



# Information Pack

This pack contains comprehensive guidelines and procedures for The Duke of Edinburgh's Award Centre Co-ordinators and all Leaders within the Operating Authority of Perth and Kinross.



**T**he Duke of Edinburgh's Award at PKC has the second highest number of participants in Scotland and the highest completion rate in Scotland. In 2012, we had the largest number of Gold level achievers invited to Holyrood - ever. Tayside also has the second largest number of expeditions occurring in its area compared to others in Scotland. The Duke of Edinburgh's Award is also recognised as one of the main Youth Achievement Awards at PKC, as well as being highly valued by employers and universities alike.

In 2012/2013, PKC had 1,014 young people involved in DofE programmes, either based in groups operating out of local schools, youth organisations or in 'Open' groups within the localities of Perth and Kinross. In addition, over 300 volunteers within 25 different units supported the delivery of DofE programmes. Statistical comparisons reveal that since 2006 numbers of units, volunteers, volunteer hours, participants and awards achieved has grown steadily year on year.

We hope to continue this trend and aim to support the growing number of individuals who are involved in The Duke of Edinburgh's Award. For more information and support please contact the Perth & Kinross Council Duke of Edinburgh's Award Office:

The Duke of Edinburgh's Award  
Perth & Kinross Council Award Office  
@Scott Street  
68-86 Scott Street  
PERTH  
PH2 8JW

Tel 01738 474580 or 474583 (Direct Dial)  
Email [dofe@pkc.gov.uk](mailto:dofe@pkc.gov.uk)

Thank you.

### Perth & Kinross Council - The Duke of Edinburgh's Award Mission Statement

*"To ensure safe practice, a consistent approach, and effective communication, co-ordination and partnership working in the delivery of The Duke of Edinburgh's Award."*

The Duke of Edinburgh's Award aims to inspire guide and support young people in their self-development and recognise their individual achievements. This is facilitated through enjoyable, challenging and rewarding programmes of personal development which are of the highest quality and the widest reach. At Perth & Kinross Council we strive to maximise the quality of the experience and legacy of the DofE for individual participants, volunteers, staff and the local community.

-  [PKC DofE Website](#)
-  [PKC Statement of Intent](#)
-  [DofE Perth & Kinross Association Website](#)
-  [DofE Scotland](#)
-  [DofE Website](#)



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## 4 Information Pack Guidelines

**T**his pack is not designed to be read from cover to cover, but to be used as a reference as required - please use the contents to identify what sections are relevant to you. You may not need to use all sections or sub-sections of this pack.

This pack is designed to be a supportive (not replacement) document to all other sources of information regarding The Duke of Edinburgh's Award:

- *The Handbook for DofE Leaders - 7th Edition*
- *The Duke of Edinburgh's Award Expedition Guide - 14th Edition*
- *The Duke of Edinburgh's Award Website*

- *EVOLVE System Resources Page* ([www.pkc-exursions.org.uk](http://www.pkc-exursions.org.uk))
- *Contact with DofE Development and Clerical Workers at PKC Operating Authority*
- *Contact with DofE Manager at PKC Operating Authority*

Contact Information and links for the above and many other sources of information can be found in **Section 6: Appendix** 📍.

Please do not hesitate to contact the Perth & Kinross Council DofE Office if there is anything you cannot find in this pack or anything you require clarification on

Thank you.



**Organisation:****DofE Group**

A group of ideally 15-20 young people who are working on their DofE programmes together with one DofE Leader. In a large DofE centre they may be grouped by peer groups, ages or levels (ie Bronze, Silver, Gold). Groups may be split into teams for certain activities, ie volunteering or their expedition.

**DofE Centre**

The location where the DofE is run, for example, a school, youth centre, young offender institution. There may be one or more groups at a centre depending on the size of the centre/ number of participants. This may be different for a uniformed group like the Scouts or Cadets.

**Licensed Organisation (LO)**

The Licensed Organisation holds the licence to manage the delivery of DofE programmes and verify Awards.

**The DofE Charity**

Head Office and Regional/Country Offices deal with overall policy and central administration. A Board of Trustees governs the DofE Charity. It determines the criteria and maintains the integrity and quality of The Duke of Edinburgh's Award.

**Person:****DofE Leader**

The adult responsible for a DofE group. They lead, guide and encourage young people, agree their programme choices and sign off evidence and sections in eDofE (our online programme management system). They may have other adults (helpers) who assist them.

**DofE Co-ordinator**

This person sets up and manages the DofE in a centre. They support Leaders and oversee the groups.

**DofE Manager**

The person in an LO who is responsible for the day-to-day delivery of the DofE. A DofE centre's contact may be a local Co-ordinator or Administrator within the Licensed Organisation rather than the DofE Manager. There will often be other assistants and staff involved.

**Trustees and approximately 100 staff**

A Licensed Organisation will mainly have contact with the DofE Regional/Country Office or, in the case of National Operating Authorities, with Head Office.

Please note, these roles are not mutually exclusive. For example:

- in a small centre there may only be one group and therefore, as a Leader, you may also assume the Co-ordinator role;
- a school that holds its own licence will be both the LO and the DofE centre. In this case, the DofE Manager and Co-ordinator is likely to be the same person, with other DofE Leaders involved with groups.





# Section 1: Introduction to Duke of Edinburgh's Award

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**T**he Duke of Edinburgh's Award is a voluntary, non-competitive and flexible programme of cultural and adventurous activities for all young people aged between 14 and 25 years old, whatever their background or ability.

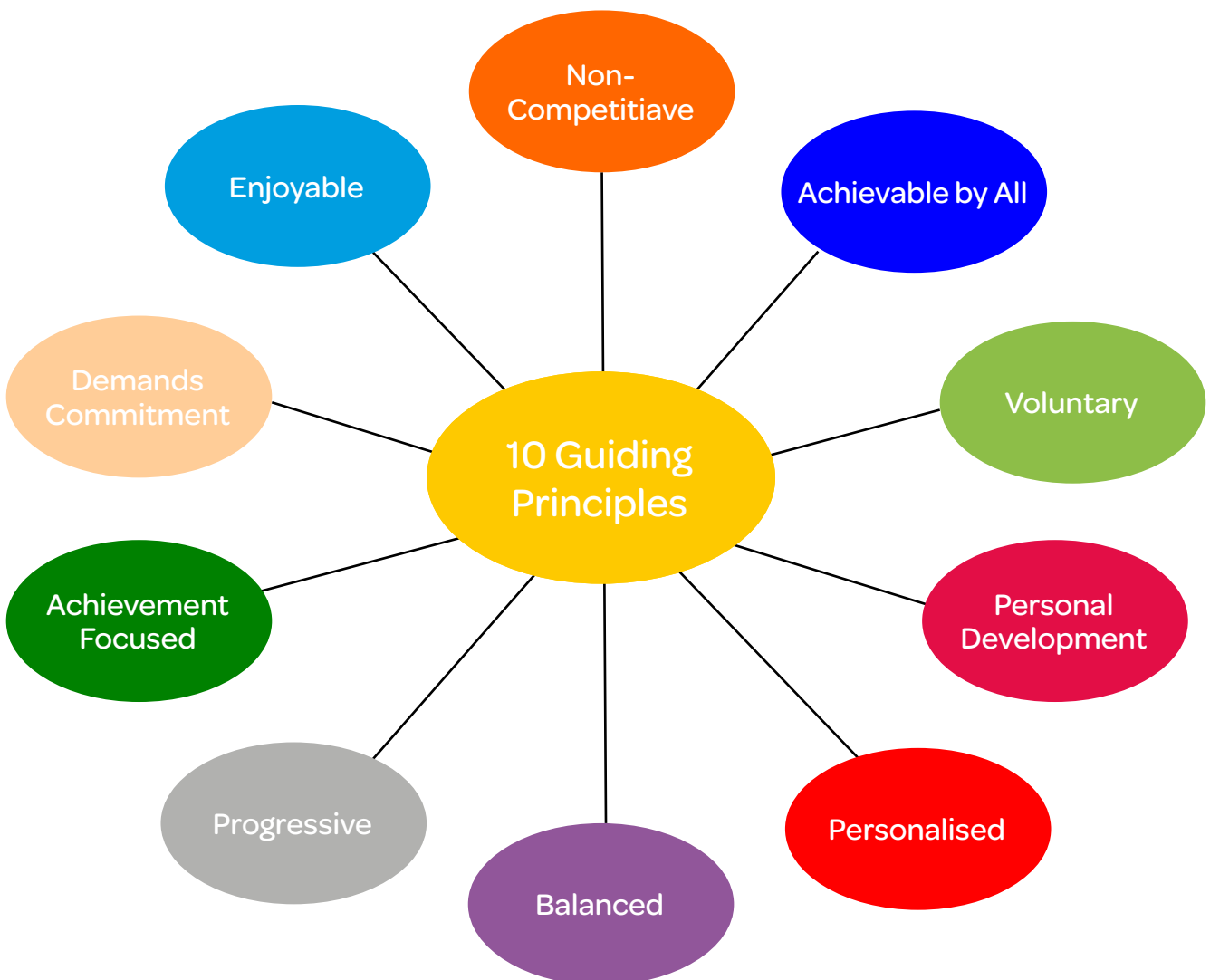
A DofE Award is a four section programme with three progressive levels: Bronze, Silver and Gold. The sections at all levels involve: Volunteering (undertaking services to individuals or the community), Skills (developing practical and social skills and personal interests), Physical (improving in an area of sport, dance or physical fitness), Expeditions (planning, training for and completion of an adventurous journey in the UK or abroad either by foot, cycle, horseback, or water) and a Residential (a project at Gold level only, which involves staying and working away from home doing a shared activity).

### Guiding Principles

At The Duke of Edinburgh's Award we strive to achieve our mission through personal development programmes and the assessment and presentation of Awards. All our programmes

#### 1.1

are driven by the following ten guiding principles, which are at the heart of everything we do. For details of these principles, see The Handbook for DofE Leaders (7th Edition, 2012) page 3 or the following link: [DofE Mission and Guiding Principles](#) 





## Impact of the Award: Benefits to the Participants and Community

In taking part, participants develop:

- self-belief;
- self-confidence;
- a sense of identity;
- independence - of thought and action;
- a sense of responsibility;
- an awareness of their potential;
- new talents and abilities;
- an understanding of strengths and weaknesses;
- the ability to plan and use time effectively;
- the ability to learn from and give to others in the community;
- new relationships;
- skills including problem-solving, presentation and communication;
- the ability to lead and work as part of a team.



## 1.2

## Community, Learning and Development (CLD)

Working and learning together to build stronger communities:

*Achievement through learning for adults.*

*Achievement through learning for young people.*

*Achievement through building community capacity.*

- CLD supports a culture of continuous learning and is a process which “works with communities to increase the skills, confidence, networks and resources they need to tackle problems and grasp opportunities” (CLD Standards Council for Scotland).
- PKC CLD Strategy - “our vision is of a confident and ambitious Perth and Kinross, to which everyone can contribute and in which all can share. We will create and sustain vibrant, safe, healthy and inclusive communities in which people are respected, nurtured and supported and where learning and enterprise are promoted”.
- DofE programmes complement the purpose of CLD by supporting achievement through learning for young people.
- DofE provides opportunities for young people to attain and reach their potential through personal development and challenge, volunteering, recognising and celebrating success.
- See the links below for more information on CLD within Scotland and PKC:

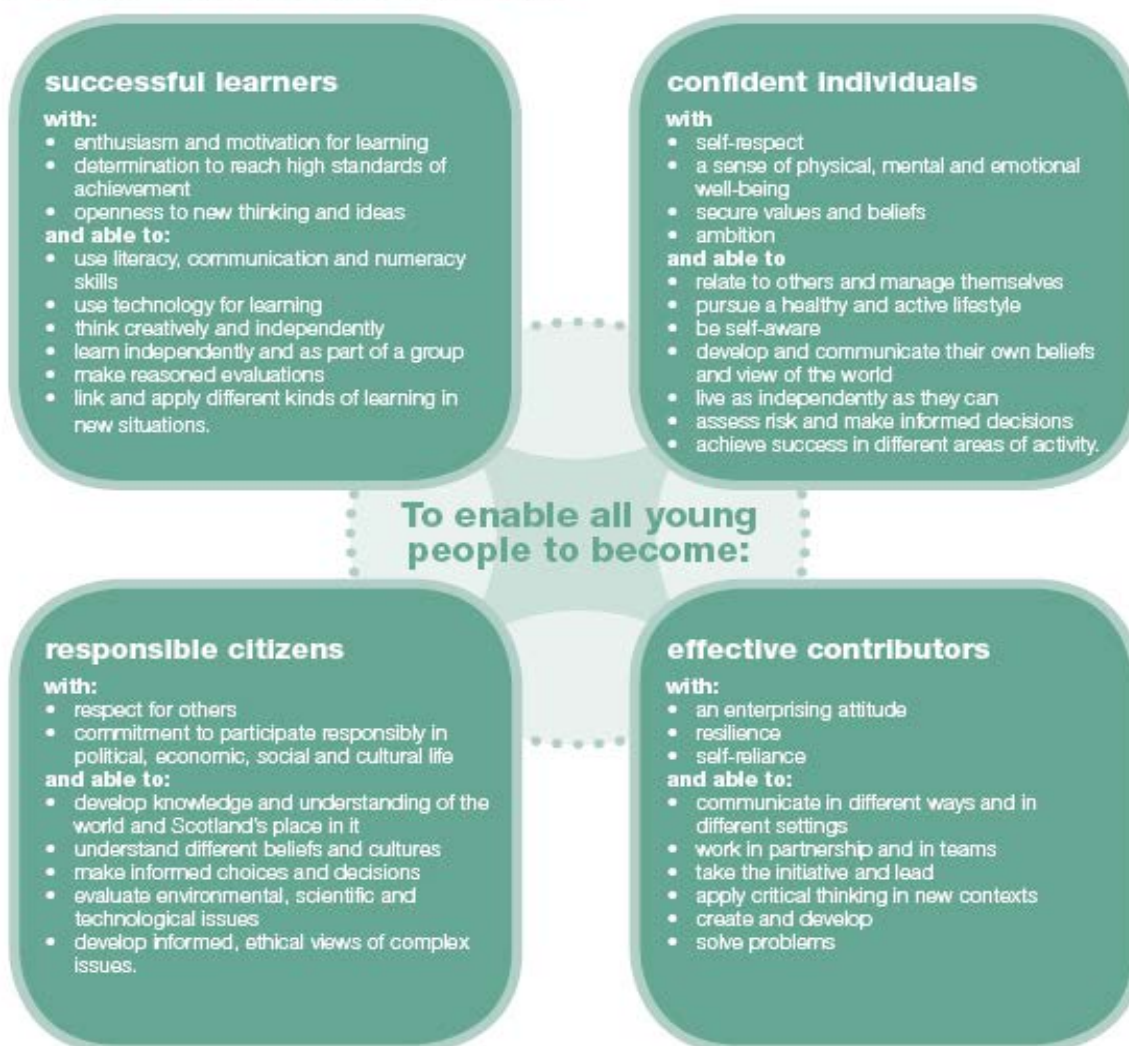
 [PKC CLD](#)

 [The Scottish Government - CLD](#)

### Curriculum for Excellence (CfE)

- CLD directly contributes to national initiatives for learning such as the CfE - helping to develop our young people into “successful learners, confident individuals, effective contributors and responsible citizens”.
- The range of experiences, challenges and achievements made available through the DofE supports these CfE principles.
- See the links below for information on how the DofE complements the delivery of CfE:
  - 🔗 [DofE and Curriculum for Excellence](#)
  - 🔗 [Curriculum for Excellence Through Outdoor Learning](#)
  - 🔗 [DofE - Health and Wellbeing](#)

### Purposes of the curriculum 3-18



### Impact - Positive Destinations for Participants

- In this climate of increasing competitiveness in the job market, a DofE Award is seen by employers and universities as a brand which reflects the 'soft skills' like adaptability, commitment, resilience and teamwork which are so desirable.

### Impact - Positive Outcomes for Community

- The positive effect of the DofE is not only felt directly by the participants and volunteers.
- The wide ranging benefits to participants have a direct effect on the local community, through volunteering and through developing individuals.

