

Harlington Upper School



Duke of Edinburgh Award

Expedition Approval Policy for DofE Expeditions on Foot

Edition 2: April 2016

Approved By:
DofE, Central England Regional Office

Document Control		
Edition	Issued	Changes from previous
1	April 2014	New Policy
2	April 2016	No change

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
This policy links to other school policies and documents on: <ul style="list-style-type: none">Educational Visits and Journeys	Richard Golding (DofE Manager)

Review Frequency: 2 years

Review Date: April 2018

Expedition Approval Policy for DofE Expeditions on Foot

Leaders Qualifications

Harlington Upper School believes that the best way of proving the competence of leaders is by them undertaking National Governing Body (NGB) qualifications that have an assessment element such as Basic Expedition Leader (BEL), Countryside Leader Award (CLA), Walking Group Leader (WGL) and Mountain Leader (ML).

However, leaders who have not undertaken a NGB qualification will be internally assessed against competency levels set out in the school's Educational Visits and Journeys (EVJ) policy. This internal assessment does not replace NGB qualifications and will be repeated every two years.

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.

Terrain Level	Description of Terrain	NGB Qualification minimum Required for Expedition Manager	Competency and Internal Verification for Expedition Supervisor	First Aid cover required
Level 1	Terrain that is under 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 man made boundaries such as classified roads.	Basic Expedition Leader (BEL) Countryside Leader Award (CLA)	Approved Level 1 staff assessed against current EVJ policy Current expedition approval certificate from Technical Expert	8 hour first aid course Including Primary and Secondary Care assessment.
Level 2	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. (Areas that merge with mountain regions and do not have well defined boundaries are excluded.)	Walking Group Leader (WGL)	Approved Level 2 staff assessed against current EVJ policy Current expedition approval certificate from technical expert NGB qualification Training course successfully attended Current and approved first aid certificate for all NGB	16 hour first aid course Including Primary and Secondary Care assessment.

	<p>Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road.</p> <p>Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)</p>		leaders	
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) Summer	<p>Approved Level 2 staff assessed against current EVJ policy</p> <p>NGB qualification Training course successfully attended</p> <p>Current and approved first aid certificate for all NGB leaders</p>	<p>16 hour first aid course</p> <p>Including Primary and Secondary Care assessment.</p>

Scope of Qualifications

All of the above are for operation in summer conditions only. Any DofE Leaders planning expedition Training or Expeditions outside of these conditions must receive approval from the DLC's Technical expert who must be qualified to at least ML level.

Leaders should be aware that in some parts of the UK winter conditions can be experienced in most months of the year.

Internal Assessment

Harlington Upper School offers the opportunity for leaders to be internally assessed for technical competency by a Technical Expert. The Technical Expert must be qualified to at least ML (Summer) level.

This internal assessment is carried out by Richard Golding a who is qualified to ML (Winter) level and is an approved course director and assessor for BEL awards.

This internal assessment will need to be repeated every two years. In addition evidence of recent experience either with Harlington Upper School or personally will be required.

Expedition Roles

The following roles are to be found on Expeditions run by Harlington Upper School

An Expedition Manager is the person who has the legal responsibility for the management of health and safety of all staff and expedition teams. They will be delegated their role by the

DLC manager. They will have been assessed at the correct NGB level for the terrain covered considered competent by the DLC and will take legal responsibility for the staffing and teams in the field.

An Expedition Supervisor is the person who has the legal responsibility for the individual expedition team. They will have been assessed as competent by the Technical Expert and will take responsibility for a team in the field.

An Expedition Helper is someone who may support an Expedition Supervisor but has not been assessed as competent to supervise a team independently. They may not take responsibility for the safety of a team.

An Expedition Assessor has completed the EAAS course, and a supported assessment. They are approved by Harlington Upper School and are registered with the DLC as an assessor. They do not take responsibility for the health and safety of the participants in the field.

Expedition Supervisors Course.

Harlington Upper School recognises that qualifications are aimed at those working directly with people in the outdoors; they do not cover remotely supervising expedition teams. For this reason Harlington Upper School ensures that all staff acting as an Expedition Supervisor will have undertaken an Expedition Supervisors course.

