



MORAY



DofE

Operations Manual

**for Centres and Volunteers
Operating under the
License of Moray Council**

2018 EDITION

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Procedures for Centres and Volunteers taking part in The Duke of Edinburgh's Award under the terms of Moray Council's License as an Operating Authority

Vision

Enable access for every young person who wants to participate in DofE.

Aim

Supporting Centres and Volunteers to Deliver a Rewarding, Enjoyable DofE Experience for Participants.

Introduction

Moray Council runs The Duke of Edinburgh's Award in Moray as a Licensed Organisation (LO). Moray Council acts as an Operating Authority and must have in place systems, policies and procedures to govern the operation and delivery of DofE programmes. This Operations Manual sets down policies and procedures for centres, staff, volunteers and participants. Following these policies and procedures will help ensure safety for all and a quality DofE experience for young people and the adults who help them.

Organisation¹

Moray Council appoints a DofE Manager to manage DofE on its behalf. The Manager's responsibilities include:

- Ensuring systems, policies and procedures are current and relevant.
- Maintaining DofE's vision, aims and rules.
- Approving and supporting centres for delivering DofE.
- Approving volunteers and ensuring they have access to training.
- Monitoring and maintaining standards of delivery.
- Promoting DofE in Moray.
- Making DofE accessible and inclusive.

The majority of the DofE centres operating under Moray Council's license are based in secondary schools. The Council also supports some smaller centres, including an Open Award Centre based in Elgin, to make the award accessible to as wide a range of young people as possible. In addition, Gordonstoun and some uniformed organisations run a DofE programme under separate licenses.

The share of responsibilities between Moray Council and each Centre is set out in an annual [Partnership Agreement](#)². The partnership agreement also outlines the support available from DofE Moray and the Moray Local Awards Committee (MLAC). MLAC³ is a charity that raises funds to support volunteers and participants taking part in The Duke of Edinburgh's Award in Moray.

¹ See Attachment 1 – DofE Moray Management and Support Structure

² See Attachment 2 – Sample Partnership Agreement

³ See Attachment 3 – MLAC Constitution

Policies and Procedures

Centres and Volunteers must adhere to Moray Council policies when working in support of DofE in Moray. This includes child protection and safe guarding policies, health and safety at work regulations and policies, Moray Council's safe driving policy, Moray Council's excursions policy and the guidance laid down in this Operating Manual.

The Operating Manual sets minimum 'benchmark' standards for Centres wishing to have their activities accredited under Moray Council's license. It is not intended to replace any organisation's own policies or procedures. In cases where DofE Moray and internal organisation policies differ, Centres are to comply with the higher standard.

The Operating Manual provides local detail to support policy set out in the DofE Leaders' Handbook and the DofE Expedition Guide. DofE Leaders should be familiar with both documents.

Any questions regarding best practice should be directed to the DofE Development Worker at DofEMoray@moray.gov.uk.

Insurance Liability

Moray Council's Public Liability insurance policy will cover any injury or loss incurred by individuals as a result of negligence by staff, volunteers and young people taking part in any DofE activity that has been planned and properly approved under the terms of this Operations Manual.

Moray Council strongly recommends that establishments ensure that participants and supervisors have appropriate travel insurance⁴ to include personal accident, loss or damage to luggage/money and cancellation/curtailment cover. For overseas trips cover should include medical expenses and repatriation cover.

Personal accident and/or travel insurance for young people remains the responsibility of parents. If the purchase of travel insurance is to be left to individual parents and supervisors then they should be informed of this requirement.

Parents may wish their child to undertake DofE section activity under arrangements not directly organised by the Centre or the Council. Such arrangements are not covered by the Council's insurance and parents are strongly advised to follow the advice in the [Parental Guidance/Consent Arrangements](#)⁵.

⁴ See Moray Council's Excursion Policy <http://www.moray.gov.uk/downloads/file95603.pdf>

⁵ See Attachment 4 – Whole Award Guidance Letter

Part One

Procedures for Centres

1.1 Responsibilities of DofE Centres and Coordinators

Centres must ensure the following processes are in place to operate under the Moray Council DofE License⁶⁷:

Centres are to have a nominated **DofE coordinator**. The coordinator role can be shared between two or more individuals as long as the roles and responsibilities of each are clearly defined and agreed with the DofE Moray.

Centres need to have the people (staff or volunteers) and resources to manage the number of participants they are likely to enrol.

- Centres with multiple groups should appoint a **DofE Leader** for each group.
- Centres should have a plan to provide sufficient qualified supervisors for their expedition teams.

Centres must have a specific **budget line** for DofE activity.

- This needs to include the costs of participant enrolment, volunteer travel costs, photocopying or printing documents and OS mapping.
- Centres need a system for collecting enrolment and expedition fees.