- 62% of participants felt like they had made a positive difference to their local community, and 61% of Gold Award holders continue to volunteer after completing their programmes.
- The DofE channels a colossal amount back into UK society, with the value of participant's work worth over £19.3 million to local communities across the UK each year.
- For more information on the positive impact of The Duke of Edinburgh's Award, and how we are always aspiring to improve this, see the link below:

[DofE - Impact](#)



## Award Information

Detailed information on the structure of The Duke of Edinburgh's Award can be easily accessed via:

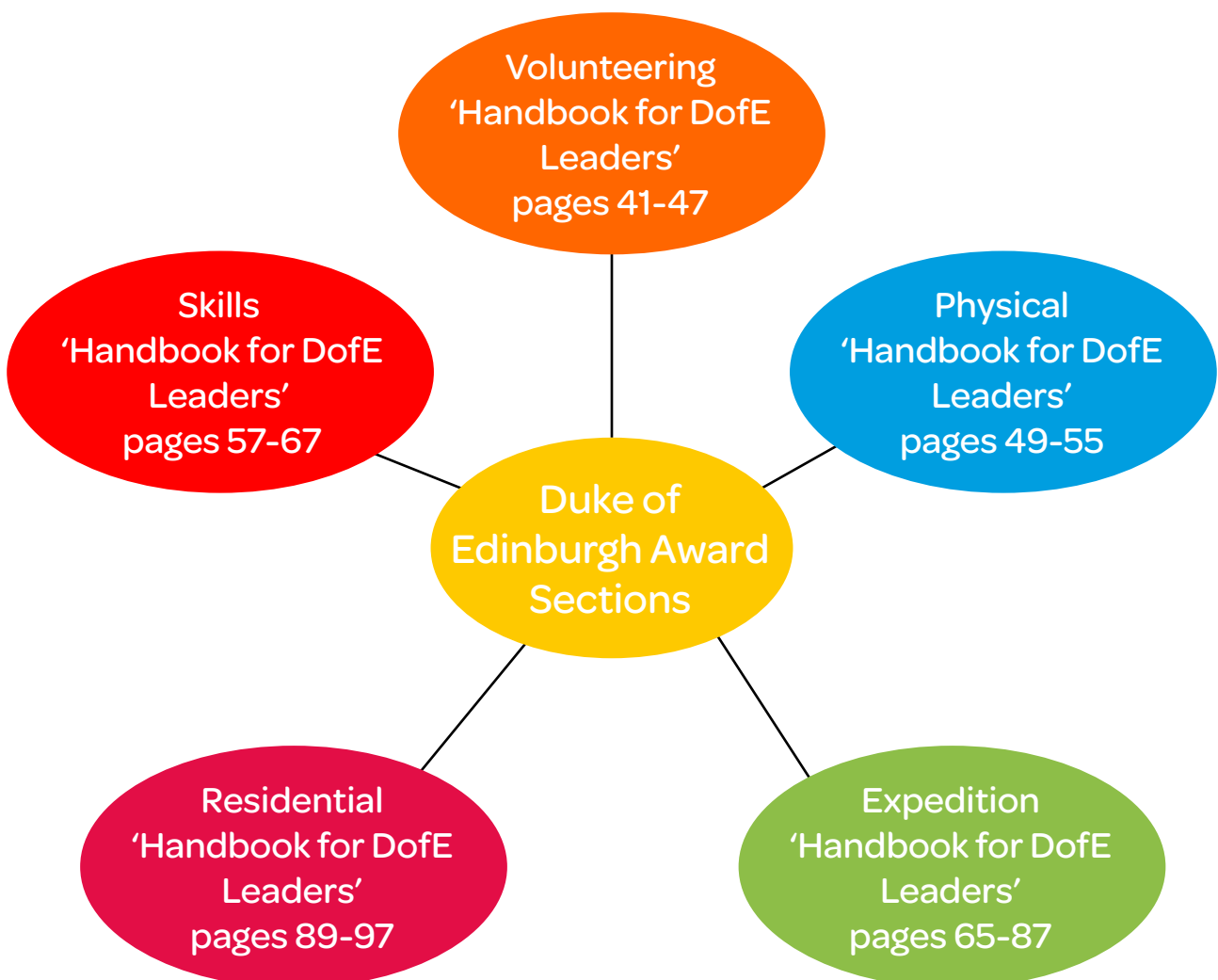
- *The Duke of Edinburgh's Award website (DofE - Award Section)*
- *The Handbook for DofE Leaders (7th Edition, 2012)*
- *Once you are registered, through the eDofE website*

Further information on supporting participants through their Award can be found in **Section 4** of this pack.

## 1.3

## Award Sections and Processes

- *Each section of the DofE Award aims to develop a core aspect of a young person in a fun yet challenging manner, and therefore each section has specific aims and purposes.*
- *Please see The Handbook for DofE Leaders (7th Edition) for details on each section.*
- *Details on the Expedition section can also be found in the DofE Expedition Guide (13th Edition).*



## Age Requirements

- The age range for The Duke of Edinburgh's Award is 14-25 years old.
- Minimum ages of entry for each level:

*Bronze - 14 years old*

*Silver - 15 years old*

*Gold - 16 years old*


- At PKC it has been decided that the minimum age of entry is 13 years and 9 months to allow groups of friends or school classes to register together. However, while participants under 14 can register onto eDofE before their 14th birthday they can't start working on the Award until their birthday - so any activities before that cannot count towards a Bronze Award but can count as training sessions. Please contact the Perth & Kinross Council Award Office for more details:

 [Contact Us](#)

- Participants who have achieved their Bronze Award but are under 15 years old may be permitted by the Operating Authority to start their Silver Award without delay.
- No activities can count towards the Gold Award before the participants 16th birthday.
- Minimum age for completion of each level:
  - Bronze - 14.5*
  - Silver - 15.5 (Bronze Award holders) or 16 (direct entrants)*
  - Gold - 17 (Silver Award holders) or 17.5 (direct entrants)*
- Maximum age limit for the completion of all awards is 25 years old.
- Extensions to this maximum age limit can be considered in cases of illness, accident or unavoidable circumstances. In these cases requests in writing will be made by the Operating Authority to the Award Secretary, Regional Officer or Award Head Office.



### The Levels and Timescales for Completion

- Different levels have been created to ensure that young people can develop their abilities and can achieve progression through an Award at a pace appropriate to their age and/or ability.
- Details on timescales for each section and at each level are detailed in the table below and can be accessed via [DofE timescales](#) .
- Direct entrants are young people starting their DofE programme at either Silver or Gold Level, who have not achieved the previous level of Award.

Level and Age Requirements	Sections and Corresponding Completion Timescales				
	Volunteering	Physical	Skills	Expedition	Residential
Bronze (14 years +)	3 months	3 months	3 months	Planning, training and expedition of 2 days and 1 night	n/a
Bronze participants must also choose a section (Volunteering, Skills or Physical) to spend a further 3 months on.					
Silver (15 years +)	6 months	Participants choose to do 3 months on one and 6 months on the other		Planning, training and expedition of 3 days and 2 nights	n/a
Direct silver entrants must also choose to spend a further 6 months on either Volunteering or on the other section they choose to spend the most time on.					
Gold (16 years +)	12 months	Participants choose to do 6 months on one and 12 months on the other		Planning, training and expedition of 4 days and 3 nights	5 days and 4 nights
Direct entrants must also spend a further six months either Volunteering or doing whichever of the Skills or Physical activities they spend the most time on.					

### Minimum Periods of Participation

- Minimum periods of participation are stipulated to ensure that young people show persistence, commitment and personal development over a period of time in order to achieve a DofE Award.
- It is important that participants give a regular commitment averaging at least 1 hour per week.
- Participants should be encouraged where possible to continue activities beyond minimum time requirements in order to meet their personal ambitions.

Level	Minimum Period of Participation to Achieve Level	
	Direct Entrants	Previous Award Holders
Bronze	6 months	6 months
Silver	12 months	6 months
Gold	18 months	12 months

### eDofE

The eDofE is an online system for young people to manage their DofE Award programme and for Leaders to monitor their progress. This system can be accessed from anywhere with an internet connection, and allows a Leader to monitor, assess and verify with much more flexibility as well as giving the participant easy access to their account and a wide variety of mediums to record their evidence. It is also a key way to keep in contact with your participants and the staff and helpers within your centre. For more information on eDofE see [Section 4.3](#) ➔.



## Structure of The Duke of Edinburgh's Award

1.4

**The DofE Charity - Trustees and c. 100 staff**

The DofE Charity is governed by a Board of Trustees who determines the criteria and maintains the integrity and quality of the DofE Award.

Head Office and Regional/Country Offices deal with overall policy and central administration.

**Licensed Organisations (LO)**

These are organisations which hold a license to manage the delivery of the DofE programmes and to verify awards.

For example Perth & Kinross Council are a LO - for more information see [Section 2.1](#).

**Licensed Organisation DofE Award Manager(s)**

The individual(s) within a Licensed Organisation who manages the day-to-day delivery and co-ordination of the DofE Award and ensures the license requirements are met.

**DofE Development Worker(s)**

They support the roles and responsibilities of DofE Award Manager.

**DofE Clerical Worker(s)**

They manage DofE administration within the Licensed Organisation.

**DofE Award Centres**

A location where the DofE is run, eg a school, youth group or open group. There may be more than one DofE group in a centre depending on the size of the centre/institution and/or number of participants.

**DofE Award Group**

Each group is comprised of young people who work on their programmes together under a DofE Leader. Groups may be split by peers, ages, level of a programme, section of a programme or type of activity.

**DofE Award Delivery Roles**

There are many different roles within the DofE Award as detailed in the following [Section 1.5](#) and majority of them are undertaken by volunteers. One individual may undertake several roles depending on the size of a centre and the availability and experience of staff and volunteers.





**Roles and Responsibilities: 1.5**  
**DofE Staff and Volunteers**

**Staff Roles**

**DofE Manager(s)**

- Authorises awards, staff approval and training.
- The manager(s) also has a team of Co-ordinators, Development Workers, Administrators and Assistants (including volunteers) who support the delivery of DofE programmes and who may be primary contacts for DofE centres.

**DofE Development Workers**

- Support existing mainstream and Additional Support Needs (ASN) groups and to help to establish new groups.
- First point of contact at PKC in relation to DofE Award and provides direct advice and support to staff, volunteers, participants and parents on all aspects of programme delivery.
- Moderation of Expedition paperwork.

**DofE Clerical Workers**

- Manages the enrolment of volunteers and participants, and maintains accurate records of all involved in the Licensed Organisations' DofE programmes.



## Volunteer Roles

Volunteer roles can be very varied, and are essential to the success of the DofE. The majority of personnel who undertake the roles below are volunteers. For further information on volunteer roles and volunteering policy and procedures see [Section 3.5](#) ➔.

### DofE Co-ordinator

- This person is the main contact for a DofE centre - for participants, parents, Development Workers and any other professionals.
- They support all groups and Leaders within a centre and will liaise with DofE Award Development Workers at the PKC DofE Award Office.
- In the instance where there is only one group in a centre this role may be filled by the DofE Leader.

### DofE Leader

- This person is the adult responsible for a DofE group.
- They lead, guide, encourage and support young people to agree their programme choices, verify evidence and assess sections of their programme in eDofE.
- Leaders are often assisted by adult volunteers to fulfil their role, and may also be responsible for the recruitment, training and management of volunteers.
- Leaders may also undertake a number of other roles - such as Co-ordinator, Assessor, Supervisor or Expedition Supervisor depending on their unit and their personal experience:

🔗 [DofE Leader Role Description](#)

### DofE Assessor

- Assessors check on a young person's progress and agree the completion of a section of their programme - Physical,

Skills or Volunteering, and will approve their progress and pictures in eDofE.

- Assessors should have some knowledge of the activity they are assessing, and be able to commit time to the observe participant development and completion of the section.
- They cannot be a relation of a participant in order to maintain the integrity of the DofE.

### DofE Expedition Assessor

- In the Expedition section, qualifying expeditions must be assessed by a competent adult who is approved by the Licensed Organisation and accredited by the DofE through the Expedition Assessor Accreditation Scheme (EAAS) - for detailed information see [Section 5.2](#) ➔.

### DofE Supervisor

- Supervisors are people with a good understanding of a participant's chosen activity/volunteering placement.
- They help them set their goals and regularly meet with the young person to check on their progress, address any potential issues and adjust goals.

### DofE Award Expedition Supervisor

- A Supervisor is essential for the Expedition section as they are responsible for supervising and supporting a team of participants to ensure their safety and wellbeing whilst they are doing their expedition - for detailed information see [Section 5.2](#) ➔.

For detailed information on the roles and responsibilities of the above posts within PKC, please see the link below:

🔗 [PKC DofE Roles and Responsibilities](#)





## Section 2: Licensing Requirements and Information on Policies

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## Licensed Organisations 2.1

All of The Duke of Edinburgh's Award programmes are run under Licensed Organisations (LOs), which hold a license to manage the delivery of DofE programmes and to authorise Awards. The license is appointed by the Award Scheme Ltd (ASL) which is the trading company acting on behalf of the DofE Charity. This license is an agreement between the ASL and the LO, which reflects the standards required for the delivery of DofE programmes.

One of the LOs for the DofE in Perth and Kinross is Perth & Kinross Council (PKC).



There are four different types of Licensed Organisations. PKC is identified as an Operating Authority (OA), where the license covers the delivery of DofE in a specific geographical area (in this case Perth and Kinross), and supports a range of DofE centres within this area. These types of licenses are often held by local authorities through their Youth Services, although there may be other Licensed Organisations within the area. See the link below for a copy of the license agreement:



### [PKC Operating Authority License Agreement](#)

The Duty of Care under the terms of a holding a license demands that the following is in place:

- *Systems, policies and procedures to ensure the DofE's aims, standards, rules and visions are maintained.*
- *An administrative framework which ensures quality and continuity of delivery.*
- *Systems for the health and safety of participants and those that support them - which must be in line with relevant legislation as amended from time to time.*

- *A system for the approval of staff, including Leaders, Supervisors and Assessors, which ensures they are appropriately qualified or experienced and acceptable for their roles.*
- *Safeguarding policies and procedures.*

PKC OA also has the following responsibilities:

- *To appoint a DofE Manager(s) who is responsible for all matters relating to DofE programmes under their license.*
- *To distribute 'Participation Places' to participants and provide them with 'Welcome Packs' and eDofE registrations - the cost of which is included within participation fees (see [Section 4.4](#)  for details).*
- *To actively promote the DofE Charity and programmes to all potential participants within their license area.*
- *To maintain standards and quality through monitoring, reviewing, evaluating and regulating delivery. This includes maintaining accurate and up-to-date incident reporting and complaints procedures.*
- *To authorise Awards by checking the progress of a participant through a DofE programme and verifying their compliance with DofE conditions.*
- *At Bronze and Silver levels PKC OA must authorise badges and certificates. At Gold level the verified programme should be submitted to the Scotland Award Office for authorisation.*
- *To undertake staff management - safe recruitment, staff support, training of staff to the level required by their role and the Modular Training Framework (see [Section 3.6](#) ) and maintenance of accurate staff and volunteer records.*

## Adventure Activities Licensing Service (AALS)

### 2.2



Adventure activities licensing is delivered by the Adventure Activities Licensing Authority (part of the Health and Safety Executive) and the Adventure Activities Licensing Service (under contract with HSE to deliver licensing day-to-day on their behalf).

Under 'The Activity Centres (Young Person's Safety) Act 1995' and the 'Adventure Activities Licensing Regulations 2004' it is a legal

requirement that providers of certain adventure activities to young people have an inspection of their safety management systems and hold a license. A license fee must be paid and the license must be renewed annually, following inspection.

**An Adventure Activities License is required by any provider who is delivering adventure activities to young people under the age of 18, in a commercial manner (ie requiring payment for the service) and in remote or isolated places -** for example a license is required for climbing on natural terrain but not for the use of a purpose-built climbing wall. **It is also required by local authorities who are providing activities to educational establishments.** See the table below for the list of activities which require a license.

#### Activities Which Require a License

##### Climbing

<i>Rock Climbing</i>	<i>Gorge Walking</i>
<i>Abseiling</i>	<i>Ghyll Scrambling</i>
<i>Ice Climbing</i>	
<i>Sea Level Traversing</i>	

##### Water Sports

<i>Canoeing</i>	<i>Kayaking</i>
<i>Dragon Boating</i>	<i>Wave Skiing</i>
<i>Whitewater Rafting</i>	<i>Sailing</i>
<i>Improvised Rafting</i>	<i>Sailboarding</i>
<i>Windsurfing</i>	

##### Trekking

<i>Hillwalking</i>	<i>Mountaineering</i>
<i>Fell Running</i>	<i>Orienteering</i>
<i>Pony-Trekking</i>	<i>Off-Road Cycling</i>
<i>Off-Piste Skiing</i>	

##### Caving

<i>Caving</i>	<i>Pot-holing</i>
<i>Mine Exploration</i>	

(Accessed from [HSE Website - AALS](#))

An AALS license is not required by:

- *voluntary organisations offering activities to its members;*
- *schools or colleges offering activities to its own pupils;*
- *activities where young people are accompanied by parent or legal guardian (not including teachers or youth leaders).*

An AALS license gives the assurance that a provider has good safety management systems in place to maximise the safety of those persons engaged in adventure activities - ie staff are trained to the appropriate level, equipment is in good condition and meets requirements, there are normal operating procedures and risk assessments for all activities and venues used, and effective emergency procedures and incident management systems are in place.

### *AALS Guidance*

PKC has an AALS license to cover all adventure activity programmes offered by Council services. This includes all DofE groups under the Operating Authority of PKC, Active Schools programmes, activity provision in secondary schools, programmes delivered by the Outdoor Education department and the Council's Countryside Ranger service.

Therefore, all staff, volunteers and activity providers under the PKC DofE Operating Authority are covered by this license as long as their details are recorded on a central register by a DofE Clerical Worker.

