



**Expedition Supervisor’s Checklist**

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| **Task** | **Time Scale** | **Person Responsible** | **Completed** |
| Establish Expedition Team(s)  | To be completed 6 weeks before Practice Expedition |  |  |
| Confirm Supervisor availability |  |  |
| Confirm Supervisor qualifications |  |  |
| Ensure sufficient Support Staff available |  |  |
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| ***Participant Training:*** |  |  |  |
| Teambuilding | Training can commence at anytime, but needs to be completed 2 weeks before Practice Expedition  |  |  |
| Countryside, Highway and Water code  |  |  |
| Observation, Recording and Presentation |  |  |
| Establish Expedition Aims |  |  |
| 20 Conditions |  |  |
| Navigation and route planning |  |  |
| Camp craft and equipment |  |  |
| Awareness of risk and hazards(Introduce the exped risk assessment) |  |  |
| First aid and emergency procedures |  |  |
| Proficiency in the mode of travel |  |  |
| Set up Expedition Section on eDofE |  |  |
| Food and cooking(Ensure Participants generate Meal Plans) |  |  |
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| ***Practice Expedition:*** |  |  |  |
| Route Planning (including supervisor’s recce of route) | To be completed 6 weeks before Practice Expedition |  |  |
| Participants input to plan route, including completion of route cards |  |  |
| Contact Land Owners and Book Campsites (if required) |  |  |
| Green Form Notification to DofE Scotland (Wild Country only) | Minimum of 4 weeks before Practice Expedition |  |  |
| Evolve Notification to be completed and sent to Adventurous Activities Consultants |  |  |

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| **Task** | **Time Scale** | **Person Responsible** | **Completed** |
| Send out Notification Letter to Parents/Carers | To be completed 3 weeks before Practice Expedition |  |  |
| Send out Parental Consent Forms |  |  |
| Establish Group Kit Requirements |  |  |
| Request Group Kit Requirements from DofE Moray |  |  |
| Review Generic Risk Assessment and amend as required | Minimum of 2 weeks before expedition |  |  |
| Ensure Evolve and Green Form have been approved | To be completed 2 weeks before Practice Expedition |  |  |
| Collect Consent Forms and Expedition Fee |  |  |
| Consult Head of Establishment reference Base Contact Plan and confirm name of Base Contact |  |  |
| Issue Group Kit |  |  |
| Issue Expedition Safety Cards |  |  |
| Participant’s Kit Inspection at Centre | To be completed 1 week before Practice Expedition | Supervisor |  |
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| ***Compile Expedition Supervisor’s Pack Up (to include to following):*** |  |  |  |
| Copies of Consent Forms | To be completed 1 weeks before Practice Expedition |  |  |
| Risk Assessment |  |  |
| Copies of Participants Maps and Route Cards  |  |  |
| Copies of Green Forms (if applicable) |  |  |
| Copies of Base Contact Forms |  |  |
| Contact Details (for Participants, Parents, Assessor and Base Contact) |  |  |
| Supervision plan |  |  |
| Send copy of Pack up to Base Contact |  |  |
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| ***Pre Expedition:*** |  |  |  |
| Participant’s Kit Check before leaving start point on Day 1  |  | Supervisor |  |
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| **Task** | **Time Scale** | **Person Responsible** | **Completed** |
| ***Post Expedition:*** |  |  |  |
| Expedition Review – Do participants need further training or practice? | Before Participants leave expedition area |  |  |
| Collect Group Kit – ensure serviceable, clean and dry | 1 week after Expedition |  |  |
| Return DofE Moray loaned kit – ensure serviceable, clean and dry |  |  |
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| ***Qualifying Expedition:*** |  |  |  |
| Confirm Supervisor availability and qualifications | To be completed 6 weeks before Expedition |  |  |
| Confirm Assessor availability and qualifications |  |  |
| Ensure sufficient Support Staff available |  |  |
| Route Planning (including supervisor’s recce of route) |  |  |
| Ensure participants are aware of the 20 Conditions |  |  |
| Participants to plan route and create route cards |  |  |
| Review Generic Risk Assessment and amend as required |  |  |
| Contact Land Owners and Book Campsites (as required) |  |  |
| Green Form Notification to DofE Scotland (Wild Country only)  | Minimum of 4 weeks before expedition |  |  |
| Evolve Notification  |  |
| Send out Notification Letter to Parents/Carers | To be completed 3 weeks before Expedition |  |  |
| Send out Parental Consent Forms |  |  |
| Check Group Kit Requirements |  |  |
| Request Group Kit Requirements from DofE Moray |  |  |

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| **Task** | **Time Scale** | **Person Responsible** | **Completed** |
| Ensure Evolve and Green Form have been approved | 2 weeks before expedition |  |  |
| Collect Consent Forms |  |  |
| Consult Head of Establishment reference Base Contact Plan and confirm name of Base Contact |  |  |
| Hand out Group Kit | 2 week before expedition |  |  |
| Hand out Expedition Safety Cards |  |  |
| Participant’s Kit Inspection at Centre  | 1 week before expedition | Supervisor |  |
| Invite assessor to meet Team |  |  |
|  |  |  |  |
| ***Compile Expedition Supervisor’s Pack Up (to include to following):*** |  |  |  |
| Copies of Consent Forms | To be completed 1 weeks before Practice Expedition |  |  |
| Risk Assessment |  |  |
| Copies of Participants Maps and Route Cards  |  |  |
| Copies of Green Forms (if applicable) |  |  |
| Copies of Base Contact Forms |  |  |
| Contact Details (for Participants, Parents, Assessor and Base Contact) |  |  |
| Supervision plan |  |  |
| Send copy of Pack up to Base Contact |  |  |
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| ***Pre Expedition:*** |  |  |  |
| Participant’s Kit Check before leaving start point on Day 1 | At expedition start point | Assessor |  |
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| ***Post Expedition:*** |  |  |  |
| Expedition Assessor’s Debrief | Before Participants leave expedition area | Assessor |  |
| Collect Group Kit – ensure serviceable, clean and dry | 1 week after expedition |  |  |
| Review Expedition – Lessons learned for the future  |  |  |
| Return DofE Moray loan kit – ensure serviceable, clean and dry |  |  |
| Ensure Assessor completes Expedition reports |  |  |

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| **Task** | **Time Scale** | **Person Responsible** | **Completed** |
| ***Post Expedition:*** |  |  |  |
| Ensure Participants deliver their presentation | Within 4 weeks of expedition |  |  |
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| ***On-going Tasks*** |  |  |  |
| ***eDofE:*** |  |  |  |
| Monitor progress on eDofE and approve new evidence |  |  |  |
| Advise participants as required |  |  |  |
| Approve completed sections |  |  |  |
| Green Form Notification Number will be needed for Wild Country expeds |  |  |  |

NB: The Responsibility column can be used to keep notes on any external training providers, dates and times.

The Competed column is useful in keeping track of progress, particularly when managing more than one group.