



Nottinghamshire
County Council

Children and Young People's Services
Enrichment & Engagement Division
Youth Service
The Duke of Edinburgh's Award

 Your voice. Your service. Your choice.



***Nottinghamshire's
Requirements for
Expeditions on Foot***



2010

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INTRODUCTION – THE ROLE OF THE OPERATING AUTHORITY

Operating Authorities are responsible for the safety and well-being of DofE participants and the approval of DofE instructors, field supervisors and assessors. Operating Authorities have activity procedures, which set out the training, experience and qualifications required for their instructors, field supervisors and assessors. Leaders must ensure that Operating Authority requirements are met.

This guide explains the requirements of Nottinghamshire County Council, the Operating Authority. Instructors, field supervisors and assessors must work within these requirements. This document does not provide an exhaustive account of the conditions required by DofE and is to be used in conjunction with the latest edition of the Expedition Guide and [The Handbook for DofE Leaders](#).

This guide deals only with expedition matters. Nottinghamshire County Council's Adventure Activities Licensing Service (AALS) licence covers only expeditions and expedition training.

Additions to and changes from the 2009 Guide are indicated, in this 2010 version, in orange text.

Insurance

Every person who holds a current Duke of Edinburgh's Award record book [or is registered through eDofE](#) is covered by the DofE insurance scheme. In addition, every adult helper is also covered whilst they are fulfilling their specific role. Further, Nottinghamshire County Council provides a degree of indemnity for people working with DofE. It should, however, be stressed that the cover is limited, and that youngsters who are not record book holders, but who may perhaps be accompanying an expedition to provide adequate numbers of walkers, will not be covered by the DofE insurance. Whilst the coverage for third party claims is likely to be adequate, the cover for individual injury or loss of equipment is not great, and participating groups are urged to consider purchasing additional cover.

Quality assurance processes

Nottinghamshire County Council's Quality Assurance Processes fall into three categories:

1. [In 2010 a systematic quality control programme of operational visits will be introduced to monitor the quality of group training activities and organisation.](#)
2. [All assessors must be nationally accredited. Assessors must have had at least 2 years' experience as a supervisor before they can become assessors. All Nottinghamshire assessors will belong to the Nottinghamshire Assessors Network. Additional training events for assessors are organised to help to produce consistent and up to date assessment practices.](#)
3. Group Leaders must sign the Group Contract which specifically requires the Leader to undertake risk assessments. These generic risk assessments are updated annually.

SECTION A – ORGANISING AN EXPEDITION

1 Expedition Planning Chart

	Bronze	Silver	Gold
Initial Planning	<ul style="list-style-type: none"> Plan expedition timetable including training, practice and qualifying expeditions If a variation to any of the 20 expedition conditions is required submit an Expedition Variation Notification Form, to the Award Officer, at least 12 weeks before the practice expedition If in doubt, check with your Area Award Support Worker 	<ul style="list-style-type: none"> Plan expedition timetable including training, practice and qualifying expeditions and extra training/practices for direct entrants If a variation to any of the 20 expedition conditions is required submit an Expedition Variation Notification Form, to the Award Officer, at least 12 weeks before the practice expedition If in doubt, check with your Area Award Support Worker 	<ul style="list-style-type: none"> Plan expedition timetable including training, practice and qualifying expeditions and extra training/practices for direct entrants For overseas ventures, at least 12 months notice must be given. Consult the Award Officer for advice as soon as possible in advance If a variation to any of the 20 expedition conditions is required submit an Expedition Variation Notification Form, to the Award Officer, at least 12 weeks before the practice expedition If in doubt, check with your Area Award Support Worker
Training expeditions	<ul style="list-style-type: none"> Arrange dates for expedition training School groups submit EV1 All groups submit an Expedition Authorisation Form (EAF) to your Area Award Support Worker at least 4 weeks before training expeditions Carry out training expeditions 	<ul style="list-style-type: none"> Arrange dates for expedition training School groups submit EV1 All groups submit an Expedition Authorisation Form (EAF) to your Area Award Support Worker at least 4 weeks before training expeditions Carry out training expeditions 	<ul style="list-style-type: none"> Arrange dates for expedition training School groups submit EV1 All groups submit an Expedition Authorisation Form (EAF) to your Area Award Support Worker at least 4 weeks before training expeditions Carry out training expeditions

