



## ESCC DofE Expedition Regulations

### **Covid19 Measures:**

DofE have suggested some [adaptations](#) that schools can implement in order for participants to complete their DofE award during the ongoing pandemic. DofE also have introduced an [FAQ page](#).

It is important to consider the following for expeditions at this time:

- No overnight camping – participants must return to their home.
- Activities such as cooking and campcraft should enable social distancing.
- Participants should carry their own food, PPE, hand sanitiser, map and compass to avoid sharing.
- Participants do not need to carry a tent but an emergency shelter.
- If parents are collecting students avoid lift sharing, plan for late pick up and drop offs.
- If staff are transporting students follow the establishments policy, [Covid risk management template](#) – face coverings should be worn.
- Out of season expeditions, please refer to the subheading below.

### **Delivery:**

ESCC Maintained Schools are required to submit all expeditions including practice and assessed via the Exeant system 4 weeks in advance to be approved.

Academies with an SLA should submit all expeditions including practice and assessed via the Exeant system for advice and guidance 4 weeks in advance.

### **Expedition applications:**

- The DofE section of the Exeant form must be completed.
- The visit leader has to be from the establishment. The expedition leader may be an external provider. Indicate their status under the other staff section.
- Indicate the leadership qualifications held by staff, including first aid.
- Under the 'Other Staff' section please insert the assessors name and EAAS number.
- Upload the letter to parents, risk assessment, route card /map, copy of green form (for wild country), and provider statement if an external provider/AAP is being used.
- The EVC and Head Teacher must approve the expedition.

### **Expedition Staff: Roles, Responsibilities and Qualifications:**

|                        |                                 |   |
|------------------------|---------------------------------|---|
| <b>Qualified Staff</b> | Expedition Leader/ Visit Leader | <ul style="list-style-type: none"> <li>• Hold a relevant qualification for the terrain including first aid.</li> <li>• Responsible for planning and managing the expedition.</li> <li>• Deploy the additional adults appropriately according to their qualification and abilities.</li> <li>• Familiar with the area in which the expedition is taking place and competent to look after themselves in that environment.</li> </ul> |
|                        | Assistant Expedition Leader     | <ul style="list-style-type: none"> <li>• Hold a relevant qualification for the terrain including first aid.</li> <li>• Competent for the role</li> <li>• Familiar with the area where the expedition is taking place and competent to look after themselves in that environment.</li> </ul>   |

|                          |                          |   |
|--------------------------|--------------------------|---|
| <b>Supporting Adults</b> | Additional Support Staff | <ul style="list-style-type: none"> <li>Operate under the supervision of the Expedition leader / assistant leader at all times.</li> <li>Cannot supervise the use of camping stoves unless they have been suitably trained and are overseen by an appropriately qualified person e.g. expedition leader.</li> <li>Have appropriate experience e.g. completed NGB training, <a href="#">DofE DES Course</a> or be an experienced walker with navigation skills, able to look after their own safety and able to retrieve the situation in an emergency.</li> <li>Consider their knowledge of group, area, experience of working with young people.</li> </ul> |
|                          | Adult Helper             | <ul style="list-style-type: none"> <li>Works under the direction of the expedition leader to carry out limited tasks e.g. support with: Welfare/behaviour/pastoral care<br/>Logistics/transport/backup<br/>Non-remote checkpoints</li> <li>Assessed by the expedition leader and the organisation (EVC/Head) as competent to support the activity.</li> <li>Have appropriate safeguarding checks</li> <li>Consider prior knowledge of the group and area.</li> </ul>  |