PKC also has the support of the Outdoor Activity Corporate Advisory Group (OACAG) who help to define the Council's policies regarding the provision of adventure activities, and a Technical Advisor who can supply support and guidance regarding all aspects of adventure activities.





## Approved Activity Provider (AAP) Licences 2.3

DofE AAPs are external organisations licensed by the DofE to provide a section of a programme in its entirety (most commonly the Expedition or Residential sections), including accrediting assessments and completing assessor reports on eDofE.



In order to get a license an organisation must apply to the DofE Charity and ensure they can meet the strict criteria of the DofE Award. Once this is established an AAP license fee is paid (as agreed between organisation and ASL) and then the organisation is listed as a DofE AAP.

An DofE AAP license reflects a standard of quality of an organisation's programme, but this license does not guarantee the suitability of an AAP in terms of health and safety and financial stability. Therefore, LOs have individual processes for checking suitability and ensuring appropriateness of an AAP. An AAP must work within the policies and procedures of the LO under which a participant or group is registered.

For more information on current AAPs please see the following link or contact the PKC DofE Award Office:

[PKC AAP Listing 2014](#)

Always remember to let PKC know that you are using an AAP in order to ensure that all notification/health and safety paperwork is correct and submitted where appropriate.

If a DofE AAP is delivering licensable activities to participants under the age of 18, and receiving payment for it, then they must also have an AALA license.

## Safeguarding and Child Protection 2.4

**Getting it Right  
in Perth and Kinross**  
*Helping children be the best they can be*

The Duke of Edinburgh's Award Child Protection - Policy and Procedures (2010) - Policy Statement:

*"The Duke of Edinburgh's Award accepts and promotes that in all matters concerning child protection, the welfare and protection of the child is the paramount consideration.*

*It is the policy of The Duke of Edinburgh's Award to ensure that the welfare of all young people regardless of gender, ethnic or national origin, sexual orientation, disability, religion or beliefs, race, age or personal characteristics who are involved in DofE activities are safeguarded by protecting them from physical, sexual and emotional harm."*

The Duke of Edinburgh's Award is committed to safeguarding young people and all others involved in DofE activities:

- *Safeguarding is about planning and organising activities to prevent potential harm or damage to young people.*
- *Child Protection is concerned with protecting and/or removing a young person from physical, sexual and emotional abuse or neglect.*

Young people, leaders and volunteers are entitled to an environment free from bullying and harassment. You will have the support from PKC and the DofE in addressing any type of harassment or inappropriate behaviour you encounter. Bullying and harassment in general terms is unwanted conduct affecting the dignity of an individual or group of individuals.

The DofE's commitment to safeguarding the welfare of young people involves ensuring appropriate recruitment checks, expected codes of behaviour and reporting procedures are in place - as reflected in [Section 3.5](#) of the Operating Authority licence agreement with PKC.

### Recruitment Checks

- All adult volunteers/staff who will be working with children (undertaking regulated or controlled activity defined under the Protecting Vulnerable Groups Act, 2006) will be required to complete the relevant level of checks following a risk assessment of their role, and provide at least two references.
- Adult volunteers who are already employed by a DofE centre (eg a school) and already have the relevant PVG checks will not need to go through this process.
- This process is managed by the PKC DofE Office and details of any new volunteer applications should be submitted here (for more details of this process see [Section 3.5](#)).
- No adults should directly supervise or have unaccompanied access to children through the DofE Award or be given access to participant data until all of the necessary checks have been successfully completed.
- Given the scope and breadth of DofE programmes young people may undertake activities that are not directly managed or organised by a DofE group, centre or Licensed Organisation. In such cases parents and guardians of those under 18 are responsible for ensuring that the activity is safe and properly managed.

### Code of Conduct and Training

- All new volunteers and staff must be made familiar with DofE documents - 'Safeguarding Code of Behaviour for Adults' and 'Procedures for Staff and Volunteers in the Event of a Child Protection Issue Arising' (see links below).
- Child Protection Awareness Training/Safeguarding Training relevant to the Operating Authority of PKC should be completed by all new volunteers and staff, and be reviewed every 3 years or as required - for more information [Section 3.6](#).

### Reporting Procedures

- All adults involved in the DofE at PKC should be aware of procedures for reporting child protection issues as per DofE and PKC guidelines.
- **You must refer - you must not investigate.**

### Resources

- [PKC Child Protection Website](#)
- [PKC Child Protection Online Training Course](#)
- [PKC - Getting It Right For Every Child \(GIRFEC\)](#)
- [DofE Child Protection Policy and Procedures](#)
- [DofE Safeguarding Code of Behaviour for Adults](#)
- [DofE Advice on Bullying and Harassment](#)

**Contacts**

<i>PKC Child Protection Duty Team</i>	<i>01738 476768</i>
<i>PKC Child Protection Out of Hours</i>	<i>01738 476768</i>
<i>DofE Safeguarding Officer/Duty Officer</i>	<i>01753 727400</i>
<i>Scottish Child Protection 24hr Helpline</i>	<i>0800 022 3222</i>

If you need further advice, please email [safeguarding@DofE.org](mailto:safeguarding@DofE.org) or contact the PKC DofE Office.

 [Contact Us](#)



## Equal Opportunities

2.5

*“A Duke of Edinburgh’s Award is achievable by any young person who chooses to take up its challenge, regardless of ability, gender, background or location.”*

Duke of Edinburgh’s Award  
Guiding Principle No 2

Never forget that DofE programmes are about inclusion not exclusion. They can be designed to meet the needs of any young person, whatever their ability. There is no room for discrimination within the DofE, which involves treating a person less or more favourably than another on the grounds of age, race, colour, ethnic origin, nationality, sex, gender, marital status, sexual orientation, disability, health, creed, religious beliefs, class, financial status or caring responsibilities. Furthermore, the DofE does not discriminate on the grounds of criminal convictions or political beliefs that do not conflict with the aims, principles and policies of the DofE.

The only barrier to involvement in the DofE is the participant’s physical age.

If you ever have to ask a participant to leave the group you must inform them that they will remain registered with the DofE until their 25th birthday. You may be able to help them find a new way to complete their programme.

As detailed in the Operating Authority license agreement with PKC ([Section 3.9](#)) - “the Operating Authority shall operate the DofE programme in a non-discriminatory manner within a code of conduct that reflects the DofE’s commitment to equal opportunities”:

### [PKC Equality Policy](#)

For more information please contact the PKC DofE Office:

### [Contact Us](#)

## Health and Safety

2.6



As detailed in the licence agreement ([Section 3.5.2](#)) “PKC Operating Authority has the responsibility to ensure appropriate health and safety systems are in place to ensure the welfare of participants, staff and volunteers involved in DofE programmes”. This includes assessing the suitability of any AAPs that are used in the delivery of a section(s) of the programme ([Section 2.3](#)). However, when a participant is under the care of an AAP or other activity provider, it is that activity provider’s responsibility to oversee the health and safety of that participant.

As mentioned previously, the participant or their parent/guardian is responsible for assessing and ensuring the suitability of any activity provider who is not organised by the LO or not an AAP.

Health and safety is a multifaceted area and is referred to throughout this manual - relating specifically to:

- [Adventure Activity Licensing Scheme - Section 2.2](#)
- [Safeguarding and Child Protection - Section 2.4](#)
- [Incident Reporting - Section 2.7](#)
- [Risk Assessments - Section 2.8](#)
- [Insurance - Section 2.9](#)
- [Transport - Section 2.10](#)
- [Approval of Staff - Section 2.11](#)
- [Training - Section 3.6](#)
- [Expedition Procedures - Sections 5.6, 5.7 and 5.8](#)

- *Complaints Procedures* - [Section 2.14](#)
- *Evaluation and Moderation* - [Section 4.10](#)

[PKC Health and Safety Policy Document \(2013/14\)](#)

For any enquiries, please contact the PKC DofE Award Office:

[Contact Us](#)

### Incident Reporting 2.7

As per the PKC Health and Safety Policy (2010) and the PKC Excursions Policy Document - all incidents and near misses should be recorded, but only significant accidents/incidents reported.

School groups will have their own processes for this and should refer to the documents and procedures used by their respective establishments.

Please do not hesitate to contact the PKC DofE Office at any time for clarification on any incidents and whether they should be recorded and/or reported. DofE Development Workers will be able to provide information directly or can seek advice from the PKC Health and Safety department.

#### Minor Incidents/Near Misses

- *These are events or a chain of events which caused or could have caused minor injury or damage to property.*
- *Minor incidents which can be attributed to the inherent risk of the activity (eg a sprained ankle from a trip while hillwalking) don't need to be reported, but should be recorded.*
- *Recording ensures there is a written log of what happened which can protect against potential legal action.*
- *Recording and reviewing minor incidents or near misses which led or could have led*

*to unexpected outcomes is important as it can help to develop risk assessments and therefore prevent similar and/or more serious accidents in the future.*

- *This can also help to reduce costs incurred by the Council as a result of incidents.*
- *Please use the Incident Report Form below or refer to it for guidance on what information should be included:*

[PKC Incident Report Form](#)

#### Major Incidents

- *This is a significant event which demands response beyond the routine.*
- *Includes fatalities, serious injuries, ill health (immediate or delayed), serious disruption or damage to property.*
- *Also could reflect a series of minor incidents which when considered together has led to a major incident.*
- **Major incidents should be reported to PKC and the DofE.**

**School Groups:** any major incidents that occur during DofE activities should be recorded and reported by the DofE Leader or Co-ordinator and submitted to the Head of the Establishment who should then report to the PKC Award Manager, who will in turn submit a form to the DofE Scotland Award Office.

**Open Groups:** any major incidents that occur during DofE activities should be recorded and reported by the DofE Leader or Co-ordinator and submitted to the PKC Award Manager, who will in turn submit a form to the DofE Scotland Award Office.

[DofE Incident Report Form](#)

## Risk Assessments






### 2.8

As per PKC Health and Safety Policy (2010) and the PKC Excursions Policy (2009) it is a legal requirement to have written risk assessments in place for activities before they are undertaken.

This involves identifying hazards and who may be affected, specifying existing control measures and stipulating any further action necessary to manage the risk. Operating Authorities, DofE Award Leaders and Expedition Supervisors are often required to produce these risk assessments, and where possible it should be the person responsible for the activity who has a competent understanding of the activity.

### *It is not possible or desirable to eliminate all risk.*

Risk assessments for the Expedition Section:

- Risk assessment documents and advice can also be found on EVOLVE system ([www.pkc-excursions.org.uk](http://www.pkc-excursions.org.uk) )
- A **generic risk assessment**  for outdoor activities has been produced and should be used for each excursion.
- An **activity specific risk assessment**  should also be produced prior to any adventurous activity detailing any specific participant, environment or travel risks.
- The focus during the Expedition should be on carrying out dynamic risk assessments which comes with experience and competence.
- Also the use of a **Supervision Plan**  (essentially a contingency plan) will support these generic, specific and dynamic risk assessments (see [Section 5.8](#) )
- Wherever possible, the DofE Award Expedition Supervisor should undertake an exploratory visit to an Expedition area

in order to assess potential hazards and should be aware of the following:

- type of excursion/activity and the level at which it is being undertaken;
- location, routes and modes of transport;
- competence, experience and qualifications of supervisory staff;
- ratios of supervisory staff to participants;
- group members' age, competence, fitness and temperament;
- additional support of participants including medical needs;
- quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures including first aid requirements;
- how to cope when a participant becomes unable or unwilling to continue.

### Risk Assessments for Other Sections

- Risk assessments do not just apply to the Expedition section, but to all DofE programme activities.
- The majority of risk assessments will not be the responsibility of the Leader and will be generic to the venue or area, and the risks are reflected in Standard Operating Procedures (SOPs) of the venue.
- However, it is possible that DofE Award Leaders/Supervisors will need to produce site specific, activity specific or transport specific risk assessments during training for each section - please contact the PKC DofE office for clarification.

- Risk assessments should be reviewed regularly and revised as needed due to changes in legislation, changes to venues activities or equipment, or following incidents or near misses. For guidance in completing risk assessments, please contact the PKC Award Office and/or see the links below:

- [DofE Risk Assessment Information](#)
- [Health and Safety Executive - 5 Steps to Risk Assessments](#)
- [10 Vital Questions for Excursion Planning](#)
- [Risk Assessment and Health and Safety Information for ASN Groups](#)
- [PKC Risk Assessment Manual](#)
- [PKC Generic Risk Assessment Guidance](#)
- [PKC Blank Generic Risk Assessment Form](#)

## Insurance

## 2.9

The Duke of Edinburgh's Award provides limited Group Personal Accident Insurance cover to current participants and as well as Leaders, Assessors, Supervisors, volunteers and any other adults involved in the DofE who have been approved by the Operating Authority. Individuals' details must be registered on the Operating Authority DofE database in order to be covered by this insurance.

This provides payment for certain benefit(s) in the event of a participant or adult helper sustaining accidental bodily injury whilst taking part in an approved DofE activity. This insurance covers the individual throughout expeditions and any weekday meets from start to finish. This insurance does not provide cover for any personal belongings or equipment damaged or lost whilst doing a DofE activity. The cost incurred

in registering as a DofE participant (see [Section 4.5](#)) provides this DofE insurance cover. For further details on this insurance cover, contact the DofE Head Office (01753 727400) or see the link below:

### [DofE - Insurance](#)

The Operating Authority of PKC also has insurance (including travel/transport insurance) in place to cover any claims against them for injury or damage caused to, or by, young people and adults doing a DofE programme. PKC Insurance will also cover 'parent helpers' (who are not registered volunteers on the Operating Authority database) within school groups as long as the school is aware that they are assisting. This includes during and outwith normal school hours.

### *PKC is insured by Zurich Municipal, which is renewed annually*

As detailed in the Operating Authority Licence Agreement (Section 9.1):

- *PKC "retains overall responsibility and liability at all times for the health and safety of each participant while such participant is undertaking the DofE programme, except when the participant is under the care of the Approved Activity Provider or other activity provider, during which times it shall be that activity provider's responsibility to oversee the health and safety of each participant".*
- *PKC will be liable for any injury, loss or damage caused by any negligence (whether caused by an act or omission), including a breach of the licence agreement or warranty of the license.*

If you have any queries regarding insurance, please contact the PKC DofE Award Office:

### [Contact Us](#)

## Transport

### 2.10

One of the key volunteer roles is as driver - mostly for expeditions, taking participants and leaders to locations and picking them up again.

All minibus drivers **must** have a valid MiDAS certificate. Training and refresher courses are run by The Duke of Edinburgh's Award Perth & Kinross Association - please get in touch for details:


 [Contact the Association](#)

If using PKC minibuses you will be required to hold the D1 entitlement and have no more than 3 penalty points on your licence.

For use of the Association's minibus you will need to register with the Association and hold no more than 6 penalty points on your licence.

 [PKC Corporate Fleet and Transport Policy Document](#)

If volunteers are using their own vehicles to transport DofE participants or Leaders they must have and show the following to be covered by PKC Insurance:


- *valid MOT;*
- *valid insurance;*
- *valid license;*
- *completed PKC Annual Driver Declaration for Volunteers* .


For any queries regarding transport, please contact the PKC DofE Award Office:


 [Contact Us](#)

## Approval of Staff

### 2.11

As detailed in the PKC License Agreement ([Section 3.8](#) ) "the Operating Authority is responsible for ensuring that all staff and volunteers appointed to assist in the delivery of DofE programmes are appropriately qualified and/or experienced, and have the necessary PVG Disclosure checks for their role".

All staff and volunteers working directly with young people must receive a PVG and have their references checked. Then they must complete an Induction, and all appropriate training relevant to their responsibilities - as a minimum the Operating Authority must train staff to the level required by the Modular Training Framework (see [Section 3.6](#) ).

[Section 5.6](#)  of this pack details the requirements for staff/volunteers involved in the Expedition section. Expedition Supervisors and Assessors must be trained and approved by the Operating Authority by passing the relevant training as detailed in the Modular Training Framework, or be part of a PKC listed AAP. In certain cases, Supervisors with adequate experience but no qualifications may be signed off by the PKC Outdoor Education Technical Advisor with a 'Statement of Competence'. Expedition Assistants must be deemed as competent by the supervisor.

All training and experience of staff and volunteers is recorded.



## Record Keeping

2.12

As detailed in the PKC License Agreement ([Section 3.10.1](#)) “the OA must keep and make available to the Charity on request, full and up-to-date, accurate details of records and statistics of all aspects of delivery of the DofE Award programme”. In the case of PKC OA this includes:

- contact information for staff, participants and groups;
- qualifications of staff and volunteers;
- details of any accidents and/or incidents (see [Section 2.7](#));
- parental/participant consent forms;
- activity records;
- risk assessments;
- staff/volunteer and participant enrolment forms;
- Excursion Notification and Approval paperwork.

As per PKC Excursions Document (2009), all paperwork regarding excursions should be kept for one year following the return of the excursion. If any incidents or accidents occur the relevant paperwork should be stored for 3 years in the case of adults (paid staff or volunteers) and until an individual is 21 in the case of young people.