	Bronze	Silver	Gold
Practice expeditions	<ul style="list-style-type: none"> • Candidates agree aim and dates for practice and qualifying expedition • Find accredited assessor for qualifying venture. If unable to find an accredited assessor, contact your Area Award Support Worker • School groups submit EV1 • All groups submit an EAF to your Area Award Support Worker at least 7 weeks before the practice expedition or 4 weeks before if an assessor for the qualifying venture has already been allocated. • Carry out practice expedition 	<ul style="list-style-type: none"> • Candidates agree aim and dates for practice and qualifying expedition • Find accredited assessor for qualifying venture. If unable to find an accredited assessor, contact your Area Award Support Worker • School groups submit EV1 • All groups submit an EAF to your Area Award Support Worker at least 7 weeks before the practice expedition or 4 weeks before if an assessor for the qualifying venture has already been allocated. • Carry out practice expedition 	<ul style="list-style-type: none"> • Candidates agree aim and dates for practice and qualifying expedition • School groups submit EV1 • All groups submit an EAF to the Award Administrator, Award Office, at least 7 weeks before practice expedition • Wild Country Forms and tracings must be submitted as advised. • Carry out practice expedition
Qualifying Ventures	<ul style="list-style-type: none"> • School groups submit EV1 • ALL groups must submit an EAF to your Area Award Support Worker at least 7 weeks before the practice expedition or 4 weeks before if an assessor has been allocated to the qualifying venture • Trainer and assessor arrange pre-expedition check for ALL participants • Trainer supplies final route cards, to the assessor, at least 2 weeks before pre-expedition check • Pre-expedition check • Carry out qualifying venture 	<ul style="list-style-type: none"> • School groups submit EV1 • ALL groups must submit an EAF to your Area Award Support Worker at least 7 weeks before the practice expedition or 4 weeks before if an assessor has been allocated to the qualifying venture • Trainer and assessor arrange pre-expedition check for ALL candidates • Trainer supplies final route cards, to the assessor, at least 2 weeks before pre-expedition check • Pre-expedition check • Carry out qualifying venture 	<ul style="list-style-type: none"> • School groups submit EV1 • ALL groups must submit an EAF to the Award Administer, Award Office, at least 7 weeks before practice venture • ALL groups submit two copies of the Wild Country form and two tracings¹ to County Administrator at least 7 weeks before qualifying venture. Also a stamped envelope addressed to the Group's Supervisor • Trainer and assessor agree arrangements for qualifying venture • Trainer supplies final route cards, to the assessor, at least 2 weeks before pre-expedition check. • Pre-expedition check • Carry out qualifying venture

NOTES ¹ Tracings can be traditional tracings or print outs of routes using Memory Map or Anquet software. Scale 1:50,000

2. Areas for expeditions on foot

a) Bronze and Silver Areas

The normal areas for Nottinghamshire Bronze expeditions are Nottinghamshire, Lincolnshire and Leicestershire. Please try to avoid Derbyshire to limit pressure on a popular area.

Silver expeditions normally take place in Derbyshire, south of a line from Hathersage to Castleton. It can include eastern areas of Staffordshire.

Remember there is some very good walking in the south and west of the White Peak Area and also some interesting local walks.