#### Leader Qualifications and the Terrain:

| Terrain Type   | Qualification (one required + first aid)  |
|--|---|
| <p><b>Terrain 1</b><br/>Low laying rural countryside, farmland, valleys, woodland and small areas of forest. Low laying glens and valleys from which reliable access to communication or external assistance is feasible without undue delay and without reliance on any portable communication device.</p> <p>Walking should be mainly on footpaths through gentle to moderate rolling terrain with clearly identifiable features and landmarks. Areas enclosed by well-defined geographical or man-made boundaries such as classified roads.</p> | <ul style="list-style-type: none"> <li>Lowland Leader Inc camping module</li> <li>Lowland Expedition Leader</li> <li>Basic Expedition Leader</li> <li>Countryside Leader Award</li> <li>Higher or equivalent qualification</li> </ul> <p style="text-align: center;">+ min 16hr First aid with outdoor element.</p> |
| <p><b>Terrain 2</b><br/>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.</p> <p>Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road. Areas where steep or rocky terrain is not required in planned or unplanned situations.</p>  | <ul style="list-style-type: none"> <li>Hill and Mooreland Leader Award Inc. camping module</li> <li>Walking group leader</li> <li>Higher or equivalent qualification</li> </ul> <p style="text-align: center;">+ min 16hr First aid with outdoor element</p>  |
| <p><b>Terrain 3</b><br/>Any terrain where there are no clear boundaries and are classified as mountainous or where steep rocky terrain may be encountered.</p>   | <ul style="list-style-type: none"> <li>Mountain Leader (summer)</li> <li>Higher or equivalent qualification</li> </ul> <p style="text-align: center;">+ min 16hr First aid with outdoor element</p>   |

**Ratios:**

There will be a clear, single, Expedition Leader. On every expedition there should be a minimum of two adults. If there are female and male participants, it is advisable that the makeup of staff reflects this.

When determining support staff, consideration should be given to the role and responsibilities that they will have, the terrain in which the groups will be operating, how close the teams will be operating and the needs/experience of the group. Careful consideration should be given to the emergency plan should a member of staff be incapacitated or need to take a participant to hospital.

**1 qualified + 1 support staff = per 2 teams**

This is the minimum framework in which expeditions should take place. Expedition leaders should ensure that sufficient numbers of competent staff are deployed to ensure effective supervision is in place at all times.

**First Aid Certificates:**

The qualified leader should hold a valid 16hr first aid certificate, with an outdoor element recommended.

**The Assessor(s):**

Under the new DofE conditions it is now acceptable for the DofE Supervisor to also be the assessor for Bronze Expeditions. However, this should be carefully considered as this should not hinder the ability to supervise the groups effectively.

For all other award levels the supervisor cannot be the assessor and, therefore, is not included as part of the supervision ratio as there is no requirement for them to remain in the expedition area. Please remember to identify the assessor(s) and EAAS number in Exeant's 'Other staff' section. You will also need to make it clear when the supervisor is also the assessor.

ESCC has introduced the **Expedition Assessor Competency Form** which sets out criteria for assessors who do not hold a relevant walking expedition qualification. This is to ensure they have the skills and knowledge to operate safely within the bronze and silver terrain. For all expeditions that use a different means of travel then the assessor must hold a relevant qualification. For all walking gold expeditions an appropriate expedition qualification must be held.

**Approved Activity Provider:**

If an AAP is used for any part of the expedition, they are required to;

- Meet the requirements set out in these regulations
- Hold a LOTC Quality Badge/ Provider Statement Form and an AALA Licence
- Have £10 million public liability insurance

Schools must remember that they retain overall responsibility for their students on expedition at all times. It is expected that staff from the organisation are in attendance on the expedition in order to support with the pastoral care and welfare of the students.

**Awareness of Risks and Health and Safety Issues (e.g. rail safety/ water safety/ Countryside Code):**

Please ensure teams are familiar with and have knowledge of these issues and relevant documents.

**Outside Expedition Season:** The normal DofE expedition season is from the end of March to the end October. In exceptional circumstances expeditions can take place outside these months if the following points are addressed and included in an additional risk assessment.

- Alternative indoor accommodation is available near the campsite,
- Reduced daylight hours, impact on the length of route, start and finish times, set up/cooking and take down in the dark.
- Equipment suitable for the weather and terrain conditions
- Additional training for the groups.
- Leaders and supervisors have knowledge of the area and know and have planned alternative routes.

