

Expedition Approval Policy for DofE Expeditions on Foot

Leaders Qualifications

Bedford Modern School believes that the best way of proving the competence of leaders is by them undertaking National Governing Body Qualifications that have an assessment element such as Basic Expedition Leader (BEL), Countryside Leader Award (CLA), Hill and Moorland Leader (HML) and Mountain Leader (ML) etc.

A system of internal assessment for D of E leaders without NGB awards is in place within the DLC. This internal assessment does not replace NGB qualifications and will be monitored on a regular basis by the DLC Manager – Sarah Sanctuary. The DLC gives full encouragement/support for staff to attend NGB awards. Non-qualified leaders are the exception rather than the rule.

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	Internal Verification	First Aid required
Level 1	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 man-made boundaries such as classified roads.	Basic Expedition Leader (BEL) Countryside Leader Award (CLA) Lowland Leader Award (LLA)	Experience of Bronze Expeditions along with Local knowledge of the area and with the ability to read OS maps competently. New staff are mentored for 2 expeditions by experienced staff / Technical advisor and have demonstrated they are competent navigators. This is signed off by the DLC Manager or Technical Expert – Alex Smith	8 hour first aid course
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.)	Hill and Moorland Leader (HML)	Experience of D of E expeditions in this area and terrain. Show and maintain safe practice during expeditions and have good navigational skills New staff are mentored for 2 expeditions. They will have received formal instruction or can demonstrate	16 hour first aid course

	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)		knowledge of mountain conditions and are able to navigate in inclement weather. This is signed off by the DLC Manager or Technical Expert	
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)	<p>Experience of D of E expeditions in this area and terrain – log book evidence to demonstrate knowledge of the area. Show and maintain safe practice of the following during expeditions</p> <ul style="list-style-type: none"> • Group management • Navigation • Access and the environment • Hazards (including steep ground and rivers) and emergency procedures • Equipment • Expedition skills • Weather • Background knowledge <p>This is signed off by the DLC Manager or Technical Expert</p>	16 hour first aid course

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 Outdoor Education Coordinator / Technical Expert (Alex Smith) and the School EVC (Matt Price). Leaders should be aware that in some parts of the UK winter conditions can be experienced in most months of the year.

A Group Leader wishing to conduct the expedition in a new area should either conduct a recce, have documented evidence of prior experience in the area (walking log book entries) or this experience is sourced externally from a AAP.

A good example would be running a Gold expedition in the Cairngorms – a recce would be required prior to taking a group in to this area in order that the technical aspects of the

region could be correctly assessed and control measures put in place that reduce the risk to "As Low as Reasonably Practical".

Internal Assessment

Bedford Modern School offers the opportunity for leaders to be internally assessed for technical competency by a Technical Expert.

This internal assessment is carried out by Alex Smith who is qualified to Joint Service Mountain Leader (Summer) level, and will need to be repeated every 3 years.

Expedition Roles

The Expedition Supervisor is the person who has the legal responsibility for the expedition team or teams. They will have been assessed as competent and will take responsibility for the teams in the field.

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

An Expedition Assessor has completed the EAAS/Expedition Skills Module (ESM) course, and a supported assessment. They are approved by Bedford Modern 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.

Bedford Modern School recognises that NGB qualifications are aimed at those working directly with people in the outdoors; they do not cover remotely supervising expedition teams. For this reason Bedford Modern School ensures that all staff acting as an Expedition Supervisor will have undertaken the Expedition Supervisors course and have gained the required experience prior to leading a trip.

Remote supervision is a process that has to begin with supervisors gradually withdrawing their support from the teams during the training sessions and practice expeditions until the Supervisor is confident that the teams 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 Supervisor 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 will 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 Supervisor 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:

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

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.

Number of Participants per Expedition Group

D of E states that no group can be larger than 7 and no less than 4. BMS groups will be no less than 5 for Silver and Gold groups so that if for any reason a participant comes off an expedition, the integrity of the group will not be jeopardised.

Assessing Ratios

An assessor may assess up to 4 teams. Assessors should have had no role in training or supervising the participants, and at Gold they should be independent of the group.

First Aid

All Expedition Supervisors 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 (New Staff)

Bedford Modern School will require a copy of all relevant outdoor qualifications. It is the LO's policy to undertake a Disclosure and Barring Service (DBS) check on all volunteers, and volunteers will be required to provide two referees. However, as the DLC is a school all staff associated with staff have the DBS check automatically.

Notification of intention to run DofE Expeditions or Training

The DLC is also a Centre and so all DofE Expedition forms are automatically produced and approved by the School's EVC. All forms (red and green) are sent to the relevant D of E network area. In addition any DofE training that takes place away from the usual meeting place is 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 D of E Manager at Bedford Modern School 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 - Alex Smith.

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.

If numbers exceed the suitability for internal expedition training, The Licenced Organisation will use an outside AAP. This is currently Chase Training Solutions.

Assessors

Bedford Modern 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 Bedford Modern School must be accredited assessors with the Duke of Edinburgh's Award and registered with Bedford Modern School. An enhanced DBS 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. Currently Bedford Modern School employs external Accredited D of E Assessors.

Selection for Participation

The Award Leaders for Bronze, Silver and Gold have the right not to take any student on expedition if they have not made significant progress in the other sections. This will be made clear in letters to parents.

Review

This policy will be reviewed every year by the DLC Manager, EVC and Technical Expert to ensure it is current.

**Sarah Sanctuary
DofE Manager
Matt Price
EVC
Alex Smith
Technical Expert**

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