- Avoid towns and extensive use of roads – use footpaths.
- Avoid extensive use of trails e.g. High Peak Trail, where no navigation is needed.
- Avoid extensive use of long, popular valleys such as Dovedale.
- Avoid large, popular campsites during busy periods.
- Avoid campsites adjacent to pubs especially at weekends and holiday periods.

b) Gold areas

- The practice and the qualifying venture must be in wild country.
- The Dark Peak Wild Country Area is approximately the moorland north of "80" grid line which runs south of the Kinder Plateau. Starting (or finishing) points are permitted to be on the moors a little to the south of this line, provided that most of that day's route involves wild country. Note: the moors to the southwest of this area can provide some good, remote walking, especially for training.
- Avoid extensive use of the Pennine Way.
- Ensure that recognised access points are used to enter and leave Countryside and Rights of Way Act (CROW)land.
- Ensure that at least two days' training has been done on open moorland before the practice expedition.
- Try to avoid popular campsites at busy periods. Remember that the spirit of expeditions is concerned with remoteness and wild country.
- Training and practice walk areas can overlap, but the qualifying venture must be in unfamiliar country. Heavy usage is being made of the Peak District National Park, but more use could be made of the northern and eastern sections, (i.e. the Marsden area or around Stocksbridge and Holmfirth). To avoid over use many groups are currently conducting training and practice expeditions in the Dark Peak, but are going elsewhere for their qualifying venture.

c) Problems with Gold areas

- The Dark Peak moors are grouse moors. From 12 August each year specific moors will be closed for shooting, without notice. This may require an on-the-spot route change. However, public rights of way remain open.
- The Peak Park may close moors due to fire risk. It is Nottinghamshire County Council's policy that we comply with this request and do not use the closed areas.

Information can be obtained from the Peak [District National Park web site www.peakdistrict.org](http://www.peakdistrict.org) on matters such as weather, closures and fire risks.

3. Candidates with special circumstances

Where participants have individual needs that mean one or more of the 20 conditions of the Expedition Section cannot be met, they may apply for a variation to enable them to complete their DofE expedition.

Where a variation to DofE conditions is sought, groups should complete and submit a variation application form to the Award Officer **at the earliest opportunity and** at least 12 weeks before the expedition. If the timetable requirement cannot be met the groups/**participants** should submit the variation form, together with a medical certificate, at the earliest opportunity and always before the pre-expedition check.

All variations will either be agreed by the Award Officer or DofE Regional Office. Expedition Assessors will be notified, by the Award Office, of any agreed variations. Expedition Assessors will not consider medical certificates or requests for variations at the pre-expedition check or at the start of the expedition; these should always have been previously submitted and agreed.

For details of the 20 Expedition conditions please see pages 70/71 of the Handbook for DofE Leaders (6th Edition), visit www.DofE.org or contact the Award Office. Variation Forms can be downloaded from the DofE website or obtained from the Award Office.

SECTION B – OPERATING AUTHORITY REQUIREMENTS

1. Forms to be used

Form A (Assessors' Check Sheet)

The assessors' check list is used by an assessor to support assessment by recording observations against the assessment criteria.

Expedition Authorisation Form (EAF) Replaces Form B & C

The EAF is used to notify the Operating Authority of all training and expeditions, so that insurance cover is validated. It is sent to the Area Award Support Worker for all Silver and Bronze Expeditions and for training walks at Bronze, Silver and Gold levels. The EAF is sent to the Award Office for Gold practice and Gold qualifying expeditions. School groups must also submit Form EV1 to the Education Department.

The Expedition Notification Form for Ventures in Wild Country Areas [Wild Country form] (Green Form)

The Wild Country form is required to notify **Wild Country Assessor Networks** when unaccompanied teams are walking in a Wild Country area. For Nottinghamshire teams this is Gold practice and qualifying venture only.

Form D (Incident Report Form)

Form D is to be used to notify the Award Officer of all accidents, incidents or near misses occurring during training or expeditions. Form D should be completed and submitted to the Award Officer within 24 hours of the end of the expedition.

The Award Officer will use the information submitted on the Form D to complete Nottinghamshire County Council's statutory notification process, if required, using Nottinghamshire County Council's on line accident reporting procedure.