Each unit Leader or centre Co-ordinator should ensure that they maintain and store these records appropriately while always being aware of data protection. This information may be requested by PKC OA or the DofE Charity at any time.

## Data Protection

2.13

As detailed in the PKC OA License Agreement ([Section 11](#)) “the OA has the responsibility to ensure that it has procedures in place to protect all information it receives or creates as a result of delivering the DofE Award”. This is in accordance with the Data Protection Act 1998. Unit Leaders and centre Co-ordinators should ensure that they abide by these requirements.

## Complaints Procedures

2.14

As detailed in the PKC OA License Agreement (see [Section 3.6.1](#)) “any complaints by parents, participants, staff, volunteers or centres must be recorded and dealt with quickly and efficiently”.

The DofE defines a complaint as “when a person wishes to formally register their dissatisfaction with the information or service provided by The Duke of Edinburgh’s Award, or the manner in which they were treated”.

Complaints may be initially dealt with by the unit Leader but may escalate to the centre Co-ordinator or Development Workers at the DofE Award Office as appropriate. If required these complaints will be promptly passed to the DofE Award Manager or the DofE Scotland Office.


Any safeguarding or child protection issues must be dealt with immediately as detailed in [Section 2.4](#):

### [PKC Complaints Procedure](#)

You can also contact The DofE Award directly via the online complaints and feedback form:

### [DofE Award Complaints/Feedback Form](#)



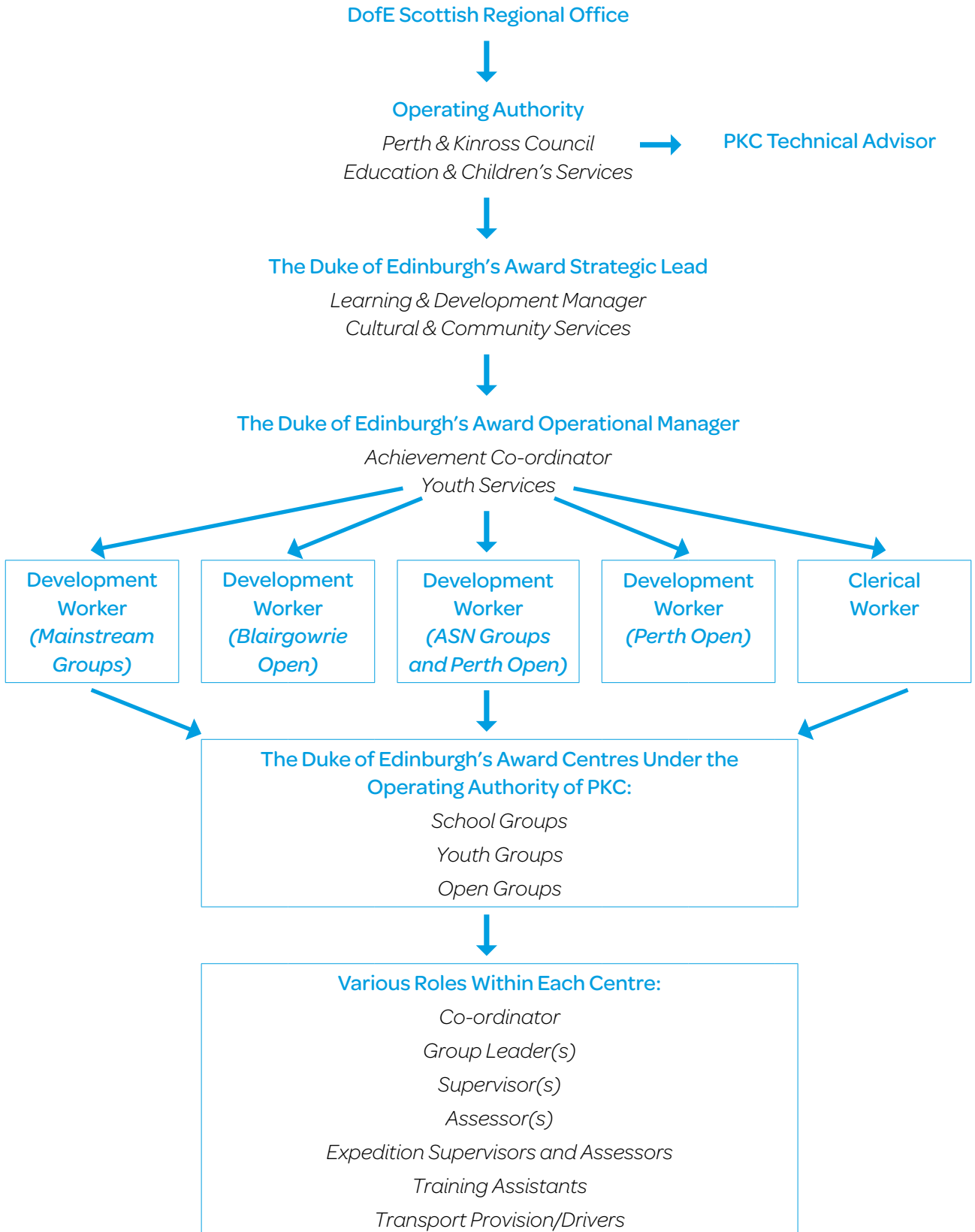


# Section 3: Delivering the Award Through PKC

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Local Structure

3.1



## Our Delivery Partner: The Duke of Edinburgh's Award Perth & Kinross Association



The Duke of Edinburgh's Award Perth & Kinross Association is an organisation comprised of a group of volunteers who have a range of experience in the DofE. The Association is run by a Senior Development Officer and two other development officers, who with the help of volunteers aim to provide wide ranging support to all Licensed Organisations and Award centres in Perth and Kinross. The Operating Authority of PKC has a close partnership with the Association to maximise the quality of the DofE experience for all involved, and to ensure a wide range of opportunities are available.

This support is manifested by advice, supply and hire of equipment (including specialist equipment), provision of transport, funding, and support with training, expeditions and celebrating success.

Training opportunities may be provided by the Association or part-funded - this includes courses in First Aid, National Governing Body (NGB) training and assessment courses and MiDAS (minibus driving) training and qualification courses. Support for any form of training or qualification may be considered provided there is suitable interest in it and it is relevant to the delivery of the DofE.

## 3.2

### Contact Information

Senior Development Worker - Steve McQueen  
The Duke of Edinburgh's Award Perth &  
Kinross Association  
Award Office  
Kincarrathie House Drive  
PERTH  
PH2 7HX

Tel 01738 627455

Email [pkassociation@dofedoocot.plus.com](mailto:pkassociation@dofedoocot.plus.com)

[DofE Perth & Kinross Association Website](#)



## DofE Centre License Agreement 3.3

As detailed in the PKC OA Licence Agreement Section 3.4.1, “the PKC OA authorises DofE centres to offer DofE programmes to participants within the Operating Area through entering into a Service Level Agreement (SLA) with the DofE centre”.

### [Template of SLA between PKC OA and DofE Centres](#)

Once this SLA has been completed PKC OA should provide the DofE centre with a status certificate. A blank copy of this certificate is included below for your information. This certificate should be displayed in your centre.


### [DofE Centre Certificate](#)

PKC OA has the responsibility to:

- ensure that DofE centres comply with the SLA;
- ensure that a DofE Leader and/or Co-ordinator is appointed to lead each group and/or centre;

- provide DofE Leaders and Co-ordinators with all the relevant training and Continuing Professional Development (CPD) as their role develops;
- provide Leaders and Co-ordinators with relevant and up-to-date paperwork, resources, Welcome Packs, and AAP information;
- keep Leaders and Co-ordinators up-to-date with developments in the area.

## The Role of a DofE Leader within the Operating Authority of PKC 3.4

The majority of our DofE Leaders are volunteers, and without their time and efforts alongside all our other volunteers it would be impossible to run the DofE Award. The term DofE Leader can become confusing but for the purposes of this resource it applies to unit leaders - Expedition Leaders are referred to as Expedition Supervisors ([Section 5.2](#) ).



As a DofE unit Leader you are the manager of your group, including both adult helpers (who will be recruited and trained through you with support from PKC DofE Development Workers) and participants. As the Leader you should encourage teamwork and delegate responsibility, but ensure that the standards required by the DofE and PKC are met. PKC OA will support you to achieve this through guidance, advice and providing appropriate resources.

The Handbook for DofE Leaders notes the following as key roles and responsibilities of a DofE Leader (7th Edition, 2012, pages 10-14):

- Safeguarding ([Section 2.4](#) .
- Ensuring the experience is enjoyable and successful for all involved.
- Recognising and Recording Achievement.
- Maintaining contact with participants throughout their programmes.
- Encouraging completion and progression through the programme levels.
- Maintaining the standards of the DofE and PKC Operating Authority.
- Maintaining appropriate and up-to-date records of participants and volunteers.
- Keeping records and finances up-to-date.
- Compliance with submitting forms and information to relevant Operating Authority contacts within required timeframes.
- Maintaining contact with the local community - to be aware of opportunities and to share success stories and achievement of participants.
- Monitor and moderate services through effective evaluations by participants, parents and volunteers.

The Operating Authority of PKC further details the role and responsibilities of a DofE Leader as follows:

#### *Role*

*To take a lead in co-ordinating the activities of their DofE centre in line with PKC policies and procedures, and to maximise the opportunities for participants as they progress through their Award.*

#### *Responsibilities*

- Act as the main contact for the centre.
- Oversee the delivery of the programme within the centre.
- Undertake training relevant to your role as Leader, and to engage in Continuing Professional Development (CPD).
- Support volunteers to engage in training relevant to their role as required by PKC.
- Plan and deliver DofE training and activities for participants.
- Support participants to engage in appropriate sectional activities.
- Record progress of participants and submit completion notices to the PKC DofE Award Office Clerical Worker.
- Complete unit records for annual census within the required timeframe.
- Submit updates of volunteer records to the PKC DofE Award Office Clerical Worker as necessary.
- Ensure centre/unit adherence to PKC policies and procedures.
- Liaise with parents on participant needs and activities.
- Ensure distribution of up-to-date and appropriate information to volunteers, parents and participants.
- Submit Expedition paperwork on time as detailed in Excursions Policy.

- *Ensure the conduct of volunteers and staff meets the PKC Code of Conduct and parental expectations.*

## Volunteer Support and Recruitment Process 3.5

As a DofE leader you may also be in charge of recruiting, training and managing a team of other volunteers - who are essential to the success of DofE programmes. Volunteers must be supported and valued as without them we would not be able to deliver such wide ranging and wide reaching success to DofE programmes within PKC OA.

This involves a strict recruitment process (as detailed overleaf) to ensure all the relevant PVG checks are carried out in line with Child Protection Policies ([Section 2.4](#)) and to ensure that accurate and up-to-date records are held about all individuals who are involved in the delivery of DofE programmes at PKC OA.

Volunteer roles are very varied ([Section 1.5](#)) and the only requirement is that volunteers must have a passion to support young people in line with the criteria of the DofE and PKC OA, and have the ability to relate to young people.

It is crucial to identify and work with the skills, interests and availability of adult volunteers. This ensures that both the volunteer and the participants get the most from the experience. Volunteers will receive basic training as detailed in [Section 3.6](#), and support towards specific training relevant to their role as appropriate.

As is the case with paid staff, volunteers are under the Operating Authority of PKC and therefore must be informed of and adhere to both PKC and DofE criteria. To this end the PKC DofE Award Office and The Duke of Edinburgh Perth & Kinross Association have developed a 'Volunteer Induction Pack' which includes all the relevant information and resources for a new or existing volunteer, and should be distributed once they have registered as volunteers:

### [Volunteer Induction Pack](#)

Other useful information regarding volunteer support can also be accessed from the links below:

### [Education & Children's Services - Volunteering Policy Document](#)

### [Volunteering Recognition Certificate](#)

## PKC DofE Volunteer Recruitment Process

Volunteers must complete the [Volunteer Application Form](#) which can also be accessed via the PKC DofE website or through a DofE unit Leader. Once processed, if appropriate, a PVG Application form will also be sent out. Completed PVG forms and proof of identity should be brought into PKC DofE Office for verification and will then be sent by the DofE Clerical Worker to PKC staffing department to be processed. The PKC DofE Office will be informed when all PVG checks and/or registration forms have been completed and processed, and will in turn inform volunteers and arrange training/start date.






## Training for DofE Leaders and Volunteers 3.6

Role appropriate training for all individuals involved in delivering the DofE Award is crucial - as it is these individuals who support the success of DofE programmes. An investment in high-quality training of DofE staff and volunteers ensures positive experiences for participants, consistency and quality of programme delivery, promotion and sharing of good practice and the circulation of up-to-date information.


### PKC Modular Training Framework

This framework is a guide to the range of training courses available through the DofE and what is required from PKC Operating Authority, specifically:

#### *e-induction*

- Free online program which gives a basic introduction to the DofE.
- Mandatory for all staff and volunteers involved in DofE programmes.
- Pre-requisite to the 'Introduction to DofE Course'.
- [Link to e-induction](#) 

#### *Introduction to the DofE*

- This is a mandatory course for all new staff/volunteer leaders following successful completion of the e-induction course.
- Covers all relevant information needed to be a DofE Leader and to be involved in the delivery of a DofE programme.
- Puts the learning from the e-induction course into a practical context.
- This course also includes Child Protection Training which is a legal responsibility of PKC.
- [Learning Outcomes - Introduction to the DofE](#) 

#### *The DofE Leadership Programme*

- This involves several voluntary courses which are designed to give a new Leader or Co-ordinator a foundation level of understanding on how to manage and work with a DofE group.
- These courses may be suitable for those who are already in a Leader's role but with no formal qualifications, for those with an interest in the area or for those who wish to gain more knowledge and skills.
- This programme is also for Gold level participants as part of their Volunteering section, and may help to encourage them to remain as volunteers within the DofE following completion of their Gold Award (it also gives them 50 SCQF points).
- The training course may also be able to form the Gold level Residential - please contact the PKC DofE Award Office for more details:

#### [Contact Us](#)

- In order to register on these courses individuals must have successfully completed the 'Introduction to the DofE Course' and have been recommended to attend by their OA, AAP or Assessor Network.
- Courses include: 'Managing a DofE Group', 'Group Work Skills' and 'Practical DofE Leadership'.

#### [DofE Leadership Programme - Pre-Course Learning e-Module](#)

#### *Expedition Supervisor Training Course (ESTC)*

- This course is mandatory for DofE Leaders and volunteers who will work as Expedition Supervisors.
- This course ensures that all Expedition Supervisors have a full understanding and a consistent interpretation of their

role and responsibilities to ensure a quality Expedition experience for all involved.

- Course content includes: the role of Expedition Supervisor, standards and timeframes of Expedition paperwork, the process of remote supervision, emergency procedures and duty of care of Expedition Supervisor.
- Pre-requisites include: completion of e-induction and Introduction to the DofE courses, approval from PKC OA or AAP to attend the course, sufficient technical competence or National Governing Body (NGB) qualifications for the level of their role.

#### Expedition Assessor Accreditation Scheme (EAAS) Course

- This course is mandatory for all Expedition Assessors.
- This course gives a pathway to accreditation for people who will assess expeditions.
- Ensures a consistent standard of expedition paperwork and emergency and safety procedures.
- Course content includes: role and responsibilities of Expedition Assessors, understanding of the core values of the DofE Award, emergency procedures, duty of care of the Assessor.
- Pre-requisites include: successful completion of e-induction, Introduction to the DofE and DofE Assessor e-learning courses, approval from PKC OA or AAP to attend the course, sufficient technical competence for level of Award and mode of expedition:

 [EAAS Pre Course Learning e-Module](#)

 [EAAS Gold Module Learning Resources](#)

#### Supplementary Training Through PKC OA

- This training is run through PKC OA as part of ensuring that DofE and PKC OA standards are maintained and to help ensure quality of Award delivery.

#### eDofE Training

- All DofE Leaders and volunteers involved in group administration are strongly recommended to attend this course so they are able to register and support participants through their programme.
- The training will be delivered in geographical clusters or by group if needed.

#### Risk Assessment Training

- Applicable to those who are supervising expeditions and delivering expedition training.
- Develops knowledge and confidence to complete risk assessments, understand supervision planning and follow safe systems of training within the DofE process.

#### Child Protection Training

- 2/3 hour module essential for all PKC OA DofE staff and volunteers.
- Involves introduction to Child Protection Policies and Procedures within PKC and the roles and responsibilities of those working with young people.
- Gives practical advice to safeguard staff, volunteers and the young people they support.
- Adult helpers who are also employed at a school establishment should receive their Child Protection through the school - however any volunteers who are not teachers must attend the PKC Child Protection Training.
- Should be renewed every 3 years or as required.

### Expedition Specific Training

As detailed above those who are leading, supervising or assessing DofE Expedition groups must have the mandatory training as required by the DofE Modular Training Framework. This also includes having the required technical competencies as reflected by National Governing Body (NGB) qualifications for Outdoor Activities and AALA. These are specific to the 'mode' of the expedition. The technical competencies and NGB qualifications required for Expedition roles will be discussed in detail in the Expedition section ([Section 5.6](#) ▶).

