



Joseph Leckie  
Academy

## Duke of Edinburgh Award

**Expedition Policy for DofE Expeditions on Foot,  
policy to be read in conjunction with The Joseph  
Leckie Academy Off-Site Activities' Policy**



Approved by Governors  
05/07/2018

## Expedition Approval Policy for DofE Expeditions on Foot

### Leaders Qualifications

Joseph Leckie Academy believes that the best way of proving the competence of leaders at BRONZE level is by them having suitable experience in the field, having undertaken a number of expeditions/excursions previously, these leaders should have a DofE Expedition Supervisors' Qualification. The expeditions should be local or well-known areas to the expedition supervisor/leader. At SILVER or GOLD level we believe that the best way of proving competence is by staff undertaking National Governing Body (NGB) qualifications that have an assessment element such as Basic Expedition Leader (BEL), Lowland Leader Award (LLA), Countryside Leader Award (CLA), Walking Group Leader (WGL), and Mountain Leader (ML).

Any leaders who have not undertaken a NGB qualification will be internally assessed against competency levels set out in the Academy's Educational Visits' Policy, these staff will only be permitted to assist with D of E expeditions at SILVER or GOLD level as supplementary volunteers and will not be permitted to supervise or lead groups whilst participating in D of E practice and full expeditions for SILVER and GOLD awards. The 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	Qualification minimum Required for Expedition Manager/Supervisor	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 manmade boundaries such as classified roads.	<p><b>Local Expeditions/Well-known areas</b> DofE Expedition Supervisor Qualification</p> <p><b>Further afield</b> Lowland Expedition Leader (LEL)</p> <p>Countryside Leader Award (CLA)</p> <p>Lowland Leader Award (LLA)</p>	<p>At Bronze Level local expeditions can be supervised by a leader who holds a DofE Expedition Supervisor Qualification who is deemed to have suitable experience and has evidence to prove this.</p> <p>If the expedition is not deemed 'local' a BEL or equivalent <b>MUST</b> be held.</p>	Emergency First Aid at work Qualification. Minimum 6 GLH.

Level 2	<p>Terrain that includes open, uncultivated, non mountainous, high or remote country known variously as upland, moor, bog, fell, hill or down.</p> <p>Areas enclosed by well-defined geographical or manmade boundaries such as classified roads. (Areas that merge with mountain regions and do not have well defined boundaries are excluded.)</p>	Hill and Moorland Leader (HML).	<p>NGB qualification Training course successfully attended</p> <p>Current and approved first aid certificate for all NGB leaders</p>	First Aid at work Qualification. Minimum 18 GLH
	<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>			
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>NGB qualification Training course successfully attended.</p> <p>Current and approved first aid certificate for all NGB leaders.</p>	First Aid at work Qualification. Minimum 18 GLH

### Scope of Qualifications

All of the above for operation in summer conditions only<sup>1</sup>.

### Internal Assessment

Joseph Leckie Academy offers the opportunity for volunteer supporting staff (as described above) to be internally assessed for technical competency by the DofE Manager.

This internal assessment will need to be repeated every two years. In addition evidence of recent experience either with Joseph Leckie Academy or personally will be required.

### Expedition Roles

The following roles are to be found on Expeditions run by Joseph Leckie Academy.

A D of E Manager is a strategic role, managing the licence, quality, staff, systems,

procedures and D of E information and changes, manages purchasing, growth, quality and completion and attends DofE Managers' meetings and undertakes the licence reviews. They will be delegated their role and will have been assessed at the correct level for the terrain, take responsibility for the staffing and teams in the field.

An Expedition Helper is someone who may support an Expedition Leader 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 (if required<sup>3</sup>) course, and a supported assessment. They are approved by Joseph Leckie Academy and are registered with the D of E as an assessor (if required<sup>3</sup>) They do not take responsibility for the health and safety of the participants in the field.

In line with guidance from the HSE<sup>2</sup>, all staff involved DofE expeditions will also receive suitable training in the safe handling and operation of stoves and Trangias used for camping expeditions.

### **Expedition Supervisors Course.**

The Supervisor role is for those directly overseeing the activity participants are undertaking for any of the sections (and for the expedition section, the supervisor is identified specifically as an Expedition Supervisor to highlight the level of knowledge and responsibility they have for the young people).

### **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 Leader may lead up to two Expedition teams with the support of one expedition helper providing they are within the same, self-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.

---

<sup>1</sup> Defined as BST

<sup>2</sup> HSE definition states - Councils, schools and voluntary groups that organise camping involving the use of highly flammable stove fuel must ensure they implement effective precautions to prevent the ignition of fuel or vapour

<sup>3</sup> Certain circumstances arise with Pilot schemes run by DofE to allow rule changes within the Assessment requirements of the Qualifying expedition.

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 Leader may supervise up to two teams with the support of other Expedition Helpers. (See information above) A team can be made up of a maximum of 8 students.

For example:

- 2 Bronze teams working in Terrain 1 on similar routes but different times must have a minimum of 1 DofE Expedition Supervisor. There should also be at least 1 helper/volunteer per team.

### **Assessing Ratios**

An assessor may assess up to 2 teams. Assessors should have had no previous role in training or supervising the participants. Assessors must have completed the appropriate training as detailed above. Assessors must be accredited to the DofE centre and there must be evidence to prove this. Any assessors who are 'bought in' (not a member of staff at Joseph Leckie Academy) must have the appropriate form EAAS12 filled in and be accredited on DofE to Joseph Leckie Academy DofE Centre. Any member of staff/helpers will be DBS cleared by the Academy.

### **First Aid**

All Expedition Leaders must have a valid first aid certificate of the appropriate duration at all times. 6 hour and 18 hour first aid qualifications must include a minimum CPR, Bleeding, Shock, Drowning, Hypo and Hyperthermia, Broken Bones and other minor injuries.

### **Notification of intention to run DofE Expeditions or Training**

All DofE Expeditions must be notified to Joseph Leckie Academy EVC with accompanying risk assessment and trip/visit forms completed and signed off.

All off site trips including D of E expeditions must be approved by the Joseph Leckie Academy EVC.

Notifications of visit will be given to the EVC a minimum of 3 weeks prior to the activity taking place. Training will be available on request for any volunteers and staff on this process. Offsite visit notification (form 5) and participant list (form 5a) will be sent to the LA a minimum of 5 days before the visit.

Expeditions will be approved by the designated 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 back to the D of E Manager.

## 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

D of E Leaders delivering Expeditions and Training must follow the guidance as laid down in the Duke of Edinburgh's Award Handbook, Programme Planners and Expedition Guide.

All D of E training undertaken (externally or via internal assessment) will be recorded and reviewed.

## Assessors

The Duston Education Trust 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 Joseph Leckie Academy must be accredited assessors with the Duke of Edinburgh's Award as previously mentioned.

<b>Key Manager</b>	Educational Visit's Co-ordinator
<b>Monitoring</b>	Principal/Governing Body
<b>Ratified</b>	July 2018
<b>Review Date</b>	October 2019 (unless a change in legislation dictates otherwise)
<b>Location of Policy</b>	Academy website
<b>Access to Policy</b>	Open
	This Policy applies to all staff and students of JLA and to those others offered access to such JLA resources.

