.1 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.

7 Expedition Supervisor Training

- 7.1 Expedition Staff will be required to have undertaken where possible the following training prior to undertaking an expedition role:

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

- 7.2 The DofE Manager is responsible for identifying individual training requirements and booking appropriate training courses.
- 7.3 The DofE Manager will maintain a record of staff training and competency assessments completed.

8 Expedition Supervisor Role Competency

- 8.1 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.

8.2 Process for Bronze and Silver Level Supervisors:

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.

8.3 Process for Gold Level Supervisors:

Gold Expeditions are required to take place in 'Wild Country'; 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) will be considered competent to supervise a group in Wild Country.

Individuals not holding a NGBQ will be required to demonstrate competence as follows:

- Produce and maintain an up to date expedition/walking log book, for submission as required by the DofE Manager.
- Carry out the role of Assistant Group Supervisor (Wild Country), working with a competent Group Supervisor on a number of Gold Expeditions.
- Undertake DofE Expedition competency training as required by the DofE Manager.
- Demonstrate a high level of experience, technical ability and knowledge of operating in Wild Country environments during an independent assessment by an appropriately qualified and experienced competent person.

8.4 A person will be considered competent to carry out the independent assessment if they possess an NGBQ, and have recent and relevant experience of operating in Wild Country environments and current knowledge of DofE Expedition Supervisory requirements.

8.5 The independent assessment of competence for a Group Supervisory will be normally valid for a 3-year period and is not valid in, or transferable to, any other Licenced Organisation.

8.6 The DofE Manager may remove an individual's assessment of competence following any evidenced concerns about their ability or performance within the role.

8.7 Individuals holding Expedition Supervisor accreditation previously issued by the DofE Lincolnshire Award Office will be considered competent in the role identified until the expiry date has been reached.

8.8 Recording. The DofE Manager will ensure that appropriate records are maintained to support and evidence training, qualifications and competency of CPD.

9 Expedition Supervisory Plans

9.1 Group Supervisors will be required to complete and submit an Expedition Supervisory Plan for their group for each day of the expedition, to the DofE Manager, prior to the start of the expedition.

10 Supervisory Ratios

10.1 Bronze and Silver Expeditions

There must be a minimum of 2 Group Supervisors within any DofE Expedition that takes place. If there are both male and female students then there should be a male and female supervisor. If there is more than 1 group on expedition, each group must have a Group Supervisor allocated.

10.2 Gold Expeditions

There must be a minimum of 2 Group Supervisors within any DofE Expedition that takes place. If there are both male and female students then there should be a male and female supervisor. There must be a Supervisor per group on the Expedition.

10.3 The DofE Manager will identify an Expedition Coordinating Team and additional Supervisor(s) that may be required to support the Expedition as required, particularly in the case of Wild Country Expeditions.

11 Policy Change

11.1 This policy may only be amended or withdrawn by the Priority Federation of Academies Trust.

The Priory Federation of Academies Trust

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This Policy has been approved by the Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.