Those who are assisting with expeditions or expedition training may also benefit from the following courses as appropriate:

### Emergency Response First Aid and Safety Management Training

- Aimed at assistant supervisors and adult volunteers who accompany qualified staff on expeditions.

- Delivered by an HSE approved 'First Aid At Work' Instructor.
- These courses are designed to give attendees the necessary skills and confidence to be able to cope with a first aid emergency in remote areas.
- Emergency Response First Aid: 3 hours course of theory and practical work including incident management, casualty assessment and treatment, and CPR.
- Safety Management: 1 hour module covering incidents and emergency actions, how to respond and who to inform.

### Camp Craft Skills

- Aimed at Assistant Supervisors and adult volunteers to develop new or improve existing skills in the outdoors.



- Conducted in an informal setting and delivered by members of the PKC Outdoor Education team and experienced DofE Leaders or volunteers.

#### MiDAS Training

- One of the key Expedition volunteer roles is as driver - taking participants and Leaders to locations and picking them up again.
- All minibus drivers **must** have a valid MiDAS certificate. Training and refresher courses are run by The Duke of Edinburgh's Award Perth & Kinross Association - please get in touch for details:
  - 🔗 [Contact the Association](#)
- If using PKC minibuses you will be required to hold the D1 entitlement and have no more than 3 penalty points on your licence.

- For use of the Association's minibus you will need to register with the Association and hold no more than 6 penalty points on your licence.

🔗 [PKC Corporate Fleet and Transport Policy Document](#)

#### For information on any training requirements, bookings or availability please contact the PKC DofE Award Office:

The Duke of Edinburgh's Award  
Perth & Kinross Council Award Office  
@Scott Street  
68-86 Scott Street  
PERTH  
PH2 8JW

Tel 01738 474580 or 474583 (Direct Dial)  
Email [dofe@pkc.gov.uk](mailto:dofe@pkc.gov.uk)








# Section 4: Managing Your Group


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**T**his information pack and 'The Handbook for DofE Leaders, 7th Edition (2012)' are useful resources to support you as a new or existing Leader to manage and support your group through their DofE programme and through the levels of the DofE Award. Many resources can also be found on the DofE website and through the eDofE.

#### **DofE Website - Leaders Information**

As detailed in **Section 3.6**  - the DofE Modular Training Framework and the training offered by PKC OA will also help you to develop your role as leader and enhance your skill set in terms of your practical competencies as well as 'softer' communication and engagement techniques. As a PKC DofE Award staff member or volunteer you will also always have the support of the PKC DofE Award Office staff, and the network of other leaders and volunteers throughout the OA of PKC.




### **Setting Up Your Group** **4.1**

As detailed in **Section 3.3**  you must ensure that your centre is licensed to run the DofE Award. There are different procedures depending on whether you are setting up a new group within an existing centre or starting up a new centre. In all cases PKC OA Development Officers and/or centre Co-ordinators will support you to do this.

#### **Participant Engagement**

- *Many young people will already be aware of the DofE Award but it is important to promote it in any new or existing centre in order to engage as many young people as possible.*
- *Publicity and promotion can be generated through a youth/school groups' social networking site, blog, forum or intranet, or through organising presentations, taster sessions or recruitment events.*
- *A particularly strong way to engage new participants is through the stories and accounts of existing Award holders who may be able to engage with young people in a particularly effective way.*

#### **Engagement of Parents and Guardians**

- *Any participants under the age of 18 must have informed parental consent (see **Section 4.4** ) before becoming involved in a DofE Award programme and undertaking expeditions.*
- *However, the involvement of parents/guardians should not stop there or be restricted to those with children under 18; it is crucial to involve parents and guardians at every stage of their child's progress through the DofE Award.*
- *This will enable them to support, encourage and acknowledge the achievements of their children, which has a huge impact on maintaining engagement, successful completion and creating positive learning and development experiences.*
- *As detailed in **Section 1.4** , parents/guardians can be very effective adult helpers or volunteers.*
- *A **Parents Expedition Information Leaflet**  has been developed by PKC DofE Development Workers which should be circulated to all parents of participants in order to ensure that they are fully aware of what the DofE Expedition involves.*

### **Group Finances and Resources** **4.2**

All groups will have different ways of managing their finances and resources - and this up to the discretion of each centre.

This exercise is crucial to ensure efficient and effective delivery of the DofE Award. If your group requires support with accessing sources of funding then please contact the PKC Award Office for advice.

#### *School Groups*

*Schools can access financial support, equipment and resources they require through school stores or school funding.*



However they will also need to pursue alternative funding methods as not all funding will be available through the school. They will also have financial records and procedures specific to the school.

### Open Groups

Open groups and youth groups may be able to secure some funding or support through the provision of kit, training or staff through the PKC Operating Authority or through The Duke of Edinburgh's Award Perth & Kinross Association (see [Section 3.2](#)). Furthermore, these groups may be able to secure support through local sponsorship or fundraising by the group:

#### [Fundraising Ideas](#)

## Leader Enrolment and eDofE 4.3

A Leader/staff/volunteer enrolment form specific to PKC Operating Authority must be completed and processed before a Leader or Co-ordinator can begin to manage a group or centre:

#### [PKC Operating Authority - DofE Leaders Enrolment Form](#)

This form will be processed by the Clerical Officer - who can provide the Leader with an eDofE login and password which will then allow them to start to manage their team of staff, volunteers and group(s).

Once you have been enrolled as a Leader you should sign up for a free subscription of the DofE magazine and monthly e-newsletter which will provide you with up-to-date information and developments. This can be done through your eDofE profile or through the link below:

#### [DofE Website - Leaders Information](#)

As briefly mentioned in [Section 1.3](#) - the eDofE is an online tool for Leaders to manage, co-ordinate and communicate with their groups. Once a Leader is enrolled onto eDofE they will then be able to enrol their participants and set-up and manage group(s). The guides below will help

you to become familiar with eDofE, and you will also receive a training course on how to use the eDofE as detailed in [Section 3.6](#). Please do not hesitate to contact the DofE PKC Office if you have any queries or require any further training on eDofE.

#### [eDofE Guide for the DofE Award Centre Staff](#)

#### [eDofE Participant User Guide](#)

#### [eDofE Login and Password Guidance](#)

#### [eDofE FAQs for Leaders](#)

## Participant Enrolment and Parental Consent 4.4

### Participant Enrolment

- Participants must also complete a [Participant Enrolment Form](#) and [Behaviour Contract](#) which needs to be signed by the participant (and their parent or legal guardian if the participant is under 18).
- This should be sent to the parents along with the DofE Parental Consent Letter, then returned to the DofE group Leader.

### Parental Consent for Participation in The DofE Award

- Any potential participant who is under the age of 16, or between the ages of 16-18 and in full-time education must have informed parental/legal guardian consent before enrolling into a DofE Award programme.
- Parents of participants should be provided with a Participant Enrolment Form and a Consent Form which should be filled in then returned to the DofE Award group Leader:

#### [Parental Consent Letter for DofE Participation](#)

### Parental Consent for Expeditions

- *Specific parental consent is required for the Expedition section, for both unaccompanied practice expeditions and qualifying expeditions (see [Section 5.10](#) for this specific consent form).*

### Participation Fees

Once this information has been processed then the participant is required to pay a Participation Fee. This is a nominal fee which acts as a contribution towards the cost of running their DofE programme, and includes:

- *A 'Welcome Pack' which provides all the information the participant needs regarding the DofE Award and their programme, and guidance on eDofE and how to progress through the Award.*
- *An eDofE Account to record their progress, upload evidence, record assessor reports and to submit the Award for approval upon completion.*
- *A 15% discount card for Cotswold Outdoor.*
- *Limited personal accident insurance through DofE Insurance.*
- *An 'Achievement Pack' - a way for participants to record DofE achievements following successful completion by uploading the best of their evidence into a professionally produced publication - also useful to show potential employers.*
- *A certificate and badge on completion of their programme.*
- *Gold Award holders receive an invitation to a Gold Award Presentation Ceremony.*
- *This cost also represents a personal commitment adding value to their involvement.*

Information on Participation Fee costs can be found through the DofE website via the following link:

 [DofE - Participation Fees](#)

### 'Welcome Packs'

Unit Leaders should then request the relevant number of 'Welcome Packs' for their group from the PKC Clerical Worker. The Clerical Worker will keep a record of the number of packs sent out and every 2-3 months will send out an invoice to the unit Leaders who will use Participation Fees as remittance.

### eDofE Registration

Following payment of this Participation Fee and completion of the above forms the participants can then register onto eDofE (see [Section 3.6](#)) and start their DofE journey. The DofE group leader should set up each participant's account and support them to get started and upload relevant information.

## The Cost of Participation 4.5

As detailed in [Section 4.4](#), each participant must pay for a 'Participation Place' during enrolment onto their programme.

 [Participation Fees](#)

These amounts may be greater in some centres/units in order to cover other administrative costs such as hire for Expedition kit or for travel costs - but these must be explained fully to the participants and parents in advance.

The greatest financial demands will come from programme activities and so participants should be supported to choose activities within their resources, to apply for funding support or sponsorship, or to fundraise themselves in order to attain their goals.

The expedition can often be the most costly section but support is available in terms of equipment and for training staff.

For any enquiries and to discuss avenues of support, please contact the PKC OA DofE Award Office for more information.

## Programme Processes 4.6

### Preparation

- Participants research what they want to do for each section with support from friends, family, unit leader and/or adult helpers.
- Meeting with unit leader to review and discuss participant research and to help to establish personal aims, suitability of activities, goal setting, any training requirements, methods of recording progress and details of Award authorisation.
- Following this discussion participants can design their individual programme taking into account their own needs and the requirements of The DofE Award and PKC Operating Authority.

### Training

- For certain activities some basic training may be required either in order to be able to safely do the activity or to ensure that a participant can achieve a sectional goal - eg sports award.
- Training will certainly be required for the expedition section which will be detailed in [Section 5.4](#).
- If training is required to undertake a skill in the volunteering section this can count towards the minimum section time requirements as long as there is sufficient practical volunteering time also.
- Any costs, constraints and details of this should be established during the preparation stage.

### Activity

- Each section has minimum time requirements (see [Section 1.3](#)) dependent on the Award level.
- Leaders should regularly meet with their participants and review their progress - both face-to-face and by checking eDofE accounts.
- Leaders should encourage participants to add evidence of their progress, identify and support participants to overcome any problems and if necessary make amendments to programme plans in order to assist progress.

### Assessment

- Every activity/section must be assessed by a competent Assessor.
- Involves discussion of goal setting and actual achievement, challenges faced and overcome, overall experience, what was enjoyed, celebrating achievement, and encouraging participant to complete other sections or progress to the next Award level.
- An Assessor's Report should be completed by the Assessor, the unit Leader and the participant before being uploaded onto eDofE.

These processes are slightly different for each section but detailed information can be found in Chapter 4 of The Handbook for DofE Leaders, 7th Edition (2012).

## Programme Planning 4.7

*"A DofE programme is the series of activities covering different categories that participants select and undertake to achieve their Bronze, Silver or Gold Duke of Edinburgh's Award"*

(The Handbook for DofE Leaders, 7th Edition, 2012)

Detailed information on the different Award sections, levels and age requirements can be found in **Section 1.3** of this Information Pack. As a Leader it is your responsibility to check that young people's choices are suitable and they select the right activities for the right sections. Things to consider are:

- *Participants can choose almost anything as an activity as long as it is legal and morally acceptable.*
- *Programmes should be personal to the participant in order to develop initiative, responsibility, meet personal challenges and ensure enjoyment.*
- *Programmes should be challenging yet realistic otherwise there is a risk that a young person's self-confidence could be damaged.*
- *Each section has conditions to meet but these are flexible to ensure the programme remains personal, and to accommodate different levels of ability.*
- *While maintaining appropriate flexibility, it is important to ensure that activity choices do meet sectional aims and objectives.*
- *Help a participant to get the most from their programme by encouraging them to undertake a balanced range of activities in order to broaden horizons and try new experiences.*
- *Possible constraints such as costs, venue choices, travel requirements, and the availability of suitable Assessors or Supervisors.*
- *Activities can be done within school or working hours but must include a substantial contribution of personal time and voluntary effort in order to contribute towards the achievement of an Award.*
- *Activities which are entirely curriculum-based are not allowed.*

Programme ideas and planning documents for each section are available to help both the participants and leaders to ensure that programme choices are suitable and meet the aims and objectives of each section. These can be downloaded by following the link below:

### [DofE Programme Ideas and Planners](#)

Leaders can check that a participant's choice is suitable and meets the requirements and criteria of the DofE and PKC OA by using the checklist below:

### [Programme Checklist for Leaders](#)

If you are unsure about any activity choice, please contact the PKC OA DofE Award Office for advice.

## Programme Changes 4.8

Activities can be changed once in each section at each level but this should not be actively encouraged as the DofE process is designed to develop commitment, responsibility and knowledge. Also, the preparation stage should identify any issues that may lead a participant to make changes, in advance.

If changes do need to be made then the participant must start the whole process for that section again. However, the time spent on the previous activity can still count towards the minimum time requirements.

## Award Authorisation and Progression 4.9

Once a participant has completed all their sections, uploaded all their evidence, and had all their Assessor reports filled in they are ready to submit their eDofE account or Award booklet for Award authorisation.

### Bronze and Silver Award Authorisation

- *The unit Leader should submit all paperwork to PKC OA, or notify them that the participant has completed their programme on eDofE.*

- PKC OA will then review the information to confirm that all conditions have been met.
- The participant will then receive notification that they have achieved their DofE Award programme and a certificate and badge.

### Gold Award Authorisation

- The unit Leader should submit all paperwork to PKC OA, or notify them that the participant has completed their programme on eDofE.
- If the programme has not been recorded on eDofE the unit Leader must obtain a 'Gold Notification Form' which should then be signed by the participant and unit Leader before being sent to the PKC OA.

- PKC OA will then send this to the DofE Scotland Office for verification.
- Gold Award holders receive either a badge or brooch and a certificate.

### Sectional Certificates

- These are available at every level but only at the Leader's discretion and with approval of PKC OA.
- These can help to motivate a participant by showing their progress through the programme.
- These can also be very important to those young people who may not be able to complete an entire programme.
- Contact Clerical Worker at PKC OA Award Office if this is required.






## Presentations

- School groups organise their own presentations for Bronze and Silver Awards.
- Non-school groups either attend presentations through The Duke of Edinburgh's Award Perth & Kinross Association or organise them through their own individual units.
- Gold Award holders will be invited to attend a Presentation ceremony at one of the Royal Palaces which occur throughout the year.

## Progression

- Leaders should always encourage participants to progress. Participants can choose to continue to develop the same activities or choose new activities.
- Participants must register for a new Participation Place but will use the same eDofE account.
- At Gold level participants are encouraged to try something new compared to what they have done in previous levels.
- Participants aged 16 or more should be informed about the **DofE Leadership Programme**  which is a fantastic opportunity for Gold participants or new Leaders to take part in – see **Section 3.6**  more details.

## Evaluations and Moderation 4.10

As detailed in the PKC OA License Agreement (**Section 3.6** ) PKC must ensure standards and quality through having systems in place to monitor the standards of delivery and credibility of the DofE Award.

Along with appropriate policy and procedure this involves reviewing, evaluating and regulating the delivery of all the programmes throughout PKC Operating Authority.

Statistics from all units are collated by the Clerical Worker for submission to the DofE Award Charity.

It is also important to gain qualitative information and feedback from parents, participants and volunteers. This can be done in a variety of ways:

- regular meetings or contact with parents and volunteers;
- regular face-to-face contact with participants;
- regular attendance at Leaders meetings;
- distribution and completion of evaluation forms for parents, participants and volunteers.

The collection of this information is important not just for quality assurance purposes but also to evidence outcomes of Curriculum for Excellence, CLD and PKC Statement of Intent.

Contact the PKC DofE Office for information on how to carry out evaluations:

 **Contact Us**



*'To inspire young people to develop initiative and a spirit of adventure and discovery, by planning, training for and completing an adventurous self-sufficient journey, as part of a team'.*





# Section 5: The Expedition Through PKC

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## Introduction to The Expedition Section

### 5.1



This section is dedicated to providing clear and current information regarding the safe and efficient management of the Expedition section. This includes information on policies, procedures, paperwork, code of conduct and best practice. This information is specific to the delivery of the DofE Award at PKC Operating Authority, and ensures requirements of both the DofE and PKC are satisfied.

Information regarding qualifications, competencies and remits are specific to the expedition mode 'by foot', which is by far the most common mode of expedition within PKC Operating Authority. For details of what qualifications and competencies are required for other modes, please see the links below and contact the PKC DofE Office for guidance:

 [Contact Us](#)

This section has been compiled with reference to the following documents, which are excellent resources for all unit Leaders and centre Co-ordinators.