- Leaders and supervisors are adequately experienced and skilled to navigate in the dark and bad weather.
- Leaders are aware that they run the risk of the expedition being cancelled at the last minute if snow is forecast for the area of the expedition, or amber / red weather warnings are in place.
- Exceptionally careful consideration should be given where the temperature is forecasted to be below 0 degrees centigrade or there may be ice on the ground.
- No out of season expeditions to wild country will be approved unless the leader is appropriately qualified, and all participants are suitably trained and equipped.

#### **No Practice Expedition (Bronze):**

You no longer have to complete a practice expedition at the Bronze level. However, the leader will need to evidence that sufficient training has taken place so that the group can demonstrate sound navigation abilities, knowledge of first aid and what to do in an emergency. The leader will be able to demonstrate that the group are competent to be able to operate under remote supervision. The training should be compliant with the DofE training framework; it is important that the group is trained and can demonstrate camp craft, even if indoor accommodation is being used. You should consider the groups fitness levels and it is strongly advised that a full day walking with packs is completed as part of the training.

#### **Indoor Accommodation (Bronze):**

As above we have always advised that indoor accommodation is planned as an alternative for out of season expeditions and it is also a reasonable adjustment for SEND. However, you can now plan to solely use indoor accommodation for Bronze expeditions. If this is the case, please ensure you check the suitability of the venue considering sleeping arrangements and emergency exits. You must complete a risk assessment for the venue. Please make it clear on Exeant that indoor accommodation is being used. You should ensure the group is still trained and can demonstrate camp craft. Participants are still required to go outside to cook their food - they cannot use any indoor cooking facilities.

#### **AALA Licence:**

ESCC DofE does not hold an AALA Licence. Walking, pony trekking, mountain biking in remote open country. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time, using the standard Naismith's Rule, to walk back to an accessible road or refuge would be in scope of an AALA licence. Schools providing activities to their own pupils would be exempt, but not if they are provided for pupils on another establishments roll. An AAP would be required to hold an AALA licence if the activity falls within scope. Please refer to the AALA Licensing section of the National Guidance

**Late Back Procedure:** The Visit Leader/Expedition Leader will ensure a late back procedure is in place and this is communicated to the supporting adults, emergency home contacts and participants.

**Taking Own Children on Expeditions:** An expedition leader (qualified or competent adult) has responsibilities to the whole group; taking their own child/children on an expedition is not considered best practice and, therefore, not recommended, but where it is unavoidable and the leader is in sole charge of their own child/children, the Supervisor/leader must follow this procedure:

1. Check the additional child/children are covered by the Centre's insurance.
2. Ensure the ratios are not exceeded by the additional child/children.
3. Ensure the risk assessment covers what would happen if there was an incident involving either the group or the child/children that demonstrates how the leader's ability to manage the situation would not be jeopardised.

**Evaluations on Exeant:** Post expedition evaluations are an intrinsic part of the exhibition programme and should always be carried out. This should confirm the final numbers, record participants who did not complete the expedition and include information that will help with planning future DofE expeditions.

**Follow the Outdoor Education Advisers' Panel guidance, DofE Expedition Guide 13th Edition and the DofE Handbook.**

# DofE Expedition Assessors Technical Competence Confirmation

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This form can only be used for Bronze and Silver walking expeditions, where the assessor does not have a qualification. If the expedition uses alternative mode(s) of transport or is taking place in Gold terrain, the assessor is expected to have a qualification to evidence competency.

Name:

## Expedition Experience

| Date | Area/ terrain | Independent/ Group |
|------|---------------|--------------------|
|      |               |                    |
|      |               |                    |
|      |               |                    |
|      |               |                    |

## Check list of Competencies

Navigation and route planning (bronze/silver terrain)  
 Campcraft, equipment and hygiene  
 First aid & emergency procedures  
 Awareness of risk and Health and Safety Issues  
 Food and cooking  
 Countryside code

| Completed | Checked By |
|-----------|------------|
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|           |            |
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I confirm, that the above named person has acquired all the relevant competencies and experience within the past two years to ensure that they are able to operate safely whilst assessing an expedition in (Bronze/Silver)\* terrain.

Expedition Supervisors Name: -----

Expedition Supervisors Qualification -----

Signature

Date

\*delete as appropriate