Form FT (Request for Further Training) no longer in use. This is replaced by a [Feedback/comment/concerns Form](#)

Form EV1 (External Visits)

Form EV1 is to be used by all school groups, organising any Duke of Edinburgh's Award training walk, practice or qualifying venture, to comply with the Education Department notification requirement guidelines. Gold teams should include route cards with six-figure grid references and escape and bad weather routes, as well as copies of maps to be used. For Silver and Bronze expeditions the maps used must be identified.

2. Requirements of age, duration and direct entry

a) Training & practices

Whilst training can be a series of day excursions, a practice should be a full self-sufficient expedition. Also, training must include camping. Practice expeditions with the emphasis on exploring should include trials of techniques required for the qualifying venture, rather than just journeying. [Practice and final should be in the same season. If not, an additional full day walk and 1 night's camping will be required, as a minimum.](#)

b) Duration

Level	Practice	Qualifying Venture
Bronze	1 day / 1 night	2 days / 1 night
Silver	2 days / 2 nights	3 days / 2 nights
Gold	3 days / 2 nights	4 days / 3 nights

c) Number of candidates

All qualifying ventures and practice expeditions must comprise 4 to 7 candidates. If the number falls below 4 at any stage, the expedition becomes invalid.

d) Age requirements

In general, the age requirements are that Bronze candidates should be at least 14 years old, although some flexibility is allowed to permit the inclusion of members of peer groups who are just under 14. Silver candidates should be at least 15 years of age, (but note that concessions are possible to include candidates within a school year group who may otherwise have to wait to the following year), and Gold candidates must be between 16 and under 25 years of age. No Gold training may commence before 16 years of age.

e) Direct entry

It is essential that candidates who have not had the benefit of the previous level of the DofE receive adequate training. Whilst different groups have their own methods of dealing with this, the requirement from Nottinghamshire County Council is as follows:

Direct entry Silver:

First Practice - 2 days 1 night.

Second Practice - 2 full days 2 nights (e.g. camp Fri/Sat, walk Sat/Sun)

Tracings for both practices must be sent to the assessor of the qualifying venture.

Direct entry Gold:

First Practice - 2 days 2 nights (Not necessarily in wild country)

Second Practice - 3 days 2 nights (In wild country - assessed)

The extra practice requirement can be waived, if the group can provide evidence to the Duke of Edinburgh's Award Office, that they have successfully undertaken a similar venture with another organisation.

f) Silver Qualifying Expeditions

Where the Silver Qualifying venture is **not** being assessed by a Notts. Assessor, then teams may receive an operational visit during the expedition training or practice expedition. Prior permission for teams to venture into Wild Country areas should be sought from the Award Officer, at the planning stage and always before the practice expedition takes place.

g) Gold Qualifying Expeditions.

Where the Gold Qualifying Expedition is not being assessed by a Notts. Assessor (i.e. usually where the qualifying venture takes place in an area other than the Dark Peak Area) then teams may receive an operational visit during the expedition training or practice expedition.

3. Required qualifications for workers and volunteers

a) Delegation of responsibilities

RESPONSIBILITIES	NOMINATED PERSON	QUALIFICATIONS
<ul style="list-style-type: none"> Responsible for overall safety of training and expedition. Responsible for standards of training and signing of record book Responsible for the management of field supervisors and helpers 	EXPEDITION TRAINER	<ul style="list-style-type: none"> National Governing Body Qualification or alternative shown - see table 3b First Aid Certificate Familiar with the training area
<ul style="list-style-type: none"> Responsible for the safety of the expedition Responsible for deploying and supervising any supporting staff To be in the field throughout the expedition, to include the night before the venture, if the candidates are on site. 	FIELD SUPERVISOR	<ul style="list-style-type: none"> Is the expedition trainer or is appointed by them Qualification in accordance with table 3b First Aid Certificate Familiar with area in which expedition takes place
<ul style="list-style-type: none"> Under the direction of the field supervisor to take responsibility for specific aspects of safety May participate in training 	ASSISTANT SUPERVISOR	<ul style="list-style-type: none"> Working towards qualification as shown in table 3b Completed first aid course. Familiar with area
<ul style="list-style-type: none"> Under the direction of the field supervisor, contribute to the safe running of the expedition or training 	ADULT HELPER	<ul style="list-style-type: none"> Considered by field supervisor to be competent to operate as directed Reasonably familiar with area Attended first aid briefing as a minimum