Remote supervision is a process that has to begin with supervisors gradually withdrawing their support from the expedition team during the training sessions and practice expeditions until the Expedition Manager and Supervisor is confident that the team have sufficient competency and confidence to journey alone in their chosen environment.

Ratios of Adults to Young People.

There must be a minimum of 2 adults with any DofE Expedition that takes place, where there are both male and female participants then it is advisable to have a leader of each sex.

When training novice teams, an Expedition Manager may lead up to two Expedition teams with the support of one expedition helper providing they are within the same, contained geographical area, or in close proximity. For example on the same route but separated in time, or on parallel routes close together, in close enough contact for the Expedition Supervisor to be able to assist if necessary.

If there are sufficient Expedition Helpers then the Expedition Supervisor must be able to 'float' between the two teams.

For the supervision of competent teams on final practice and qualifying expeditions, Expedition Helpers should be able to look after themselves, deal with any incidents and provide assistance to the team should they need it. Expedition Supervisors are reminded that they should deploy Expedition Helpers to tasks for which they are competent.

Where more than two expedition teams go out then the ratio of staff to young people must be as follows:

- There must be one member of staff for each independent expedition team
- An Expedition Manager may supervise up to two teams with the support of other Expedition Helpers. (See information above)

- In terrain 2 and 3 Expedition Helpers must be qualified to a minimum of terrain 1.

For example:

- 2 Gold teams working in Terrain 3 must have a minimum of 2 ML or Level 3 leaders and 1 Expedition Helpers who must be qualified to a minimum of Level 1.
- 2 Bronze teams working in Terrain 1 must have a minimum of 1 BEL or CLA leader or Level 1 leaders and two Expedition Helpers.

Supervising and Assessing Ratios

Where a Supervisor is also assessing a team then the maximum number of teams that they can supervise is one, and the maximum number of teams that they can assess is one.

Assessing Ratios

An assessor may assess up to 2 teams. Assessors should have had no previous role in training or supervising the participants, and at Gold they should be independent of the centre.

First Aid

All Expedition Managers must have a valid first aid certificate of the appropriate duration at all times. 8 hour and 16 hour first aid qualifications must include as a minimum CPR, Bleeding, Shock, Drowning, Hypo and Hyperthermia, Broken Bones and other minor injuries.

Recruitment of Volunteers

Harlington Upper School will require a copy of all relevant outdoor qualifications. It is the school's policy to undertake a Disclosure and Barring Service (DBS) check on all volunteers, and volunteers will be required to provide two referees.

Notification of intention to run DofE Expeditions or Training

All DofE Expeditions must be notified to the DLC by submitting an approval form in EVOLVE. This must be approved by the EVC and nominated Head of Centre prior to departure

In addition any DofE training that takes place away from the usual meeting place must be notified using the same system.

Notifications must be sent in a minimum of 6 weeks prior to the activity taking place. Where an expedition is taking place in a Wild Country Area (as defined by the Duke of Edinburgh's Award) then the notification must be received at least 8 weeks before. In addition the appropriate Green form must be completed and sent to the Assessor Network with a copy being sent to the DofE Manager for the DLC.

Training will be available on request for any volunteers and staff on this process.

Expeditions will be approved by the designated centre Head and EVC 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 DLC's Technical Expert Richard Golding

Participant Places

It is a requirement of the Licenced Organisation that all young people on an expedition have purchased a participation place, this ensures that young people are registered with the Licenced Organisation and are covered by the Licenced Organisation's insurance.

The Delivery of Expeditions and Training

DofE Leaders delivering Expeditions and Training must follow the appropriate policies of the Licenced Organisation and the guidance as laid down in the Duke of Edinburgh's Award Handbook, Programme planners and Expedition Guide.

Assessors

Harlington Upper School ensures that expeditions are assessed only by those who have competency in assessing and competency in the mode of travel.

All those wishing to assess an expedition for Harlington Upper School must be accredited assessors with the Duke of Edinburgh's Award and registered with Harlington Upper School. An enhanced CRB check is required for all assessors. Technical competence to assess at Gold will be determined by the same criteria as for supervisors, or in individual cases by the Technical Expert.