This section is designed to support, not replace, these documents:

- *PKC Excursions Policy Document*
- [PKC Trips and Excursions Guidance](#) 
- *The Handbook for DofE Leaders, 7th Edition (2012)*
- *The DofE Award Expedition Handbook, 13th Edition (2012)*
- *AALS policies (refer to [Section 2.2](#) *)

Additional information can be accessed from the following National Governing Bodies (NGB) for adventurous activities:

- [Mountain Training Scotland](#)  - *Hillwalking, Mountaineering and Climbing*

- [Sports Leader UK Awards](#)  - *Basic Expedition Leadership*
- [Scottish Cycling](#)  - *Mountain Biking*
- [Scottish Canoe Association](#)  - *Canoe and Kayaking*
- [British Equestrian Federation](#)  - *Horseriding*

For any enquiries or concerns please contact the PKC DofE Award Office:

 [Contact Us](#)

## Expedition Roles and Responsibilities

### 5.2

*"While an excursion is taking place all involved have a responsibility for their own and others' health and safety"*

PKC Excursion Policy (2009)

All staff and adult volunteers involved in the delivery of DofE Award Expeditions must:

- *be registered on the PKC Operating Authority database as per AALS license requirements - including all up-to-date contact information and qualification details;*
- *be familiar with the 20 conditions of the Expedition and the aims of their group **20 conditions** *;
- *be appropriately qualified and competent as per the DofE Award Modular Training Framework ([Section 3.6](#) ), AALS Guidance and NGB requirements ([Section 2.2](#)  and [Section 5.6](#) *);
- *be familiar with all relevant PKC Health & Safety and Excursion Policy requirements;*
- *hold an up-to-date PVG if working directly with young people.*

For detailed role descriptions, see [PKC Roles and Responsibilities](#) .

### DofE Award Leader

- See [Section 1.4](#) for non-Expedition specific role.
- Adult responsible for DofE group and for co-ordinating all sections of their Award.
- They may not necessarily be present on the Expedition - the responsibility for the group during Expedition lies with the Expedition Supervisor.
- A DofE Leader may also have the role of Expedition Supervisor.
- Ensures appropriate expedition training for participants is arranged and carried out by a qualified adult.

### DofE Award Expedition Supervisor

- For full details on the role of Expedition Supervisor, see the *DofE Award Expedition Handbook, 13th Edition - Chapter 8 (page 159)*.
- Suitably experienced and qualified in the mode of travel for the expedition (see [Section 5.6](#)) and have navigation skills to be able to provide safe and effective supervision.
- Must ensure proposed routes are within their remit.
- Must attend a DofE Expedition Supervisor Training Course (ESTC).
- Legally responsible to PKC Operating Authority (or AAP as appropriate) for the safety and welfare of young people while they are carrying out Expeditions.
- Good understanding of the group's dynamics, strengths and weaknesses.
- Ensures expedition paperwork has been completed/sourced including supervision plans, approval forms, risk assessments and emergency contact details.

- Ensures participant group are properly equipped and trained.
- Plans training sessions and schedules to ensure adequate training and to enable participants to become increasingly self-reliant and dependent on their own resources.
- Co-ordinates and manages other expedition support staff in order to ensure good supervisory practice.
- Must be present on all expeditions, including practices.
- Ensures that participants are ready for their qualifying expedition.
- Ensures all participants have completed and evidenced training and expeditions, and that Assessor reports have been completed.

### DofE Award Expedition Assessor

- For full details on the role of Assessor, see the *DofE Award Expedition Handbook, 13th Edition, Chapter 10 (page 183)*.
- Suitably competent adult who is accredited as an Assessor by the DofE Award through the Expedition Assessor Accreditation Scheme (EAAS).
- Ensures the 20 conditions of the expedition are met and follows DofE Assessor guidelines.
- Checks the proposed expedition and suggests any changes.
- Ideally has a good knowledge of the area in which they are assessing in order to provide support to the group to meet the 20 conditions.
- Not responsible for the health and safety of the group - this is solely the responsibility of the Expedition Supervisor (although in emergencies the Supervisor may ask the Assessor for assistance).

- *If a Supervisor cannot be reached and there is immediate necessity for assistance the Assessor may act to ensure the safety of the group.*
- *Identify and communicate with the Supervisor and participants if there are any safety concerns or the 20 conditions are not being met.*
- *Assessors should be impartial and not have assisted the group in training or practice expedition to ensure credibility of the Award.*

### **DofE Award Expedition Support Staff**

- *Details registered with PKC Database and PVG held.*
- *Have relevant experience and competence in the mode of travel of the Expedition in order to provide effective support to the Expedition Supervisor and participants.*
- *Attend DofE and PKC expedition specific training as appropriate (Section 3.6 ➡).*

- *Comply with PKC Operating Authority Child Protection and Excursion policies.*
- *Contribute positively to the safety and success of the activity.*

### **DofE Award Participants**

- *To work as a team (with support from their DofE Leaders, Supervisors and Assessors) to choose an aim for their Expedition, plan, train, complete and present their Expedition while meeting the 20 conditions.*
- *As per the PKC Excursion document they should be informed not to take unnecessary risks, follow instructions of Leaders and Supervisors, behave responsibly and be responsible for their own and others safety.*

### **Parents and Legal Guardians**

- *Must be fully informed of expedition procedures and aims and be encouraged to be involved as much as possible (see Section 4.4 ➡).*



- Must provide consent forms, including information on their child's physical, emotional and psychological health and emergency contact information (see [Section 5.8](#) ➔)

### DofE Award Development and Clerical Workers

- Moderation of expedition paperwork.
- Support Leaders and Supervisors to ensure that all paperwork is correct and submitted on time.
- Ensure paperwork is forwarded to appropriate persons within agreed timeframes for approval.
- Ensure routes are appropriate in terms of Award level and that they meet the '20 Conditions' (see [Section 5.3](#) ➔).
- Ensure appropriate staff will be present on each Expedition (including ensuring there are 'home contacts' with all the relevant paperwork in the event of any emergencies or issues during the expedition).
- Ensure details of staff and volunteers are accurate.
- Arrange training schedule for staff and volunteers and support training of participants.
- Provides support to all units and centres.

### DofE Award Manager(s)

- Approve and sign Expedition paperwork prior to sending it to Pullar House for final approval.
- Act as 'Home Contacts' during expeditions, to act as co-ordinators for any emergencies or missing/late back groups.

### PKC Technical Advisor


- Role introduced by AALA.
- Highly qualified and experienced individual employed by PKC to advise on safety matters associated with adventurous activities.
- Monitors outdoor activity provision, health and safety.
- Approves all Expeditions (see [Section 5.10](#) ➔).
- Provides advice regarding all aspects of outdoor activities - policy, procedure, remits, qualifications.
- Can make judgements regarding the technical and supervisory competence of others.

### DofE Award Assessor Network and Network Assessors

- Provide support to groups planning and undertaking expeditions in 'wild country' areas (ie remote from habitation).
- Check all notifications to an Expedition area in wild country and if requested appoint an Assessor.
- Offer local information to Expedition teams.
- Issue a unique reference number for the expedition.
- Maintain good relations with local landowners, campsites and residents.

## 20 Conditions and Variations 5.3

### 20 Conditions

The DofE Award has '20 conditions' that must be met in the Expedition section and should be referred to throughout the Expedition planning process (see [Section 4.7](#) .

All staff involved in this section should be familiar with these conditions, which can be accessed through the link below or through The Handbook for DofE Leaders, 7th Edition (page 74) or the DofE Expedition Handbook, 13th Edition (page 12).

 [20 Conditions](#)


### Variations to the 20 Conditions

Where participants have individual needs that mean that one or more of the 20 conditions cannot be met, they may apply for a variation to enable them to complete their DofE expedition.

As reported in PKC Excursions document *"all excursions and activities require to be, where practicable and in accordance with any reasonable adjustments which can be made, available and accessible to all who wish to participate irrespective of additional support or medical needs, ethnic origin, sex, religion etc."*

It is advisable to seek advice from the Additional Support Needs (ASN) Development Worker (via PKC DofE Award Office) prior to applying for a variation in order to ensure that the application is appropriate, completed correctly and within the necessary timeframes:

 [Contact Us](#)

- Variations should be applied for at the earliest opportunity and at least 12 weeks prior to the Expedition departure date.
- Written approval of any variations must be included in the Expedition Notification Process (see [Section 5.10](#) ) for the attention of the Assessor.

- Please note that variations to conditions 3, 4, 5, 6, 7, 9, 11, 15, 18 or 20 are extremely unlikely as they are standards required by any DofE Expedition.

 [Expedition Variation Application Process Map](#)

 [Expedition Variation Application Form](#)

## Expedition Processes 5.4

Detailed information regarding the Expedition section processes can be obtained from Chapter 5.1 of the DofE Award Expedition Guide (page 36 of 13th Edition).


 [Expedition Process Map](#)

### Preparation and Planning

- Participants plan the expedition.
- The following resource is useful for Leaders to help participants in this stage of the process - [Expedition Session Plan Ideas for Leaders](#) .
- See [Sections 4.6](#)  and [4.7](#)  of this manual for more information on this stage.
- Participants and Leaders need to be aware of the '20 conditions' and Expedition requirements for each level of the Award.
- [Expedition requirements](#)  (see also [Section 5.5](#) .

### Training

- The safety, wellbeing and positive experience of the DofE Expedition is dependent on the quality of training.
- PKC Excursions Policy states the importance of preparing participants effectively in order to reduce risk and increase the success of the Expedition, especially in the case of remote supervision.
- Participants undergo training in general expedition skills and in their chosen mode of travel.

- Detailed information on participant training can be accessed in Chapter 6 of the DofE Award Expedition Guide (page 67 of 13th Edition).
- A DofE online Expedition training resource 'EX<sup>2</sup>' can be purchased to support participant training - **EX<sup>2</sup> Training Resource** .

 **Bronze Expedition Training Framework**

 **Silver Expedition Training Framework**

 **Gold Expedition Training Framework**

 **Expedition Resources**

### Practice Expedition(s)

- Participants undertake sufficient practice expeditions to enable them to travel safely and complete their qualifying expedition.
- Detailed information on practice expeditions can be accessed in Chapter 7 of the DofE Award Expedition Guide (page 151 of 13th Edition).
- Groups must complete at least one practice expedition per Award level.
- Supervisors must be present at every practice expedition to identify when participants are sufficiently confident and competent to undertake their qualifying expedition and to provide further training and support where necessary.
- This stage culminates in a Supervisors pre-expedition check 7 to 10 days before the qualifying expedition to ensure equipment and training is adequate.

### Qualifying Expedition, Debrief and Presentation

- Once prepared, participants undertake their expedition which is observed by the Expedition Assessor and supervised by the Supervisor.

- The Assessor will review their expedition plan, complete a pre-expedition check and meet the team en-route.
- On completion they are debriefed by the Assessor and then prepare to give a presentation, in any medium, of their expedition which covers aim, experiences and outcomes.
- Detailed advice on presentations can be found in Chapter 11 of the DofE Award Expedition Guide (page 201 of 13th Edition).

### Assessment

- The Expedition Assessor should provide their report for eDofE following the qualifying expedition and reports should also be provided by a person who saw their presentation.



## Practice Expedition and Qualifying Expedition Requirements

### 5.5

#### Practice Expeditions


- Crucial to develop confidence and competence in all areas and to ascertain group ability, fitness, journey times and kit suitability.
- Bronze groups must complete a practice of a least one day and an overnight.
- Silver and Gold groups must complete a practice of at least two days and two nights consecutively.
- The practice should not be the same route or in the same vicinity as the qualifying expedition.

- Practice expeditions should replicate as closely as possible the conditions of the qualifying expedition.
- If the qualifying expedition is in wild country (remote from habitation), the group must complete at least one practice in wild country.
- There should be a gap of no less than a few weeks and no more than 3 months between the final practice and the qualifying expedition to allow for recovery and reflection while maintaining confidence and fitness.

#### Qualifying Expeditions

Award Level	Duration of Expedition	Minimum Hours of Planned Activity per Day	Expedition Distances Based on Average Speed of 3-4 km per Hour	Environment Recommendations
Bronze	2 days and 1 night	6 - at least 3 spent journeying	24-32 km 15-20 miles	Normal rural countryside which can be familiar and local to participants
Silver	3 days and 2 nights	7 - at least 3.5 spent journeying	26-60 km 30-37 miles	Normal rural, open countryside or forest which is unfamiliar to participants More demanding environment than at Bronze level At least includes areas of open country or forest
Gold	4 days and 3 nights	8 - at least 4 spent journeying	80-96 km 50-60 miles	Wild country (remote from habitation) which is unfamiliar to participants More demanding environment than at Silver level



- Time associated with overnight camping and catering is additional to the minimum hours of planned activity.
- Reasonable breaks for lunch (30 mins) can be included within the hours of planned activity.
- All expeditions should avoid villages and populated areas unless that is impossible.
- Long distance footpaths should not be used (especially by Silver and Gold groups) except in small sections to link up to other paths or areas.
- Should not plan for more than 500m of height gain or descent on any one day.
- Expedition must meet the 20 conditions (or variations as appropriate).
- A list of wild country areas can be found through the DofE Award website ([DofE Award Expedition Areas](#) )

## Qualifications, Competencies and Remits of Expedition Personnel 5.6

*The qualifications and competencies required for supervising and assisting in expeditions are based on guidelines from the DofE Charity, National Governing Bodies of Adventurous Activities, the PKC Duke of Edinburgh's Award competency matrix, the Health and Safety Executive Excursions document, the PKC Excursions Policy document and AALS policies.*

### Remits of National Governing Body Awards for Hillwalking

As of December 2012 PKC Operating Authority require individuals involved in DofE Award expeditions to have the appropriate National Governing Body qualifications for their role, or have a 'statement of competence' from the PKC Outdoor Activity Technical Advisor.

The Mountain Leader Training Scheme (MLTS) recognises the importance of technical competence along with a wide range of experience and leadership skills in forming the basis for effective group management

Queries regarding the margins of remit can be dealt with by the Technical Advisor through contacting the PKC DofE Award office:



#### [Contact Us](#)

*Basic Expedition Leader (BEL) Information and Remit:*

#### [Basic Expedition Leadership Remit - 2010](#)

- Lowland countryside, farmland, valleys or woodland where there is reliable access to communication or external assistance if required.
- In summer weather conditions only.
- No steep slopes.
- Routes contained within easily identifiable boundaries (fences, walls, roads) even in poor visibility.
- Water crossings via bridges only.
- Camping on official sites or farm-based fields with access to toilets and tap water.

*Hill and Moorland Leader (+ Expedition Skills Module) Information and Remit:*

- [Hill and Moorland Leader Information](#) 
- [Hill and Moorland Leader Handbook](#) 
- Previously known as the 'Walking Group Leader' (WGL) Award.
- To include training and assessment for multi-day expeditions you can include an optional 'bolt on' Expedition Skills Module.

- Expedition Skills Module Information
- Open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell or down.
- Areas enclosed by well-defined geographical or man-made boundaries such as classified roads.
- Does not include areas which merge with mountain regions and do not have well-defined boundaries.
- Does not include remote camping in inaccessible areas.
- Areas of remoteness that can be easily exited in a few hours by seeking refuge or accessing a road.
- Areas where movement on steep or rocky ground is not required whether in a planned or unplanned situation.

*Summer Mountain Leader (ML) Information and Remit:*

 **Summer Mountain Leader Handbook - 2013**

- Areas of mountainous and remote country, eg Highlands and Islands of Scotland.
- Does not cover skills required for the planned use of a rope.
- No longer covers the use of ropes for river crossings.
- Remit is for summer conditions only - winter conditions occur when snow and ice prevail or are forecast.

*First Aid Requirements:*


- MLTS Awards are only valid as long as the individual holds an in-date appropriate First Aid Qualification.
- This must be at least 2 days (16 hours) in length and involve an element of assessment.

- As of 1 October 2013 HSE no longer approve First Aid training and qualification courses.
- First Aid courses should be relevant to outdoor/remote area emergencies.
- Contact PKC Award office for clarification:

 **Contact Us**

**PKC Excursion Policy and AALA Guidance**

The PKC Excursion Policy was created with guidance from OCAG to ensure compliance with AALS requirements.

- The following table is sourced from the PKC Excursions Policy document - Chapter 13: Adventurous Activities Guidelines (page 48). It details the qualifications and ratios required for the most common expedition mode of Hillwalking.
- Full details on all modes of expedition are also detailed in the same chapter and can be accessed via the links in **Section 5.1** .
- Please note that for DofE expeditions 'on foot', a group must consist of between 4 and 7 participants.

In addition, the following must also be ensured:

- There are a minimum of two adults on any excursion.
- Ratios of Leaders to participants is determined by the risk assessment for that individual group.
- It is good practice to have both male and female leaders for mixed groups.
- It is essential to have both male and female leaders for mixed groups doing an overnight stay.
- That the route is appropriate to the capability of participants as assessed through medical records, parental information and supervisor observations.