It is a requirement of Nottinghamshire County Council for field supervisors to be on the Notts. County Council's Database for Leaders, Trainers and Assessors. Entry on the Database requires a National Governing Body qualification and a current first aid certificate **and attendance on a Supervisor's course**. It is also the policy of Nottinghamshire County Council to require **an Enhanced** Criminal Records Bureau clearance of all volunteers with substantial ongoing contact with young people. This should be brought to the attention of all volunteers including those who are simply Police Cleared. Please seek advice from your Area Award Support Worker. Also see Nottinghamshire County Council's Duke of Edinburgh's Award Generic Risk Assessment documents for further guidance.

b) Qualifications for expedition trainers/field supervisors

Qualification	Bronze Level	Silver Level	Gold Level
<i>Mountain Leader (Summer or Winter)</i>	YES	YES	YES
<i>Walking Group Leader Award</i>	YES	YES	YES
<i>Dark Peak Level II</i>	YES	YES	YES
<i>Basic Expedition Leader Award</i>	YES	YES	NO
<i>Countryside Leader Award</i>	YES	YES	NO
<i>Gold Award Holder with oversight</i>	YES	NO	NO
<i>Gold Candidate Doing Award Leadership and with supervision</i>	YES	NO	NO

- NOTES
1. Individuals having undertaken Mountain Leader (Training) or Walking Group Leader Award (Training) should complete Countryside Leader Award if they are to supervise or train Bronze or Silver candidates without supervision.
 2. Persons with other qualifications or experience can request further advice on appropriate exemptions from the Award Officer.
 3. ALL qualifications except MLC(S) are valid only in appropriate areas.

c) Approved Activity Providers (AAPs)

Guidance issued by midlands region DofE office

"The AAP licence is a quality standard on an organisation's programme meeting the programme and sectional requirements of the DofE.

PLEASE NOTE THAT THE AAP LICENCE DOES NOT GUARANTEE THE SUITABILITY OF AN AAP IN TERMS OF HEALTH AND SAFETY OR ITS FINANCIAL STABILITY. Operating Authorities will have their own process for checking the suitability of AAP programmes in terms of health and safety requirements for their young people and they have the final say on the appropriateness of a course in this respect."

Groups considering employing an AAP, should in the first instance, discuss their plans with the Award Officer.

4. Field Supervision

The field supervisor acts as an agent of Nottinghamshire County Council and is solely responsible for the safety of the team throughout the expedition. The field supervisor will complete, sign and submit the necessary Expedition Authorisation Forms, in accordance with the instructions indicated in the Expedition Planning chart on pages 2 & 3 of this guide. He/she must be familiar with the aims and objectives of the expedition section and with the conditions that participants are required to fulfil. He/she is also responsible for taking reasonable steps to prevent inappropriate behaviour by candidates throughout the expedition. A lone supervisor of a mixed sex

group of young people should ensure that the person with legal responsibility for each young person is aware and has agreed to the young person taking part. Best practice should dictate that both male and female supervisors are present throughout the expedition.

