



DofE AAP Expedition Information Pack

DofE Centre: Entrust

DofE group: The Hart School Bronze group

DofE level: Bronze

1. Introduction:

As an Approved Activity Provider Entrust will be running the following DofE walking Expedition training:

Expedition Training:

Date: 21/04/18 Saturday – 22/04/18 Sunday

Location: Standon Bowers OEC, Weston Lane, Standon. ST21 6RD

Time: 9:30-19:00 Sat 8:00 – 16:00 Sun

Agenda: Navigation training, route planning, menu planning, kit list, expedition training, expedition aim

Kit for the residential weekend:

Please arrive in walking attire ready to start the walk. For the day walk you will need:

- Walking boots
- Walking socks
- Clothing suitable for the outdoors (no jeans or denim)
- T shirt (base layer)
- Warm jumper or fleece (mid layer)
- Windproof jacket (top layer)
- Waterproof jacket and trousers
- Warm hat and gloves
- Notebook and pencil
- Small day rucksack including:
 - Spare jumper
 - Packed lunch
 - Water
 - Drinks
 - Snacks
 - Small personal first aid kit (plasters, antiseptic wipes, blister pads)
 - Any personal medication (inhaler, epi-pen etc.)

You will also need to bring:

- Food suitable for cooking on a portable stove e.g. pasta and sauce for the evening meal
- Overnight bag
- Sleeping bag
- Roll mat
- Sleeping attire
- Change of clothes
- Underwear
- Trainers (for indoor use)
- Wash kit and towel, toothbrush and toothpaste
- Torch

Saturday Programme:

On arrival at the centre there will be a short amount of time to check-in and get settled into the centre. We will then split into teams, each team will be accompanied by an Entrust leader, and undertake a 10km walk. During the walk you will: -

- Practice map and navigation skills – practice, practice and more practice.



DofE AAP Expedition Information Pack

- Discuss and understand the Countryside and highway code
- Discuss how to observe and record evidence to support your aim
- Practice first aid skills and how to cope in an emergency
- Identify and overcome possible hazards and risks faced on an expedition

Objectives for the day

- Be confident in reading maps, understanding the symbols, grid references and direction
- Be able to find your way using the map
- Understand how to set the map and walk in the right direction
- Be able to understand distance, height and time
- Know the countryside code and how to be a good citizen in the countryside
- Be safe when walking on country roads
- Understand what to do in the event of an emergency, where and how to get help
- Be familiar with what injuries could occur on an expedition and how to treat them
- Be aware of possible risks on an expedition and how to manage them

Saturday evening/Sunday morning

The walk will finish at **2pm** where you will be staying overnight in tents. You will be given tuition in campcraft, cooking and hygiene and will cook your evening meal and erect your tent for the night. The route planning workshop will begin with planning the practice route.

Sunday programme

Following breakfast, the second part of the training will take place. This will be in the form of a series of workshops, the first of which will be continuing planning your practice and qualifying routes and producing route cards for each day, this will last for approximately four hours. Following this will be workshops lasting around one hour and these will include: -

- Route planning and producing route cards (4hrs)
- Equipment and rucksack packing (1hr)
- Expedition food and menu planning (1hr)
- Expedition first aid (1hr)

You will be in your expedition teams and the training will be led by your Entrust leader. You will need to prepare your own lunch.

Objectives for the day

- Plan the practice and qualifying routes and prepare the route cards for all the day's out
- Ensure understanding of what the expedition is all about and what skills are required
- Practical training in what to take on an expedition and packing lightweight kit and food
- Practical training in camping skills – tents, cooking and food

Equipment

You will need the following items of kit for the workshops

- **Warm clothing and coat** – we will be spending some time outdoors
- **Notepad and pencils** – for taking notes



DofE AAP Expedition Information Pack

- **Walking boots** – for use during the equipment session and the navigation session.
- **Waterproof jacket and trousers** – for use during the equipment session
- **Sleeping bag** – for use during the equipment session

Practice Expedition:

Start Saturday for the correct duration

Start/Finish Location: Cannock Chase

Day One: 09:00 19th May Cannock Chase

Day Two: 16:00 20th May Cannock Chase

Groups will participate in a walking expedition. The Groups will camp off site at a location TBC, the exact camp site will be decided during the route planning on the Training Day.