### Walking and Mountaineering

Activity	Minimum Qualification for Person Leading the Activity	Supervision Ratio
Forest and Lowland Tracks	BEL	1:10
Lowland and Open Country (see WGL suitable terrain)	WGL	1:10
Mountain Country not involving Roped Scrambling or Technical Climbing	ML appropriate for season involved	1:8 (Summer) 1:6 (Winter)
Scrambling/Technical Climbing	MIA	1:2
Winter Climbing	MIC	1:2

**Note:**

Specific details on areas of operation are defined by the MLTB definitions of boundaries for each award. Candidates will have further opportunity to clarify the boundaries of each award on their training course.

The Duke of Edinburgh's Award assessments ratio is 1:7.

Walking qualifications are not required for Urban areas, recreational areas and parks, local woods, lanes, tracks and paths where there is no danger of getting lost, nature trails and way marked paths.

The second adult or assistant should be deemed Competent by their Line Manager and Group Leader. Competent refers to the fact that they will not be a hinderance or liability on the hill and should contribute positively to the success of the walk or expedition. The only requirement for these additional adults is a disclosure check.

### PKC DofE Award Competency Matrix

This details the minimum qualifications and competence expected of Expedition Supervisors and Expedition Assistants at PKC.

Information on these training courses is detailed in [Section 3.6](#) of this manual.

*Competence is defined as 'having sufficient up-to-date knowledge, understanding and experience, with qualifications and accreditation where appropriate, to fulfil their designated responsibilities'.*

This competency matrix reflects the importance of having technical capabilities as well as a clear understanding of leadership roles, types of supervision and relevant experience:

#### *Expedition Supervisor Qualifications and Competencies:*

- Hold NGB qualification - Summer Mountain Leader (SML) or Walking Group Leader (WGL) and/or be assessed as competent by Technical Advisor.
- Work within remit of the NGB Award they hold.
- Hold a PVG.
- Valid 16 hour Outdoor First Aid qualification.
- Attended DofE Introduction to the Award training course.
- Attended DofE Expedition Supervision Training Course (ESTC).
- Be familiar with the area in which the expedition is taking place.

#### *Expedition Assistant Qualification and Competencies:*

- Aged 18 or over.
- Attended DofE Introduction to the Award training course.

- Hold a WGL Award or be assessed as competent for their role by an Expedition Supervisor who holds a Summer Mountain Leader qualification.
- Familiar with areas in which expedition is taking place.
- Minimum of a 3 hour Emergency First Aid training course through PKC.

### PKC Operating Authority: Hazards and Route Selection Guidance **5.7**

This section gives guidance on potential hazards and issues which groups must be aware of when planning and carrying out expeditions and doing risk assessments. These are also factors which are considered when expeditions are checked by PKC DofE Award Development Workers during the approval process. It is important to ensure that the planned route will meet the requirements of that particular level of the Award (see [Section 5.5](#)).

*The key message in this section is to remember the essence of the DofE Award Expedition 'a focus on challenge and adventure through remoteness rather than technical difficulty or risk'.*

#### Competence, Experience, Fitness and Ability of the Group

- Practice day walks and expedition(s) will help to define capabilities and fitness.
- Level of supervision should be appropriate to the level of the group.
- Sufficient participant training in all aspects of the expedition and for the hazards they will expect to encounter on the planned route.
- Limit the amount of ascent so as to avoid unreasonable physical demands.

- Keep weight in backpacks to a minimum - should weigh no more than  $\frac{1}{4}$  of participants body weight.
- It is easy to overestimate team fitness and underestimate effort of carrying a pack.
- Ensure route/expedition aims are appropriate in respect of any 'variations' (see [Section 5.3](#)) granted and for the ability of the group.

### Weather

- Open season for DofE Award Expeditions is between 1 April and 31 October (British Summer Time) in order to minimise the chance of winter conditions - however the weather can still deteriorate significantly during this time.
- If you wish to take an expedition outwith these dates, please contact PKC DofE Development Workers for advice.
- Hazards include reduced visibility, increased river levels, flash flooding, high winds, extremes of cold and heat and risk of lightning.
- Adequate training in navigation, hazard awareness and first aid, having the appropriate kit and local knowledge can minimise these risks.
- Weather forecasts must be checked and participants trained how to interpret weather reports and to recognise signs of weather changes:

#### [Mountain Weather Information Service Website](#)

- All expedition plans must include a 'Supervision Plan' which details low level/lower risk routes and escape routes in the event of bad weather/emergencies when travelling in wild country: eg avoid summits or ridges in high winds.

- In the event of poor weather Supervisors/Leaders may need to adapt the level of remote supervision to avoid problems resulting from navigational errors or swollen rivers for example.

### Altitude

- The DofE Award is about 'solitude not altitude'.
- As a guide there should be no more than 500 metres of ascent in one day.
- Be aware of the effects of strong winds and gusts on ridges and peaks.
- Steep ground where the use of a rope is required is not acceptable.
- Avoid areas of steep ground, or where navigational errors could lead participants to be on steep ground.
- If poor weather or navigational errors could lead to steep ground then Assistants or Supervisors should be placed at appropriate positions to prevent this.
- The emphasis is on travelling through not over terrain - as participants will have heavy backpacks and need to be self-sufficient for several days, ascents of high peaks and ridges are not recommended.
- Teams who aim to reach a summit should do so over several days and by taking sheltered routes.

### Main Roads

- Dependent on the level of experience and competence of a group the crossing of main roads or small sections of main roads on a route may be supervised or unsupervised.
- Where possible main roads should be avoided as the focus of DofE expeditions is on being in remote, open country.

### Terrain

- Difficult terrain may be scree, thick heather, boulders etc.
- Difficult terrain over prolonged time periods should be avoided.
- The effect of a heavy pack can compound the difficulty of terrain.

### Water Hazards

- Detailed advice and information can be found in 'Hillwalking: The Official Handbook of the Mountain Leader and Walking Group Leader Schemes' by Steve Long (Volume 1, 2nd Edition, 2004).
- It is virtually impossible to avoid crossing any water courses in the wild country areas of Scotland however the potential danger of river crossings should not be underestimated.
- The fording of streams and rivers except in the most obviously benign circumstances is a high-risk activity and requires the judgement and skills of an experienced and competent individual - with the minimum of a Summer Mountain Leader qualification.
- No Bronze level practice or qualifying expeditions should include river crossings.
- Local knowledge from wild country Area Co-ordinators should be accessed to ascertain any rivers/crossing points which are liable to flash flooding or are affected by heavy rainfall.
- Even where river crossings have been included in the route plan, each crossing should be reviewed for risk at the time taking into consideration weather, river volume, river hazards, the group and remits of supervisors.
- If a group is confronted with a swollen river due to unexpected heavy rain they should have the training to know **not to cross**

even if it means abandoning planned route or waiting for levels to subside.

- Alternative strategies - check map for bridge, braiding of streams or tributaries which may be easier to cross, or for lower gradients which may mean less powerful flows.
- Risk too high - change route or wait (river levels can increase and decrease quickly).

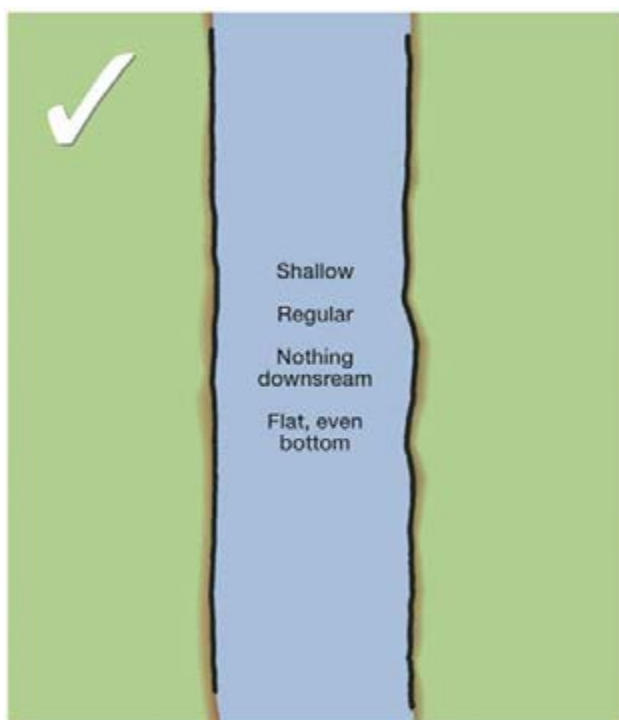
#### Hazards Associated with River Crossings:

- Fast flowing water - is very powerful and can be very difficult to exit.
- Cold water - body loses heat 25-30 times more quickly in water than in air, the effect of which can be compounded by the effects of wind chill and rain.
- Downstream obstacles - trees, waterfalls, boulders, deep pools are all hazards to be aware of when considering a river crossing as well as personal equipment like bags which could become trapped in obstacles.

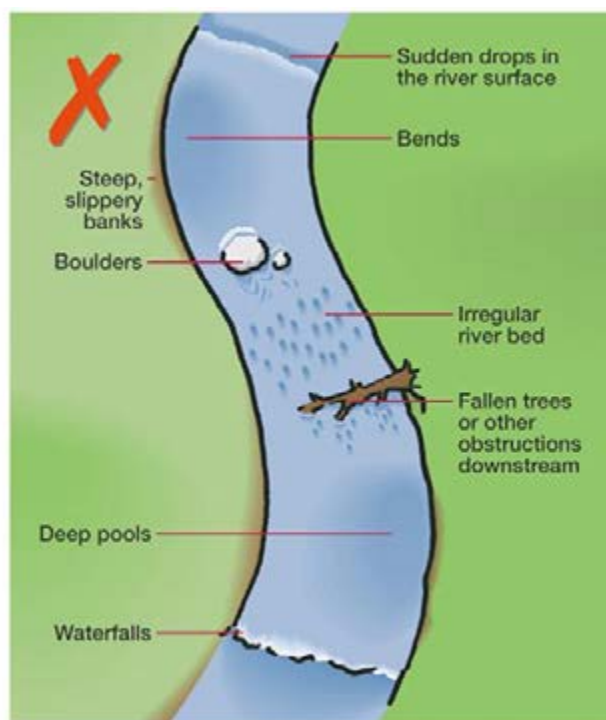
#### How to manage water crossings:

- All participants should be happy to partake in the river crossing - one of the main principles of DofE is that it is voluntary and no participant should be forced to do anything - remember the DofE Expedition is "a focus on challenge and adventure through remoteness rather than technical difficulty or risk".
- Participants should discuss what they are all comfortable to do during the expedition planning stage.
- Care should be taken when crossing marshland or bogs as this can increase the risk of ankle injuries from uneven ground.
- Where possible routes should be planned to cross rivers via bridges or known points where there is a 'dry route' like stepping stones/flat boulders or where the water course can be crossed by a long stride.

- Participants should have sufficient training in hazard awareness to identify when a river is unsafe to cross, or when the supervision of a qualified adult is required.
- Rivers should be crossed at the safest point, ie the narrowest point with firm banks on either side, with the assistance of qualified staff if necessary.
- Where the risk of jumping across is too great and could result in a slip or fall then the stream/river should be waded across if safe to do so.
- If a slip when wading could lead to an individual being swept away then the crossing should not be done.
- The use of ropes in river crossings is no longer part of the Summer Mountain Leader syllabus and so should not be considered as a way to ford rivers during a DofE expedition - whether in planned or unplanned circumstances.



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### Swimming

- Any swimming in lakes, rivers, lochs etc should not be done without the direct supervision of a qualified Supervisor.
- If participants want to 'cool off' on a summers day this can be done as long as it is in small streams which would not be possible to swim in.

### Consequences of Navigational Error


- It is important to assess the potential consequences of a navigational error during a planned route, which could lead to a hazardous situation - steep ground, dangerous river crossings, summits or remote areas.
- Where this is a risk, Leaders, Supervisors or Assistants should be placed at relevant locations to prevent this or adapt the level or technique of remote supervision at these points.

- Groups should also be made aware of these points during the planning process and where possible identify a 'catching feature' which could prevent errors being made.

### Camping Location

- Near a water source.
- Ideally on flat or shelved ground with a gentle slope to allow drainage in wet conditions.
- Ideally with shelter from prevailing weather conditions.

### Stalking

- Deer stalking is essential for the sustainable management of deer populations and the natural heritage.
- As per the **Scottish Outdoor Access Code**  we have the responsibility 'to help land managers and others to work safely and effectively'.





- Groups should always check for any stalking activity in the area they are planning to do their expedition and heed any advice or limitations during this time:

⑧ **Heading for the Hills: Hillwalking and Stalking**

## PKC Operating Authority: 5.8 Expedition Policies and Best Practice

The following gives detailed advice on PKC DofE Award Expedition policies and best practice. The information is supported by guidance from AALA, Health and Safety Executive, Mountain Leader Training Scheme, PKC Excursions Policy and the DofE Award Charity.

### Remote Supervision

- See the DofE Award Expedition Guide, 13th Edition, Chapter 8.
- All qualifying expeditions must be unaccompanied and self-sufficient.

- To encourage independence and self-sufficiency groups should receive the minimum level of supervision possible while ensuring safety.
- If the group does not have the skills or training to operate unaccompanied safely in an area they should not be there - it is either the wrong environment or their training is not sufficient.
- Closer supervision may occur at points on the route where participants could get lost, or enter terrain outside the reach of their training, or where there are significant hazards - but this should be kept to a minimum - if this is needed regularly the route is not appropriate.
- Arrangements for supervision must be planned and reviewed in the light of prevailing weather conditions and allowances made for the possibility that conditions may change (**Supervision Plan** ⑧).





- Expedition Supervisor should have appropriate qualifications and experience to be able to train participants to the relevant standard and verify their competence.
- Methods of contact between the group and Supervisor(s) should be agreed and practiced prior to the qualifying expedition.
- Remote supervision applies to evenings and nights as well as through the day and the groups should have as little interaction with the Supervisor as possible.
- Where it is unavoidable groups and Supervisor may share camping sites, although this should not be the case for Gold expeditions.
- AALA Guidance states that where there are multiple groups from the same unit which are a sufficient distance apart they should be treated as individual groups and each have an Expedition Supervisor who either has WGL or SML qualification as appropriate or who has been signed off by the Technical Advisor.
- AALA Guidance states that where there are multiple groups from the same unit who are in close proximity (but maintaining appropriate distance - see later in this section) one Expedition Supervisor who has a WGL or SML qualification or is signed off by the Technical Advisor may have overall supervision responsibility and be assisted by suitably experienced supervisors.

### Wild Country Notifications

#### The DofE Award - Wild Country Areas

- Details on each area can be accessed through the link above.
- The majority of Scotland is covered by wild country areas.
- A Green Form must be submitted for any unaccompanied expeditions (whether



practice or qualifying) which use remote supervision at any point.





- This form acts as notification that an expedition is occurring in that area - and one copy should be sent to the Assessor Network Co-ordinator of the wild country area as well as to PKC Operating Authority or the Head of Establishment (see [Section 5.10](#) )
- This submission and subsequent approval ensures that the 20 conditions have been met, obtains local knowledge of the expedition area and helps the DofE Award to monitor, support and encourage responsible use of Scotland's wild areas.
- You can also request an Assessor (through the Assessor Network) from the area if required.
- Full details on Expedition paperwork requirements and processes ([Section 5.10](#) )

### Multiple Groups


- In some cases several expedition teams may be being supervised or assessed in the same area, at the same time.
- The DofE strongly discourages multiple teams using the same route - in order to increase remoteness and reduce environmental impact.
- Multiple teams must always operate independently.
- Where it is unavoidable (usually due to terrain) groups may use the same route, but must be separated by at least 30 minutes.

### Risk Assessment

- See [Section 2.8](#)  of this manual for more information on risk assessments.
- See [Section 5.10](#)  for guidance on Expedition paperwork submission processes.

- The process of risk assessment and preparing for expected and unexpected challenges is important for Leaders, Supervisors and participants alike.
- Risks are managed through thorough planning, training and dynamic risk awareness.
- This involves the use of risk assessments, expedition notification processes, route summaries, route cards, supervision plans and obtaining local knowledge from wild country panels:
  -  **PKC Outdoor Adventurous Activities Generic Risk Assessment**
  -  **Activity Specific Risk Assessment Template**
  -  **Supervision Plan**
- DofE Award participants must keep together at all times unless dealing with an emergency situation.
- All relevant personnel should be informed following the safe return of expedition teams.
- Risk assessments should be updated following any incidents, accidents or near misses (see [Section 2.7](#) ) which occur during expeditions.

### Supervision Plans/Alternative Routes

- This is an informal written plan to help a Supervisor develop strategies to ensure a successful expedition - including route plans, expedition environment, team details, hazards on route, alternative routes, expected weather, campsites and meeting points etc:
  -  **Supervision Plan**
- Supervision or Alternative Route plans must be included for each expedition which identifies low risk routes and escape routes which will be used in the event of bad weather or emergencies.

- This form of prior planning and preparation will reduce the risk of incidents and increase the efficiency in the event of an emergency.
- As detailed in HSE Advice on Risk Assessments "leaders when faced with potential difficulties will feel more confident to change the itinerary if a pre-assessed alternative is available".