Centres must maintain the **standards of The Duke of Edinburgh's Award** and Moray Council as laid down in the following publications:

- Handbook for DofE Leaders
- DofE Expedition Guide.
- Moray Council DofE Operations Manual.
- Moray Council Safety Procedures.
- Moray Council Excursions Policy.

All volunteers and leaders must register as a **DofE Volunteer**⁸ and complete a **PVG Disclosure Check** before working with young people.

- Volunteer application forms⁹ are to be submitted to the DofE Office.
- Moray Council will cover the cost of the Disclosure Check.
- Coordinators are to inform the DofE Office if they feel that volunteers need additional training or a volunteer stops working with the Centre.

All DofE adults and participants are to have access to appropriate **training**.

- DofE Moray will help train adult volunteers.

⁶ See Attachment 2 – Partnership Agreement

⁷ See Attachment 5 – Centre Check List

⁸ See Attachment 6 – New Volunteer Procedure

⁹ See Attachment 7 – Volunteer Enrolment Form

- Participants must be trained before taking part in their practice or qualifying expedition. See the [Expedition Section](#).

[eDofE](#) is to be used by all participants, leaders and helpers as a means of recording progress. Access to a regular meeting space with IT for participants/leaders is important.

Centres need to be able to **store records** relating to DofE. Records must be kept for minimum of 12 months. Records relating to Health and Safety matters must be kept for 7 years (for young people under 18, records should be kept for 7 years from their 18th birthday). Records to be considered include:

- Copies of volunteers' certificates for PVG, DofE Training, Leadership Qualifications and First Aid Certificates.
- Participants' Enrolment forms.
- Consent forms.
- Expedition planning and training documents.
- Risk assessments.
- Accident report forms.

Evolve is the approved system for notifying and approving expeditions. Evolve is also an effective means for storing Expedition records, including details of qualifications held by members of staff and volunteers who support the expedition section.

Centres need a system for storing, maintaining and allocating **expedition equipment**. The DofE Office can help with additional short term loans of equipment.

The coordinator should attend (or appoint a nominated leader to attend) the following meetings:

- Regular meetings with the DofE Development Worker at the Centre (normally one per term).
- The Adult Summit, an annual meeting hosted by DofE Moray to look at ways of improving delivery of the Award.
- MLAC AGM.
- MLAC meetings.

1.2 Best Practice Guidelines for DofE Centres

Volunteers, whether members of staff taking on additional duties, parents or other adults, are vital to the delivery of a safe and rewarding DofE experience. Volunteers from the parent body and local community can make a big difference to the effectiveness of a Centre, taking pressure off staff and/or enabling the Centre to open the Award to more young people.

Each School or Centre should involve their staff, parents and the local community in recruiting more DofE volunteers to help them run all aspects of the award.

- The parents are a useful resource for recruiting volunteers.
- Consider using your local media to create a DofE presence and help gain support and resources.
- The DofE Moray Office will assist in the volunteer recruitment process by coordinating the PVG process and providing induction and other training.

1.3 Looking after new Volunteers

Ensure all staff and volunteers are signed up as **DofE volunteers**¹⁰ through the DofE Office at dofemoray@moray.gov.uk. Under the terms of the DofE License, Moray Council has a commitment to put in place a system for the approval of staff, including Leaders, Supervisors and Assessors, which ensures they are appropriately qualified or experienced and have the necessary clearances for their roles.

Staff and volunteers must complete the following checks and **DofE training**:

- PVG checks through Disclosure Scotland.
- **E-Induction training** at <https://www.dofe.org/dofetraining/>
- **Introduction to the Award**. This is a classroom based course and should be completed within the first 6 months.
- **Expedition Supervisors course**. For all adults wishing to be expedition leaders or assistants. (Volunteers completing this course do not need to do the Introduction to the Award course.)
- **Expedition Assessors Accreditation Scheme**- For all adults wishing to assess expedition groups. This is a National Accreditation.
- These courses should be booked through the DofE Office.
- **Other training** is available for award coordinators and leaders. DofE Moray will provide training on First Aid, Child Protection, Diversity and Evolve through the [Community Training Calendar](#).
- DofE course details can be found at <https://www.dofe.org/dofetraining/>. Contact the DofE Office for more details.

New volunteers automatically become members of **The Moray Local Awards Committee**¹¹ (MLAC), which is a voluntary committee created to support and develop the Award. The committee meets quarterly, providing an opportunity for coordinators, leaders and individual volunteers to request help, ask questions and find out about the latest DofE news and developments.

¹⁰ See Attachment 7 – Volunteer Enrolment Form

¹¹ See Attachment 3 – MLAC Constitution

Volunteer **travel costs**¹²¹³ and expenses are now the responsibility of the Centre, therefore the Centre needs to budget to cover these expenses.