- a) It is mandatory for Gold expeditions that the field supervisor is in the wild country area throughout the venture, including overnight. **The supervisor of Bronze and Silver teams must be in the area throughout the expedition.** The assessor may withdraw assessment if this ruling is ignored.
- b) The field supervisor should check the well-being of the team at the campsite at the beginning and end of each day. He/she should visit the team en route at least once during the day. At Bronze, a team should be seen approximately every hour.
- c) The field supervisor should initiate search and rescue in an emergency. At all times, he/she should carry all the safety information which may be required and a list of procedures to be followed in the case of a serious incident. Whilst it is important to have access to a telephone or a message system, it is important also to note that mobile phones may not work in wild country areas.
- d) The field supervisor must contact the assessor if there are any changes or incidents which may affect assessment. In appointing a field supervisor and/or adult helper, the expedition trainer is accepting full responsibility for their suitability and capability. Also any change in details, especially names and numbers of participants, dates of expedition, etc. must be notified to the **Award Officer**.
- e) The name and database number of the trainer and/or the field supervisor must be submitted with the **Expedition Authorisation Form (EAF)**.
- f) **Multiple Teams** – When the field supervisor is responsible for more than one team additional support will be required. The actual ratio of staff to expeditions will depend on the relationships of the various routes: viz. where two teams are following different routes in different areas, they will need to be staffed separately, but where the teams are using common check points on different routes some saving in total staffing may result. It is suggested that there should always be more supervisors than there are teams. This allows for a supervisor to remain with a team if difficulties arise, as well as permitting a small degree of flexibility if other untoward events arise. The person signing the **Expedition Authorisation Form (EAF)** is responsible for supervision, and must be satisfied with the personnel available **and should be out in the field**; otherwise the expeditions should not proceed. The supervision arrangements are likely to be examined in detail at the pre-expedition check.
- g) **Severe Weather Warnings** – If one is issued by the Met Office for your expedition area then the group should not go out. Where the forecast is poor the field supervisor should obtain local weather information i.e. from the local Ranger Service and local campsite managers.
- h) **Inadequate Kit** – If pointed out at the pre-expedition check this should be addressed by the field supervisor before the expedition.

5. Supervision at campsites

Only remote supervision is normally required, but where multiple teams are involved, or even when a single team is camping on a very busy site, then adult supervision is required to ensure our duty of care. This is more appropriate at Bronze level. The amount and closeness of supervision can only be determined by the field supervisor on the ground. No more than two unsupervised teams should be on the same campsite. Please be aware that at some campsites the young people may be required to provide proof that they are part of a DofE expedition.

6. Checking in procedure

- a) **Training day:** An emergency phone contact for the day should be in place, who is contacted by the expedition trainer when the day's walking has been completed. This is normally done before the journey home is started, so that the phone contact is aware that the party is off the hill.
- b) **End of intermediate day in a multi - day expedition:** Whether or not the activity is being assessed, there should be an emergency phone contact for the day. That contact should be informed at the earliest opportunity that the team have reached the campsite. Unless the assessor asks specifically to be informed, no other checking-in action is required.
- c) **End of assessed expedition:** In addition to informing the emergency phone contact that the expedition is over, the field supervisor should also inform the assessor, if he/she is not actually present at the end of the expedition. This provides the necessary information for the assessor to sign off the record books. It is essential for the assessor not only to know that the team has completed the route, but also whether everyone completed. Also the field supervisor must inform the assessor if any or all of the team abort or end early for any other reason. **An incident report form (Form D) should always be submitted if after the start of an expedition, the expedition is cancelled before completion.**

7. First Aid Kit requirements

Teams must carry a general first aid kit as specified by Nottinghamshire County Council which, as a minimum, consists of:

- Card giving first aid guidance
- Individually wrapped plasters of various sizes
- Sterile eye pads (Standard dressing 16BPC) with attachment
- Various sizes of sterile unmedicated dressings
- Two triangular bandages
- Crepe bandage
- Coins for emergency telephone calls
- Disposable gloves

In addition the current DofE Expedition Guide details the guidance for personal first aid kits and medicines for personal use.

SECTION C – EMERGENCY PROCEDURES

1. Child protection

Where instructors, supervisors or assessors are made or become aware of alleged or suspected abuse of any individual aged below 18 years, then steps should be taken to prevent further cause for concern for the young person. Ensure they have access to an independent adult, record the facts and make immediate contact with the Award Officer or the 24 hour Emergency Number (see below).

2. Accident procedure

Ensure that any casualties receive first aid and are made safe. If needed, organise evacuation to a safe place as soon as possible.