### Mobile Phones

- The DofE Award Expedition is about isolation and self-reliance and so the use of mobile phones for general communication is not acceptable.
- If you run a DofE group within a school please also see the school policy on mobile phone use as well as the guidance detailed here.
- The persistent use of mobile phone for general communication may lead Assessor's to conclude that the group does not meet Condition 2 of the 20 conditions: "to be isolated, unaccompanied, self-sufficient and remotely supervised".
- The DofE Award recommends that mobiles are carried for emergency use only but warn that they are an unreliable safety tool due to lack of reception and battery failure.
- Mobiles or smart phones should never be used for navigation/GPS purposes.
- The expedition team, Supervisor and Assessor must agree on mobile phone use policy well in advance of the expedition.
- The DofE Award details 3 policy options for the use of mobile phones by participants (The DofE Award Expedition Guide, 13th Edition - Chapter 9, page 176):
  - (1) No mobile phones will be carried by the team and so the emergency procedures (and evidence gathering methods), must be carefully thought out and designed to take this into account.

(2) *Mobile phones may be taken by the team for emergency use only. These phones must be switched off, kept in sealed bags and packed with first aid kits. Teams should make allowance for this when planning how to gather evidence.*

(3) *The same as above, but additional mobile phones without SIM cards or satellite internet access may be taken by the team for use as cameras, digital video recorders and alarms clocks etc.*

- *Mobile phones can be used by Supervisors or Assessors where reception allows but should not be the main method of contact between a group and supervisor(s) and is not a substitute for face-to-face or visual contact.*

### Participant Code of Conduct

What the DofE Award says:

- *DofE Expedition Guide, 13th Edition, Chapter 6.10, page 145 - "Through participation in an expedition young people gain an appreciation of and respect for the outdoors".*
- *The DofE Award has high expectations in terms of the attitude and behaviour of participants.*
- *Participants must respect the interests of others in the countryside.*
- *As the representative of the Operating Authority the Supervisor is legally responsible for the behaviour and conduct of the participants at all times, and for maintaining the positive reputation of the DofE.*
- *The DofE Award expects all participants to adhere to and comply with:*
  - (1) *Code of Conduct and behaviour expectations between the*

*Expedition Team, Supervisor and Assessor;*

(2) *the Code of Conduct of the Operating Authority;*

(3) *[Scottish Outdoor Access Code](#) *;

(4) *[Highway Code](#) *;

(5) *DofE Care for the Environment Policy - DofE Award Expedition Handbook, 13th Edition, Chapter 6.6, page 125.*





What PKC Operating Authority says:

- *PKC Excursions Policy details that participants must:*
  - (1) *not take unnecessary risks;*
  - (2) *follow the instructions of Leaders and Supervisors;*
  - (3) *look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader about it;*
  - (4) *ensure they conduct themselves appropriately or risk being withdrawn from the expedition.*
- *The DofE Award [Behaviour Contract](#)  also details the standards of conduct expected.*


### Volunteer/Adult Code of Conduct

- *Volunteers/staff should not be involved in activities or other work or have responsibilities that would prevent them from rendering urgent and effective assistance to participants if required.*
- *All DofE volunteers work under the insurance of PKC and therefore must abide by PKC policies and best practice.*
- *The use of non-prescription drugs, alcohol or any substance that may affect your performance or behaviour is prohibited*


and failure to comply with this may result in disciplinary procedures.

- Volunteers may not take personal pets or family members/friends on expedition as they are not covered by PKC insurance and this constitutes a responsibility that may prevent them from rendering urgent and effective assistance to participants if required.
- All adults involved with the DofE Award must follow the [DofE Code of Behaviour for Adults](#) .
- All of the documents relating to safeguarding participants, bullying and harassment can be accessed in [Section 2.4](#) .
- Information on the expectation of volunteers and the support they should receive can be found through the [PKC Volunteering Policy](#) .
- Information on the Code of Conduct for PKC Employees can be found through the [Employee Code of Conduct](#) .
- All adults involved in the expedition should ensure that they follow the instructions of the Supervisor and do their best to ensure the health and safety of the group.

### Scottish Outdoor Access Code (SOAC)

- The [Scottish Outdoor Access Code](#)  details rights for public access in Scotland's outdoors and has 3 key principles and these apply equally to the public and land managers:
  - (1) Respect the interests of other people.
  - (2) Care for the environment.
  - (3) Take responsibility for your own actions.
- All Leaders, volunteers and participants should be familiar with the code and the DofE Care of the Environment Policy (as detailed above).

### Remits of Expedition Staff

- The qualifications and competencies for expedition staff are detailed in [Section 5.6](#) .
- Remit reflects personal experience not just qualifications - as safety judgements are most soundly based on experience.
- PKC Operating Authority does require a minimum level of qualification in most cases - in some cases individuals may be signed off as competent by a suitably qualified Supervisor or PKC Technical Advisor.
- As a best practice guide the following are the minimum qualifications/experience required for a Supervisor at each Award level (although individuals may also be signed off by PKC Operating Authority Technical Advisor as competent):

**Bronze:** Hill and Moorland Leader or Basic Expedition Leader and knowledge of the Expedition Area.

**Silver:** Hill and Moorland Leader or Summer Mountain Leader dependent on the area/terrain/route and previous experience within the area and in terms of leadership and remote supervision.

**Gold:** Summer Mountain Leader.

### Informed Parental Consent and Parental Responsibilities

- Informed parental consent is required for all participants under 16, and those participants who are between 16 and 18 and in full-time education.
- Informed consent and medical information should also be provided by any participants (over 18) and expedition staff.

- It is important to provide parents with detailed information, as it states in the PKC Excursions Policy (2009) Chapter 11 - "The information given should be sufficiently detailed to ensure that parents can make an informed choice about participation, bearing in mind that many activities have a high level of perceived risk, but a low level of real risk".
- AALA Guidance states that "supervisors must ensure that parents/guardians are informed of the unaccompanied and self-reliant nature of Award Expeditions and the level of supervision taking place".
- Consent forms also allow you to obtain important information regarding participants.
- Parents and Guardians have a responsibility to inform Supervisors about any illnesses, conditions, phobias or medication requirements their children have.
- As participants will be going on several DofE expeditions throughout the season the consent should cover the year rather than be requested for each expedition.
- However parents should receive expedition notification details for each expedition - a template is included below.
- School groups will use the consent forms which are specific to their establishment.
- All other groups should use the consent forms below, or use these as guidance for what should be included.
- For non-school groups: if the expedition is for a mode other than hillwalking then please contact the DofE Award Office Development Workers for advice.

 **Annual Informed Consent Form for DofE Award Expeditions - Template**

 **Expedition Notification Details - Template**

## Emergency Procedures 5.9

As referred to in [Section 2.6](#) of this pack, the DofE Award license agreement states that PKC Operating Authority must have health and safety systems in place to ensure the welfare of participants, staff and volunteers involved in DofE programmes. PKC Excursions policy also states that "staff have a duty of care to ensure that every reasonable measure has been taken to secure the health, safety and welfare of those taking part".

### Risk is managed through:

- expedition planning (see [Section 5.5](#) and [5.7](#))
- participant training (see [Section 5.4](#))
- risk assessments (see [Section 2.8](#) and [5.8](#))
- qualified staff/volunteers (see [Section 5.6](#))
- expedition approval process (see [Section 5.11](#))
- Home-Base contact procedures (see below)
- first aid (see [page 80](#))
- emergency procedure process (see [page 80](#))

### Home-Base Contact(s)

- **For School Groups:** Headteacher or delegated member of staff.
- **For Open Groups:** PKC DofE Managers - Brian Hutton, James Allan or Fiona Findleton (07999 560445).
- This contact can take the pressure off the group Leader/Expedition Supervisor in the event of an incident or emergency.
- Parents or guardians of participants also need to be able to contact the Home-Base contact in the case of an emergency.



- Home-Base contacts must be informed of the safe return of all expeditions.
- In the event that an expedition group is due to return later than planned then the Home-Base contact should be informed so they can in turn inform parents/guardians.
- Home-Base contacts must have all the information regarding the expedition to ensure an efficient flow of information in the event of an emergency:

- Details of participants and Leader(s) including: name, address, age, gender, emergency contact name, address and telephone number, medical needs, swimming ability, information regarding in what capacity they are there, eg participant, Leader, a contact number for the group Leader/ Expedition Supervisor during the expedition and transport information:

 **Home-Base Emergency Contact Data Form**


- A copy of the expedition programme - route cards, route maps and alternative route plans.
- Contact telephone numbers for the vehicle recovery organisation (if applicable).

**First Aid**

- Only qualified individuals who have been approved by PKC Operating Authority can deliver first aid training - contact Development Workers to clarify.
- All participants must have own first aid kit.
- Participants should disclose any medical issues or allergies through the 'Informed Parental Consent' form.
- Prevention is better than treatment - and participant training should reflect this.

- Each group should be confident in their emergency procedure process as agreed with group Leader and Expedition Supervisor.

**Emergency Procedure Process**

- Responsibility of Expedition Supervisor.
- Detailed in PKC '**Planning, Managing and Evaluating Your Excursion** 
- Establish nature and extent of the emergency/accident as quickly as possible.
- Ensure group are safe and looked after.
- Establish name of casualty or casualties.
- Qualified first aider to carry out first aid.
- Contact emergency services if required.
- Ensure responsible adult accompanies casualty/casualties to hospital and rest of the group is supervised at all times.
- Advise Home-Base contact of situation and request assistance as required.
- Home-Base contact will contact parents/guardians once the situation has been managed.
- Do not give interviews to the media.
- Record all details of incident/accident - facts, events, circumstances and significant actions taken.
- If there is difficulty making contact with the emergency services and the Home-Base Contact then an assistant or staff member who knows the route should make their way to the nearest landline. The first aider should stay with any casualties.



## Expedition Submission Processes for PKC Operating Authority 5.10

*It is essential to complete all the relevant paperwork accurately within the required timeframes to ensure the success and validity of DofE Award Expeditions.*

- Please be aware that there are slightly different submission processes for open groups and school groups although all the forms to be used are the same:
  - *School groups:* must submit expedition to the Headteacher for processing before they are submitted to the Licenced Organisation for final approval by Outdoor Education Technical Advisor.
  - *Open groups:* must submit expedition to the Head of Establishment (Brian Hutton) for processing before they are submitted to the Licenced Organisation for final approval by Outdoor Education Technical Advisor.
- Both groups must submit expeditions to a DofE Development Worker prior to final approval in order to ensure that the 20 conditions are being met.
- Expedition paperwork is required for any Bronze, Silver or Gold unaccompanied expeditions (whether practice or qualifying) which use any level of remote supervision at any point.
- Duke of Edinburgh Expeditions are classified as 'Category 5' as per PKC Excursions Policy document - which refers to 'day trips with adventurous activities'.

- If you require any clarification at any time, please contact the PKC DofE Award Development Workers:

 [Contact Us](#)


- It is crucial to ensure that Home-Base contacts are informed of the safe return of all Expeditions.

### Expedition Submission Process - EVOLVE

- All DofE Expeditions are now submitted through the online excursions system - EVOLVE.
- If you require training to use this system or have any queries during the process then please contact the PKC DofE Office:

 [Contact Us](#)

#### Log In

- You can use EVOLVE anywhere with an internet connection.
- PKC school groups can access EVOLVE through the Browser: Favourites > Applications > EVOLVE.
- Alternatively the login page can be accessed through the following address: [www.pkc-excursions.org.uk](http://www.pkc-excursions.org.uk) 

#### Information

- The resources section of the EVOLVE system contains many reference documents, guides, forms and templates.
- The two guides below provide all the key information you need to get started and to submit expeditions:

 [EVOLVE - Getting Started User Guide](#)

 [EVOLVE - Getting Started DofE Specific User Guide](#)

### Forms Required for Expedition Submission Process

- Emergency Contact Data for Home-Base Contact: [Emergency Contact Information Form](#)
- Green Form - Notification for Wild Country Areas: [Green Form](#)
- PKC Outdoor Adventurous Activities Generic Risk Assessment: [Generic Risk Assessment](#)
- PKC Activity Specific Risk Assessment: [PKC Activity Specific Risk Assessment Template](#)
- Route Cards (use one per day): [Route Card](#)
- Route Map - showing route and journey legs
- Alternative Route Plan/Supervisor's Plan: [Supervision Plan](#)

- Expedition Information for Parents/ Informed Consent: [Expedition Notification Letter](#) and [Annual Informed Parental Consent](#)
- Expedition Variations Form (for ASN Groups) and Process Map: [Variations Application Form](#) and [Variations Process Map](#)

### Expedition Kit

### 5.11

As per Expedition 20 conditions (1, 2 and 5) - the expedition is carried out under participant's own effort, must be self-sufficient and participants must be properly equipped:

- See the DofE Expedition Guide, 13th Edition, Chapter 5.1 (pages 45-47) for general equipment guidance.
- See the DofE Expedition Guide, 13th Edition, Chapter 6.4 (pages 102-110) for detailed equipment information.



Main points to note are as follows:

- *Units can borrow certain kit items from the PKC DofE Award Office and the Duke of Edinburgh's Award Perth & Kinross Association.*
- *Participants need personal kit, emergency kit and group kit.*
- *The group should plan as a team to ensure they do not unnecessarily duplicate equipment.*
- *All kit must be carried by the participants (unless there is a variation for this).*
- *The rucksacks should not weigh more than  $\frac{1}{4}$  of participant's body weight.*

The links below give guidance from the DofE Award as regards what kit is required and where it can be purchased with DofE participation discounts:

[🔗 Equipment Suppliers](#)

[🔗 Expedition Kit List](#)





# Section 6: Appendix

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See the following references/links for key resources. Many of these are referred to throughout this Information Pack but are also accessible here for convenience

## Books

*The Handbook for DofE Leaders, 7th Edition, February 2012 - The Award Scheme Ltd (or most up-to-date edition as relevant)* 

*The Duke of Edinburgh's Award Expedition Guide, 13th Edition, September 2012 - The Award Scheme Ltd (or most up-to-date edition as relevant)* 

*Hillwalking: The Official Handbook of the Mountain Leader and Walking Group Leader Schemes by Steve Long - The Mountain Training Trust (2004)* 

## Websites

DofE Website

 [www.dofe.org/](http://www.dofe.org/)

DofE FAQs

 [www.dofe.org/en/content/cms/faqs/](http://www.dofe.org/en/content/cms/faqs/)

PKC DofE Website

 [www.pkc.gov.uk/dofe](http://www.pkc.gov.uk/dofe)

eDofE Login

 [www.edofe.org/Profile/LogUser.aspx](http://www.edofe.org/Profile/LogUser.aspx)

Mountain Training UK

 [www.mountain-training.org/](http://www.mountain-training.org/)

Scottish Canoe Association

 [www.canoescotland.org/](http://www.canoescotland.org/)

British Equestrian Federation

 [www.bef.co.uk/](http://www.bef.co.uk/)

British Cycling - Scotland

 [www.britishcycling.org.uk/scotland](http://www.britishcycling.org.uk/scotland)

AALS Guidance - Health and Safety Executive Website

 [www.hse.gov.uk/aala/index.htm](http://www.hse.gov.uk/aala/index.htm)

Mountain Weather Information Service

 [www.mwis.org.uk/](http://www.mwis.org.uk/)

## Links to Documents/Policies

- [PKC DofE Roles and Responsibilities](#)
- [PKC Approved Activity Provider Listing 2014](#)
- [PKC Complaints Handling Procedure](#)
- [PKC Equality Policy](#)
- [PKC Health and Safety Policy](#)
- [DofE Child Protection Policy and Procedures](#)
- [PKC Risk Assessment Manual](#)
- [DofE Safeguarding Code of Behaviour for Adults](#)
- [PKC Education & Children's Services Volunteering Policy](#)
- [PKC Employee Code of Conduct](#)
- [PKC Excursions Policy Document](#)

## Leader Resources

- [DofE Leader Role Description](#)
- [eDofE FAQs for Leaders](#)
- [Leaders Programme Checklist](#)
- [DofE Leaders Enrolment Form](#)

## Expedition Resources

- [The Expedition - 20 Conditions](#)
- [Scottish Outdoor Access Code](#)
- [Expedition Kit List](#)
- [Mountain Leader Handbook](#)

- [Hill and Moorland Leader Handbook](#)

## Links to Useful Forms

- [Participant Enrolment Form](#)
- [DofE Incident Report Form](#)
- [Incident Report Form](#)
- [Behaviour Contract](#)
- [Emergency Contact Information Form](#)

## Links to Other PKC Information Packs

- [Parents Information Pack/Leaflet](#)
- [Volunteers Induction Pack](#)

## Letters

- [Parental Consent Letter](#)
- [Annual Informed Consent Form for Adventurous Activities](#)
- [Expedition Notification Letter - Template](#)

## Risk Assessments

- [PKC Outdoor Adventurous Activities Generic Risk Assessment](#)
- [PKC Activity Specific Risk Assessment](#)
- [Supervision Plan](#)

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting  
Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمثلخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:

الاسم: Customer Service Centre  
رقم هاتف للاتصال المباشر: 01738 475000

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Customer Service Centre 01738 475000

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Customer Service Centre 01738 475000

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)

(PKC Design Team - 2016618)