1.4 Enrolling New Participants

New participants need to complete the following **enrolment forms**:

- Participants Enrolment Form¹⁴.
- Photographic Consent Form¹⁵.
- In addition parents should be sent a copy of the Whole Award Guidance Letter¹⁶ and the DofE Manager's welcome leaflet¹⁷.

Centres are encouraged to use a **BULK BUY**¹⁸ system for enrolments to reduce postage costs and reduce the workload for Centre Coordinators and the DofE Moray Office.

- Participants can be enrolled from the start of the Academic year.
- Centres can order participants places in **advance**, as a **Bulk order** based on previous experience or planned participant up take. This requires the Centre to have funds to pay the enrolment fees in advance and then collect fees from participants.
- Alternatively Centres can carry out **Enrolment in Cadres**, where participants submit their enrolment forms and fees to the Centre and the Centre submits a **Bulk** request for participant places based on actual enrolment.
- **Requests** for participant places should be emailed to the DofE Moray Office. Places will be ordered by the **DofE Manager** and allocated to the Centre by the DofE Office. This process normally takes 2 - 4 working days.
- **Welcome Packs** will be sent to the DofE Office (normally within 5 working days) who will distribute them to the Centre.
- The DofE Manager will **invoice** the Centre for the participant places on a regular basis (usually once per term).

1.5 Managing DofE

Leaders should run a session to hand out Welcome Packs and introduce participants to eDofE.

eDofE is the principal means of recording progress of each participant's Award.

- Welcome packs provide a useful record of programme plans, start and finish dates, and a means to record assessors' comments, but all information must be recorded on eDofE.
- Activity Logs for recording progress through each section can be found at DofE.org.
- Leaders should monitor eDofE on a regular basis.

¹² See Attachment 8 – Volunteer Expenses Form

¹³ See Attachment 9 – Volunteer Expenses Process

¹⁴ See Attachment 10 – Participant Enrolment Form

¹⁵ See Attachment 11 – Photographic Consent Form

¹⁶ See Attachment 4 – Whole Award Guidance Letter

¹⁷ See Attachment 12 – Manager's Leaflet for Parents

¹⁸ See Attachment 13 – Bulk Buy Process

- eDofE will generate Alerts to highlight where a Leader's input is required.
- Participants should be encouraged to record evidence of their progress so that the Award can be easily approved on-line.
- Encourage participants to take **photographs** of their activities as evidence for their Award.
 - The best photos could be used to help publicise and promote their school and the Award in Moray.
 - Photos can only be used if the parent/guardian has signed a consent form. Note consent can be withdrawn at any time.
- eDofE also provides an effective and secure means of communicating with individuals and groups.

Leaders should run **regular meetings** for participants to answer queries and discuss progress. Timings and frequency of meetings will depend on the needs of the Centre and its participants.

- Meet with their participants before they start each section, to talk through section plans to make sure they meet the criteria set by DofE.
- Encourage participants to use **activity planners**¹⁹ to outline what they plan to do for each section and the goals they hope to achieve. This will assist them in inputting information on to e-DofE.
- Ideas on approved section activities can be found at <https://www.dofe.org/doing-your-dofe/activities-sections/> and section time scales can be found at <https://www.dofe.org/doing-your-dofe/levels-timescales>

DofE encourages participants to take responsibility for their Award. Sign-post participants to www.dofe.org so they can gain more information about the Award from the official website.

1.6 Section Activities

When necessary, Centres can help participants to find **volunteering, skills and physical opportunities** by linking into local people and organisations, such as Active Schools, music clubs, TSI Moray or other voluntary groups.

- **When Centres recommend a provider** for a section activity, they are to take reasonable measures to ensure the provider is 'Bona Fide' and that a formal Risk Assessment is carried out.
- Due regard is to be given to **Child Protection** issues and advice should be sought if required. No Adult should have substantial contact with Young People without an Enhanced Disclosure check being carried out.
- Irrespective of how the support for sectional activity is arranged, full details of the activity provider are to be entered on DofE.

Where individual participants/parents/carers make their **own 'self-arranged'**²⁰ **agreements** with other agencies to provide Award activities (e.g. a sports club or music tutor) **such arrangements are not covered by the Council's insurance.**

- **It is the parents/carers responsibility to ensure the participant's safety and welfare whilst engaged in such activities.**

¹⁹ See <https://www.dofe.org/doing-your-dofe/activities-sections/>

²⁰ See Attachment 4 – Whole Award Guidance Letter

- The Council does not vet these bodies, their staff or volunteers, or the work that they provide.
- Parents/carers are strongly advised to arrange **private insurance cover** for their son/daughter and/or seek written assurances from the provider with regard to safety standards, the qualifications and competencies of instructors, and insurance cover.
- **The DofE Coordinator is to make this clear to parents/carers and participants prior to commencement of an activity.**

1.7 Awards Approvals Process

When the Leader approves a DofE Award, eDofE will automatically send the record to DofE Moray for **Approval**.