In the event of a serious incident, the field supervisor must ensure that the parents of any injured persons are informed immediately by an appropriate adult, and that the parents of other team members are re-assured. He/she must also protect the team from the media.

Whenever any emergency service is called to assist the team, the field supervisor must contact Nottinghamshire County Council, Youth Service, Children and Young People's Services as soon as possible. The list below gives the order of priority of whom to contact. If the first person cannot be contacted, proceed down the list UNTIL PERSONAL CONTACT is made. DO NOT leave messages on answerphones.

THE TELEPHONE NUMBERS BELOW ARE FOR EMERGENCY USE ONLY.

The Award Officer (Chris Lovell)	07773 504 584 (Mobile)
Youth Work Team Manager,	01623 867057 (Work 1)
Awards & Accreditation	01623 835438 (Work 2)
	01623 458547 (Home)
Youth Service 24hr emergency contact	07753 625 293 (Mobile)

Expedition staff are reminded that they should not, IN ANY CIRCUMSTANCES, talk to the media following such an incident, but refer the media to Nottinghamshire County Council.

3. Reporting procedures

Improving safety is everyone's responsibility. Making a report is to raise awareness and to increase everyone's ability to avoid a repetition in the future. Reports are required, not to attribute blame, but to improve risk management, at Group or Operating Authority level. Where there is an assessor working with you, include the assessor in the preparation of the report. Anyone can make a report at any time, but for efficiency it is best to combine views on one document.

Events may occur during an expedition or training. They may be classified as ACCIDENTS, INCIDENTS or NEAR MISSES.

An ACCIDENT is deemed to have happened if first aid is required over and above normal minor events such as treatment of ordinary blisters, scratches or stings. All accidents must be reported on the Form D within 24 hours of the group's return from the expedition.

An INCIDENT is an unexpected event which could have or did adversely affect the outcome of the expedition. These must be reported on Form D.

A NEAR MISS is something which you observe which you had not previously realised would be a hazard. You may use Form D to bring the previously unrecognised risk to the attention of Nottinghamshire County Council if you believe it could lead to an accident or untoward incident in the future.

SECTION D – ASSESSMENT

1. The role of the assessor

All qualifying ventures must be assessed by an **accredited assessor**.

The prime roles of the Assessor are:

- To ensure that the conditions of the Expedition Section of the DofE are met.
- To use their local knowledge to advise on the safety of the venture, though the ultimate responsibility rests with the field supervisor.
- To safeguard the general interests of the Duke of Edinburgh's Award in ALL expedition areas.
- To support the team and field supervisor to have a successful expedition.
- To be a useful source of advice.

In extreme situations, the assessor may withdraw assessment, thus rendering the qualifying venture invalid.

Duty of care

Both the DofE Headquarters and Nottinghamshire County Council state that all assessors have a "Duty of care" for young people in expedition teams, and, in circumstances where the field supervisor/adult helper is not present and a problem arises, the assessor must take action to safeguard the welfare of the team. Such situations are covered from a Public Liability standpoint by the existing insurance arrangements.

2. Who can assess

Level	Assessor
Bronze	An internally appointed, accredited assessor who has not been involved with the training of the team.
Silver	An internally appointed, accredited assessor who has not been involved with the training of the team.
Gold	An accredited assessor who is totally independent of the Award Centre. For this reason the assessor will be appointed by the Nottinghamshire Expedition Assessor Network or the Wild Country Assessor Network.

NB. This Operating Authority will require ALL assessors at all levels of DofE to be nationally accredited by 1st April, 2010.

3. The assessment process for Bronze, Silver and Gold expeditions

Before the expedition

- a) At Bronze and Silver levels groups may appoint an assessor internally. The Area Award Support Worker must be informed of the name and database number of the assessor using the Expedition Authorisation Form (EAF)
- b) If a group cannot find their own assessor the Area Award Support Worker will request that the Nottinghamshire Assessor Network provide an Assessor
- c) At Gold level the group should request an assessor using the Expedition Authorisation form (EAF). Where an organisation submits multiple teams to expedition concurrently, the Network will attempt to provide an appropriate team of assessors, headed by a "lead assessor" who will be the communications and liaison person. In view of the demands on the Network, it would be helpful if multiple team expeditions were avoided at main holiday times, whenever possible.