Qualifying Expedition:

Start Saturday for the correct duration

Start/Finish Location: Peak District the exact location will be decided during the route planning carried out on the Training Day.

Day One: 09:00 30th June Peak District

Day Two: 16:00 01st July Peak District

Groups will participate in a walking expedition. The Groups will camp off-site at a location TBC; the exact camp site will be decided during the route planning on the Training Day.

2. Staffing:

Accompanying staff members: 1 Entrust Qualified Instructor per 14 students.

1 Hart School staff members per 10 students.

3. Kit list

Please see the advised DofE Kit List accompanying this Information Pack. If you have any queries, please speak to John Butcher.

Entrust will provide:

- Tent allocated to a group, you will be expected to share with other members of your group of the same gender and age group.
- Cooking Stove
- Map and compass

You will need to provide:

- Rucksack (approx. 65ltrs)
- Sleeping bag
- Walking boots (preferably broken-in)
- Personal equipment such as walking boots and waterproofs - please see advised DofE Kit List attached to this document. Please do not feel you have to buy



DofE AAP Expedition Information Pack

everything on the DofE recommended Kit List - the Instructors will discuss equipment on the Training Day in more detail.

- Your food for the Expedition – you will be given advice on the Training Day on what to buy and bring with you
- Personal First Aid Kit
- Any personal Medication
- Clothing, wash kit, pillow (if you wish), towel etc. Please see DofE Kit List for recommended personal kit.

4. The Expedition:

What to expect when you meet your Leader:

Practice:

- The Leader will check your consent forms information is correct and inform the Emergency Home Contact of any issues or changes.
- Your Leader will give your group a navigation refresher and you will be set tasks to assess if we think group is ready for remote supervision.
- The Leader will supervise the cooking of food on the practice expedition only. Liquid fuel must be stored in a safety bottle with a cut off valve and refuelling must take place away from the cooking area.
- The Leader will carry out a physical kit and food check

Practice and Qualifying:

- Go through emergency procedures both verbally and using the emergency procedure card which will be issued to all participants.
- Talk about emergency procedure (when the group should call the Supervisor, when they should call 999 etc.)
- Talk about what constitutes an emergency, when they should call you, when they should call 999
- Give the group an Emergency Card with the Leaders contact number and ensure this is on the Route Card.
- Refresh on Mobile Phone policy. Phones in a sealed bag signed by the Leader.
- Talk about Country Code and expected standard of behaviour
- Talk about the groups route for the next day and if necessary make changes

Entrust will complete the Green and Red Expedition form as required.

5. Remote Supervision:

Leader will camp with the group for the first night of the practice expedition depending on the group's competences and behaviour.

The group will camp independently on the qualifying expedition as this is one of the 20 DofE Conditions.

The Leader will plan the remote supervision of the group depending on the inter-relating factors including the group's competences and attitude, navigational difficulties of the route variety of hazards on the group's route.

Extra supervision may be given in:

- Areas where there is as increased risk of serious accident (e.g. cliffs, road and river crossings)
- Areas of difficult navigation (especially where an error could lead the group seriously off route)
- Remote areas, to enable a timely response should your assistance be required



DofE AAP Expedition Information Pack

The Leader will check that all groups are checked into the campsite at the end of the day on both the Practice and Qualifying.

A certain level of behaviour is expected from the group at all times, if they at any time break this expected level of behaviour or put themselves or others at risk the expedition will be stopped and the young people will be sent home at their own expense. All parents/guardians will be contacted.

Expected standard of behaviour:

No group member consumes alcoholic beverage and/or illegal substances whilst on the expedition.

No party member smokes on coaches, in any accommodation, near tent or camp area, or in any smoke free places or behaves in any other way which may cause a fire hazard.

All party members wear the fitted seat belts provided for all journeys by transport provided.

No party member breaks a UK or local law.

No group member will deliberately damage or mis-use Entrust equipment or other participant's equipment.

Group members will respect the boundaries of other participant's personal space, male/female boundaries i.e. tent gender specific, no mixing genders.

No Bullying, abuse either verbal or physical against other participants or staff.

6. What to do in the case of an Emergency:

Follow all emergency procedures as appropriate in terms of the actual incident. Ensure that the remaining group are safe, able to continue or unable to carry on etc.