- For **Bronze and Silver**, DofE Moray will review and approve the Award. DofE Moray is responsible for upholding the standards of the Award and may question the validity of a section or the evidence provided. Once the Award is approved DofE Moray will then send the Certificate and a badge to the Centre Coordinator. If necessary, DofE Moray will make alternate arrangements to ensure that the participant receives their Award.
- For **Gold Awards**, DofE Moray will review and Approve the Award and send it to DofE Scotland for Verification. DofE Scotland will send badges or brooches to DofE Moray to award to participants. DofE Scotland will print certificates and invite participants to a Gold Award Presentation (GAP).
- If a participant cannot or does not wish to attend the GAP they will receive their certificate in the post after this presentation.
- **Awards may be Queried** at any stage in this process by DofE Moray or DofE Scotland. If this happens DofE Moray will contact the Centre Coordinator to discuss why the Award has been questioned and the actions required to progress the Award.

Creating an **Awards Ceremony** is a great way to celebrate your participants' achievements and the Centre's success. To add to the occasion invite parents, friends, the volunteers involved in the award and the media.

More information/training can be requested by contacting the DofE Office at dofemoray@moray.gov.uk

Have fun!

Make sure you have enough support from other leaders.

Remember; Gold participants may be able to help and support Bronze and Silver participants. The more support you have the easier it will be to spread the responsibilities and make it all the more enjoyable for everyone involved.

Part Two

Procedures for Expeditions

Information for Centres

2.1 Linking with Supervisors and Assessors

Some Centres have staff members who are qualified Supervisors and/or Assessors. However, Centres may need additional support to manage their expedition programme.

Centres should build relationships with expedition Supervisors and Assessors to support the expedition section.

If you are unable to link in with sufficient volunteer Supervisors or Assessors, then the Centre and/or participants will need to look at the following options:

- Contact DofE Moray and ask for assistance. The DofE Office maintains a register of volunteers and will put out a request for supervisors or assessors in the DofE Newsletter. They can also pass on contact details for volunteers who may be able to help.
- Delaying some expeditions until a supervisor and/or assessor can be found.
- Recruiting more volunteers into the Centre. Remember expedition supervisors need to be trained in the mode of travel and DofE processes, registered with Moray Council and PVG cleared.
- Using an external Approved Activity Provider (AAP). AAPs will charge for providing a service which needs to be budgeted for (either by the Centre or through participants' contributions).

Ensure all expedition paperwork and the **EVOLVE** notification process has been completed (see the Managing Expedition Section for details).

Expedition fees²¹ should be collected and forwarded to MLAC (see [Managing Expeditions](#)).

2.2 Expedition Presentation

Ensure that after a Qualifying expedition every participant completes their expedition presentation to the Coordinator, Group Leader and/or the supervisor/assessor.

²¹ See Attachment 14 – Expedition Fees Letter

Procedures and Standards for Managing Expeditions

2.3 Expedition Supervisors' Qualifications and Accreditation

All personnel providing expedition training for participants or supervising expedition groups must be trained in the mode of travel and DofE processes, registered with Moray Council and PVG cleared. Details of training and accreditation are provided below:

2.4 Expedition Leaders' Qualifications

Expedition Supervisors must be **qualified in the mode of travel** planned for the expedition. This includes:

- **Lowhills Award** (suitable for Bronze and most Silver routes). This is a local qualification accredited by Adventure Scotland (AS) for group leaders operating in the Grampian area (including Moray and Aberdeenshire) only.
- Basic Expedition Leaders Award (**BELA**) (suitable for Bronze and some Silver). This is a national recognised award which is being replaced by Lowland Leader.
- Walking Group Leader (**WGL**) qualification (suitable for Bronze and some Silver routes). This is a national recognised award which is being replaced by Lowland Leader.
- **Lowland Leader** (suitable for Bronze and some Silver routes) accredited by Mountain Training UK.
- **Mountain Leader** Award (ML) accredited by Mountain Training UK for Bronze, Silver (above 600m) and Gold expeditions. Volunteers who have completed the Mountain Leader Training (MLT) course can lead on Bronze or Silver routes (below 600m).
- For **other modes of transport** (cycle, canoe etc.) supervisors must hold an appropriate National Governing Body (NGB) Award in the mode of travel and the nature of the planned route. Please consult with the DofE Office to identify the appropriate qualifications or experience required.
- The limits for each walking expedition qualification are listed at Attachment 15²².
- Exceptionally the DofE Manager may recognise other qualifications/experience on a case by case basis and in consultation with AS.