- d) Contact the assessor to arrange the pre-expedition check.
- e) Before the pre-expedition check send to the Assessor, route card, details of the safety system to be in operation, menus and equipment lists. **Route cards must be checked and signed by the trainer or field supervisor**, before sending them to the assessor. Route cards, menus and kit lists must be prepared by the candidate

The pre-expedition check should take place 2 weeks before the venture.

- a) All members of the team must be present.
- b) The trainer, field supervisor or adult helper must be present.
- c) The pre-expedition check usually takes 1 hour per team being checked.
- d) Candidates must bring all equipment packed as if for expedition, except food. If equipment is to be hired, a compromise may be agreed between trainer and assessor.
- e) All candidates must bring record books with the expedition training section signed up. Direct entrants must show their extra practices. No candidate will be allowed into the field, unless their completed training page has been seen by the assessor.
- f) The team should have decided who is to assess their presentation/log.
- g) During the pre-expedition check, the assessor will check:
 - Aim of the expedition
 - Route and route cards
 - Menus - the team must cook a substantial meal each day
 - Kit, especially boots and waterproofs
 - Maps – at least 2 1:25,000 maps
 - Compasses and compass skills
 - Camping equipment – Nottinghamshire County Council specifies that only meths, green fuel or gas stoves with self-sealing cartridges may be used
 - First aid and safety arrangements
 - Mobile phones – the assessor will expect to confirm arrangements
 - The assessor will enquire into the state of health of the candidates. (The assessor should be made aware of any variations to DofE conditions, for any candidate, which have been agreed with the Award Officer). Assessors will seek to establish that the team has had adequate field training and practice
- h) If the assessor is not satisfied with any aspect of the team's preparation, he/she will advise on the points needing further attention, and may issue a **Feedback/comment/concerns Form**. Until such matters have been addressed the expedition may not continue.

During the expedition

The assessor will meet the team during the expedition. This may include meeting the team en route - not necessarily at a check point - and seeing the team at camp. The assessor may require the team to demonstrate skills and to discuss emergency situations in the field. As far as is possible, the assessor will not interfere with the smooth functioning of the expedition.

4. Circumstances leading to the withdrawal of assessment on qualifying ventures

- Failure to comply with the 20 Expedition Conditions
- Venture is judged by assessor to have become unsafe, i.e. sudden winter conditions
- Extenuating circumstances may be reported to the Assessor Network for discussion and decision
- Proven bad and inappropriate behaviour of participants will lead to the failure of a qualifying venture

SECTION E - PUBLICATIONS

All expedition trainers and field supervisors must have access to the latest editions of the Expedition Guide and DofE Handbook. Current details are as follows:

EXPEDITION GUIDE – Fifth Edition August 2007. Available on CDROM as an Interactive PDF file

THE HANDBOOK FOR DofE LEADERS Sixth Edition, 2008
Published by The Award Scheme Ltd (ISBN 9780905425 18 4)

THE DofE PROGRAMMES FILE

Published by the Award Scheme Ltd

(full and up-to-date information and programme information can be found on the DofE web site www.DofE.org)

SECTION F - COMPLAINTS PROCEDURE

If you are unhappy with any aspect of the DofE operated within Nottinghamshire, please contact the Award Officer, Chris Lovell on 01623 867057. If after raising the issue with the Award Officer, you still feel you have not had a satisfactory response, please contact Peter Harrison at Youth Support Services on 01159 774428.

Please insert the contact details of your Area Award Support Worker

Contact

Mr. Chris Lovell

Award Officer,
The Award Office
Dukeries Training Centre
Dukeries Complex
Whinney Lane
New Ollerton, Newark
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Telephone/Email

01623 867057 (Work 1)
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Award Administrator

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Mr. David Williams

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