Refer to your DofE Safety Card for guidance your Instructor will give you this during the Training

7. Weather Policy:

In the Event of Adverse Weather conditions that affect the safety of the young people or staff will be taken serious and the young people will be evacuated from the expedition sites in line with Entrusts policies and procedures. Leaders will keep management informed of potential weather issues and forecasts.

8. Safeguarding Policy:

Entrust has a full Safeguarding Policy that all staff, volunteer and participants are expected to adhere to. Staff will have the following:

- Good working knowledge of safeguarding procedures and understand how these apply to the behaviour of young people.
- Staff should ensure they do not put themselves 'at risk' when using safety equipment.
- Staff should be aware of physical contact with young people especially when demonstrating a skill.
- If a disclosure is made of a potential safeguarding incident whilst on an expedition this must be notified immediately to the Safeguarding Officer. A record of all relevant details of the incident must be kept including details of any witnesses and the relevant forms completed.
- All DofE staff and OEC Staff will have undergone a full enhanced DBS check



DofE AAP Expedition Information Pack

9. Insurance Policy:

Entrust Insurance

Travel Insurance in relation to the Event shall be the sole responsibility of the Delegate.

All bona fide visits by Entrust are covered by Entrust's public liability insurance, as are all on and off site activities. A summary of the benefits includes up to £100,000 for personal injury (injuries that have permanent consequences, such as disablement); £5M for any personal liability on the part of a participant.

DofE Insurance

The DofE provides limited personal accident insurance which covers payment of a certain benefit(s) in the event of a participant or adult helper sustaining accidental bodily injury whilst taking part in an approved DofE activity. As a condition of their Operating License, each Operating Authority must also arrange Public Liability Insurance, which will cover any claims against them for injury or damage caused to, or by, young people and adults doing a DofE programme.

However, please note that the insurance does not provide cover for any personal belongings or equipment damaged or lost whilst doing a DofE activity. It will also not cover your child for any injury or damage caused to them whilst undertaking an activity arranged by you with an external organisation, you will need to check what cover is provided by the activity provider.

For more information regarding insurance, please visit www.DofE.org/go/insurance

Please see the full Entrust Terms and Conditions dispatched with this document for further details of your entitlements and cover.

10. The 20 conditions of the Expedition section:

This is a handy summary for everyone about to do their DofE qualifying expedition. Please talk to your DofE Leader or Expedition Supervisor if you have any questions or need further advice.

Enjoy your expedition!

- 1: Your expedition must be by your own physical effort, without any motorised or outside assistance.
- 2: Your expedition must be unaccompanied and self-sufficient.
- 3: Your expeditions must be supervised by an adult who is able to accept responsibility for the safety of you and your team.
- 4: Your expedition must have an aim.



DofE AAP Expedition Information Pack

- 5: You must be properly equipped for your expedition.
- 6: You must have completed the required training and practice expeditions.
- 7: At least one practice expedition must be undertaken at each level of the programme, in the same mode of travel in a similar environment to the qualifying expedition.
- 8: You and your team must plan and organize your expedition.
- 9: You must be assessed by an approved accredited Assessor to the DofE.
- 10: There must be between four and seven people in your team (eight people may be in a team for modes of travel which are tandem).
- 11: You must be within the qualifying age of the DofE programme level.
- 12: Participants must be at the same level of assessment.
- 13: Your team must not include anyone who has completed the same or higher level DofE expedition.
- 14: Your overnight accommodation should be camping.
- 15: Your expedition must be the minimum number of days required for your DofE level.
- 16: Your expedition should normally take place between the end of March and the end of October.
- 17: Your expedition should be in the recommended environment for your DofE level.
- 18: You must do the minimum hours of planned daily activity for your DofE level.
- 19: You should cook and eat a substantial meal each day.
- 20: You must create and deliver a presentation after your expedition to complete the section.

Don't forget that all your team must meet these conditions!

If you or one of your team has individual needs that mean one or more of the above conditions cannot be met, then you can apply for a variation to these conditions to enable you or them to participate in their DofE expedition. Your DofE Leader/Supervisor will help advise you if this is the case



DofE AAP Expedition Information Pack