Expedition Supervisors must hold a current **First Aid Certificate** appropriate to supervisor's qualifications and the activities undertaken. The course should include 16 hours of instruction and an element of assessment and cover likely outdoor scenarios.

²² See Attachment 15 – Use and Limitations of Walking Qualifications

2.5 DofE Expedition Supervisor and Assessor Qualifications

All expedition supervisors must have completed the **DofE Expedition Supervisors' Training Course (ESTC)** and been approved²³ by DofE Moray before leading expedition teams. The Supervisors' course concentrates on the 'soft skills' for working with young people, making use of the appropriate level of Direct, Close or Remote Supervision needed to ensure young people gain the experience they need to meet the DofE 20 conditions during their Qualifying Expedition. Contact the DofE Office for details of training opportunities.

The Qualifying Expedition must be assessed by a qualified and accredited Expedition Assessor. DofE Moray maintains a list of volunteer accredited assessors in Moray. DofE Moray also provides training under the DofE **Expedition Accredited Assessors' Scheme (EAAS)**.

- Normally the EAAS is reserved for qualified supervisors who have experience of working with DofE groups on expedition.
- If a local Assessor cannot be found for Gold expeditions, additional assessors are available through the [DofE Assessors Network](#)²⁴.

If you need to use an **external provider** for an expedition, you must use an **Approved Activity Provider (AAP)**. AAPs must comply with the requirements of Adventure Activities Licensing Regulations 1996, which will include a requirement for their leaders to be appropriately trained, qualified and accredited. AAP leaders must also be PVG cleared. DofE Scotland and Moray Council maintain lists of AAPs. Contact the DofE Office for further information.

2.6 Preparing Participants for Expeditions

All participants should be trained in accordance with the **Expedition Training Framework** appropriate to their Award level. The Expedition Training Framework can be found on the [expedition-downloads](#) page of DofE.org.

Participants must be trained to a level where they can competently fulfil the [DofE 20 Conditions](#) on their Qualifying Expedition. This includes the ability to travel safely, unaccompanied and be self-sufficient.

Training should be carried out by a qualified expedition supervisor. The supervisor is responsible for ensuring that the team is adequately trained and physically capable for undertaking the challenge chosen for the venture.

This should be facilitated by the provision of training sessions and/or practice days. Note: some individuals may require more time to acquire the skills and fitness level required to successfully complete an expedition. This may necessitate more than one practice expedition.

Centres must support the supervisor if they decide additional training is required.

2.7 Notifying Parents/Carers

Parents/carers must be notified of the expedition plans **and give consent** for their son/daughter to take part in the expedition(s). Copies of an expedition notification letter²⁵ and the Parental Consent form²⁶ are available in the Attachments folder.

²³ See Attachment 16 – Supported Lead for Supervisors Form

²⁴ See <https://www.dofe.org/leaders/expedition-areas/expedition-areas-scotland/>

²⁵ See Attachment 17 – Expedition Notification Letter

²⁶ See Attachment 18 – Parental Consent Form

2.8 Expedition Fee

There is an expedition fee²⁷ payable to MLAC for each participant. The fee covers both practice and qualifying expeditions. The money raised helps MLAC support DofE participants and volunteers. (For example; bids can be made to MLAC for equipment repair costs and volunteer training.²⁸)

The expedition fee is £10 for Bronze, £15 for Silver and £20 for Gold. (This will be reviewed annually.)

2.9 Supervision Ratios

A suitably **qualified supervisor** must supervise every team undertaking their practice or qualifying expeditions.

DofE expedition teams must consist of 4 to 7 participants.

It is DofE Moray standard practice that all **expedition teams will have 2 adults supporting the expedition**. The second adult helps the supervisor respond if the team are delayed or lost, supports the supervisor in the event of an incident or emergency and provides additional support for Child Protection concerns.

- One adult must be a qualified expedition supervisor. **The supervisor retains responsibility for the safety of the team** at all times during the expedition.
- The second adult should be registered as a DofE volunteer, either as a supervisor or a helper. The helper does not need to hold a formal outdoor qualification but should be experienced in the mode of travel and terrain. Ideally the helper should hold a first aid certificate, but this is not essential.
- Additional adults can support the expedition, but this must not interfere with the team's DofE experience.
- On Qualifying Expeditions the assessor may act as the second adult, as long as this is planned and approved in advance.
- Where practicable there should be 1 male and 1 female volunteer on each expedition.
- Deviations from this criterion can be requested through the DofE Office. Requests must be supported by a robust risk assessment based on the abilities of the participants, the terrain and accessibility of the route, and the qualifications and experience of the supervisor.
- For Multiple/Special Needs Groups supervision ratios will need to be reviewed in the Risk Assessment and increased as appropriate.

Each Qualifying Expedition **must be assessed** by a DofE accredited expedition assessor.

2.10 Expedition Planning

The expedition supervisor is responsible for ensuring that the expedition plan is safe and enables the participants to have a rewarding experience. Careful consideration must be used to ensure that the terrain and route are appropriate to the abilities and experience of each team.

²⁷ See Attachment 14 – Expedition Fees Letter

²⁸ See Attachment 19 – MLAC Funding Application

Participants should take an active role in planning their expedition. The level of support they need will vary with their experience and the level of the Award. The team should be able to take responsible for all aspects of the planning. Planning considerations include:

- Planning menus and rations.
- Defining individual and group kit requirements and booking expedition equipment.
- Selecting an aim for the qualifying expedition.
- Selecting routes which meet the criteria for their level of the Award and support their aim.
- Creating route cards²⁹
- Parental Consent and Medical Forms
- Emergency contact details and actions
- Reviewing the risk assessment to ensure it meet the needs of the team, the route and planned activities. (Silver and Gold)
- Contacting land owners and booking camp sites. (Silver and Gold)
- Completing notification paperwork. (Silver and Gold)
- Submitting notification paperwork. (Gold)

2.11 Formal Risk Assessment

A risk assessment must be carried out for each expedition. A [generic risk assessment](#)³⁰ will provide a useful starting point but this will need to be amended to take into account the ability of the team, the level of Award, the terrain and condition of paths (see notes on [pre-expedition visit](#)) and the weather forecast.

A copy of the Risk Assessment must be attached to the EVOLVE entry for each expedition.

2.12 Notification and Approval

DofE Moray should be informed of all expedition plans before detailed planning takes place. The DofE Office will give outline approval for each expedition to ensure expeditions meet a common standard.

Plans for all training days and expeditions must be submitted for approval by DofE Scotland and **Adventure Scotland** (AS) Consultants and Training in accordance with the time scales detailed below:

For expeditions in [Wild Country](#)³¹, Centres must submit [Green Form](#)³² paperwork to DofE [Assessors Scotland](#) a **minimum of FOUR weeks** before the start of the expedition (SIX weeks if requesting a Network Assessor). The Green Form can be partially completed on eDofE.

All DofE Moray expeditions must be notified using the **EVOLVE** system. EVOLVE forms should be submitted a **minimum of FOUR weeks** before the start of the expedition.

²⁹ Attachment 20 – Example Route Card

³⁰ <http://www.moray.gov.uk/downloads/file61247.pdf>

³¹ <https://www.dofe.org/leaders/expedition-areas/expedition-areas-scotland/>

³² https://www.dofe.org/wp-content/uploads/2017/11/GREEN_FORM.doc

AS act as the **Technical Advisor** for Moray Council. They will assess the expedition plan for suitability for the group and may offer specialist advice to the Centre. However, the final responsibility for approving the expedition lies with the Head of Establishment of the Centre.

Expeditions in Wild Country must not proceed without approval from DofE Assessors Scotland. Without an expedition Notification number the expedition will be invalid as a DofE expedition. The Notification number must be entered in the Qualifying Expedition page on eDofE.

Longer timescales apply for Overseas Expeditions and for **requests for variations** to the standard expedition conditions. Applications for such events should be sent to the DofE Office for advice **at least 16 weeks** before the start of the expedition.

This system of notification will ensure that the Operating Authority is aware of your expedition and ensure expeditions are approved and covered by Moray Council's liability insurance. It will also help Moray Council to provide the proper response and support in case of an incident.

The DofE Office will provide advice and support to help Centres plan their expeditions.

2.13 Pre Expedition Requirements

Before a team commences a practice or qualifying expedition the Centre Coordinator and the Expedition Supervisor must be satisfied that the team is fully prepared. They must also be able to provide assurance to the DofE Development Worker that the expedition meets the following requirements:

- The Centre Coordinator is to ensure sufficient experienced, qualified and accredited **Supervisors, helpers and Assessors are available** for the expedition. (See notes on [Supervision ratios](#).)
- The Expedition Supervisor is responsible for ensuring that **team members are competent and physically able to meet the challenge** chosen for the venture.

2.14 Pre-Expedition Visit

The Expedition Supervisor should carry out a pre-site visit to check the route to ensure that it is safe and appropriate for the team. This reconnaissance should include a check of proposed campsites and is particularly important after periods of bad weather that might affect the condition of tracks, water levels at crossings or bridges. The visit will also provide useful information for the expedition supervision plan. AS will advise if there are known issues on the route, but this does not absolve the supervisor of his responsibility to ensure the route is safe.

2.15 Equipment

All team members must be properly equipped for the expedition. A kit list is included in the Attachments³³ to this Manual and alternate kit lists are available at DofE.org.

³³ Attachment 21 – Expedition Kit List

Individual equipment (waterproofs, clothing and boots) must be suitable for the nature of the expedition.

Group equipment must be clean, serviceable and suitable for expedition use. Each Centre has a pool of expedition group equipment that was gifted by MLAC. In addition the DofE Office holds a central stock of group equipment and some individual equipment that can be requested through the Centre coordinator.

2.16 Equipment Checks

The Expedition Supervisors must carry out a check of equipment before the expedition and any shortfalls must be made good before the team starts the expedition.

To satisfy one of the 20 conditions the Assessor should carry out an equipment check before the start of the expedition. Dependent on the availability of the assessor this may be carried out several days before the expedition or at the start of the expedition.

2.17 Base Contact and Incident Plans

Expeditions must have a pre-arranged Base Contact plan. This plan must include the following:

- Details of a named **Base Contact**. The Base Contact should be the Head of Establishment, or part of the leadership team of the Centre, who must be available for the duration of the expedition. Details must include the telephone number that will be used for routine and emergency contact.
- A **routine communications** plan, including timings of daily contacts with the Base Contact. Where phone signals are limited then the Base Contact needs to know that routine contacts may not be possible.
- **Lost/Late Arrival Plan**; Actions required from the supervisor and the team in case the team get lost or delayed.
- **Emergency Contact plan**; how the supervisor or team will make contact in an incident or emergency. Adult staff and volunteers directly supporting the expedition should have a copy of this plan.
- **Emergency Contact details**, for the Supervisor, Base Contact and parents/guardians. For Qualifying expeditions this should also include the assessor.
- **Emergency procedures**. This includes actions required by the Base Contact and the supervisor in case of an incident or emergency. The team must also be aware of the actions they need to take in the event of the incident, including how to contact the supervisor and/or emergency services. Participants should carry a copy of the [DofE Expedition Emergency Card](#) as an aide-memoire,
- Details of a designated **Safety Vehicle** (ie planned routes, overnight location and contact numbers).
- This information should be recorded on the Base Contact Form³⁴ and attached to the EVOLVE entry for the expedition.

³⁴ Attachment 22 – Base Contact Form

2.18 Additional Actions before a Qualifying Expedition

The Supervisor should make contact with the assessor to confirm the following:

- Expedition dates and planned start and completion times.
- The Assessor is available for the duration of the expedition.
- The Assessor has seen Route Cards and map traces for the expedition and is content the route is suitable for the Award level.
- Agree date and time for the Assessor to meet the team and carry out his equipment check.
- The Assessor is informed of the expedition supervision plan and the Supervisor is aware of the Assessor's plans to observe and meet the team.
- Arrangements to meet and debrief the team at the end of the expedition.

2.19 Expedition Leadership

During the expedition the Expedition Supervisor is responsible for the **safety and conduct** of the expedition. The second adult is there to assist the Supervisor to ensure the smooth running of the expedition.

The Supervisor is to have copies of the expedition paperwork³⁵ available throughout the expedition. Copies of the paperwork should be made available to the Base Contact, supporting adults and the Assessor.

The Supervisor should produce a written **supervision plan**³⁶ and give a copy to the second adult. The plan should include:

- The supervisor's planned route of travel, if different from the team's planned route.
- Any requirement for the supervisor and second adult to travel separately.
- Locations on the route that may require a change in supervision level (ie Direct, Close, Remote). This might include:
 - Coaching navigation on the first day of a practice,
 - Covering junctions where the team are likely to get lost,
 - Water crossings or other known hazards.
- Planned locations and timings to meet the team.
- The Supervisor's planned campsite, if remote from the team.
- The supervision plan may be amended during the expedition as long as the base contact, second adult, assessor and team are made aware of significant changes.

The Supervisor must continue to carry out **dynamic risk assessments** to pre-empt potential hazards.

The Supervisor needs to be flexible in order to give the team adequate support without impacting on the participants' ability to enjoy a sense of independence and adventure.

³⁵ Attachment 23 - Supervisor's Pack Contents List

³⁶ Attachment 24 – Supervision Plan

2.20 Post Expedition

After an expedition there are still a number of actions that need to be completed:

- The team should be de-briefed by the supervisor. This needs to be a two way process.
 - The Supervisor must check that the team are fit and ascertain if there are any injuries. (This is important in case any participant needs medical care after the expedition.)
 - The team needs to be briefed on their performance, how they worked together, what they did well. After a practice expedition the team need to know what skills they need to improve, or whether additional practice would be required, before their Qualifier.
- After a Qualifying expedition the team must be de-briefed by the Assessor before they leave the finishing area.
- All group kit must be cleaned, dried and return to store ready for the next expedition.
- The supervisor should complete an expedition report and send it to the DofE Office so that best practice can be shared between Centres.
- If an incident occurred during the expedition, or any injuries are reported at the de-brief, the Supervisor must complete near miss or accident reporting forms.

2.21 Actions in the Event of an Incident

At all times the Expedition Supervisor is responsible for the safety and wellbeing of the expedition team.

All adults involved in an expedition must be aware of the procedure to be followed in the event of an incident. Incidents are unpredictable but a good risk assessment and effective planning can make managing an incident much easier.

The use of check lists³⁷³⁸ and/or written information simplifies relaying messages and helps prevent errors.

In the event of an incident or emergency the priorities are as follows:

- Ensure the team are safe.
- Assess the situation.
 - Can the Supervisor deal with the problem?
 - Will assistance be needed to extract members of the party?
 - Are emergency services required?
- Carry out First Aid as required.
- Contact the Emergency Services if required.

For most incidents the only assistance required may be contacting a parent/carer to collect an individual from a specified location.

If Emergency Services are required the Supervisor must decide the best course of action. The following considerations will help form a plan:

- An adult with first aid training should stay with any casualty.
- Telephone coverage; how far and over what terrain is the nearest known telephone signal.
- Fitness and ability of the participants.

In all incidents the Base Contact should be informed as soon as practicable. The Base Contact will be able to help develop a plan and relay information to other parties including the Head of Establishment, Moray Council's Duty Officer or Head of Service and the DofE Manager.

Contact the DofE Head Office on 01753 727400 to advise them of the incident.

Keep an accurate record of the incident (who, what, where, when).

This will help complete accident or near-miss reporting forms³⁹.

Be prepared to answer enquiries from applicable statutory bodies (ie HSE or Police)

Do not talk to the Media. Moray Council has trained personnel to deal with Media enquiries.

Supervisors are advised **NOT** to admit liability for any incident.

See **Moray Council's Excursions Policy** for more information

³⁷ Attachment 25 - Emergency Response Check List

³⁸ Attachment 26 – Expedition Safety Card

³⁹ Attachment 27 – Moray Council Incident Form

Insurance

3.1 Public Liability

Provided that the Operating Authority is satisfied that an expedition has been planned and approved under the procedures detailed in this Operating Manual, Moray Council's insurance provides public liability cover for staff and volunteers. This means that groups taking part in DofE under the Moray License are indemnified in the event of legal proceedings against them as a result of any incident during the expedition. This excludes '**motor**' risks, which must be covered under the Centre's transport arrangements.

3.2 Personal Injury Cover

The Duke of Edinburgh's Award scheme provides limited personal injury insurance for leaders and participants whilst undertaking DofE activities. For further information see <https://www.dofe.org/leaders/about-insurance/>.

3.3 Additional Insurance Cover

Parents/carers may wish to obtain insurance to cover costs of cancellation, lost equipment and medical cover. There are a wide range of insurance companies offering comprehensive travel insurance cover. In addition, Centres may have access to School Journey Insurance or Youth Federations Schemes. Note that the **insurance policy must incorporate the planned activities** or it will be invalid.

3.4 Use of Commercial Providers

The DofE Office should be contacted prior to engaging of a third party to deliver any aspect of DofE including expedition training, supervision or assessment.

Groups who use the services of freelance or commercial operators are to ensure that the provider has suitably qualified and experienced staff, adequate liability insurance, child protection, health & safety and equality policies. For most expeditions an independent provider needs to hold an AALS license (www.aala.org) for the planned activities.

To make this easier DofE Scotland and Moray Council maintain lists of Approved Activity Providers.

Useful Websites

www.dofe.org	The portal for all aspects of the Award; information for participants and volunteers, on-line training and other courses, opportunities for residentials and expeditions, etc.
www.moray.gov.uk/dofemoray	The DofE Moray website for Moray-specific forms, information and resources.
www.hse.gov.uk/aala/	Information on the Adventurous Activities Licensing Authority and how to find an AALA licensed provider.
www.adventure-scotland.com	Moray Council uses Adventure Scotland (AS) as its Adventurous Activities Consultant (AAC). AS will provide advice to Heads of Establishment on the suitability of expedition plans. The ultimate responsibility lies with the Head of Establishment for the Centre.
www.mountain-training.org/	Information on Lowland Leader, Hill and Moorland Leader and Mountain Leader Awards.
www.mwis.org.uk www.bbc.co.uk/weather www.metoffice.gov.uk	Weather forecasts and information.
www.outdooraccess-scotland.com	Information on the Scottish outdoor access code, etc.
www.walkhighlands.co.uk/	Walking routes websites
https://outfitmoray.com/	Outfit Moray. Activity and outdoor learning provider
www.outdoor-learning.org www.ramblers.org.uk	Website with many useful hints/links.
www.ordnancesurvey.co.uk	Maps and lots of free downloads
www.outdoor-learning.org/ www.oeap.info	Information on outdoor learning
www.reviewing.co.uk/outdoors	A-Z of adventure sites 1000's of links...