



BAILIWICK OF GUERNSEY

EXPEDITION CODE OF PRACTICE

2017



States of Guernsey
Education Services



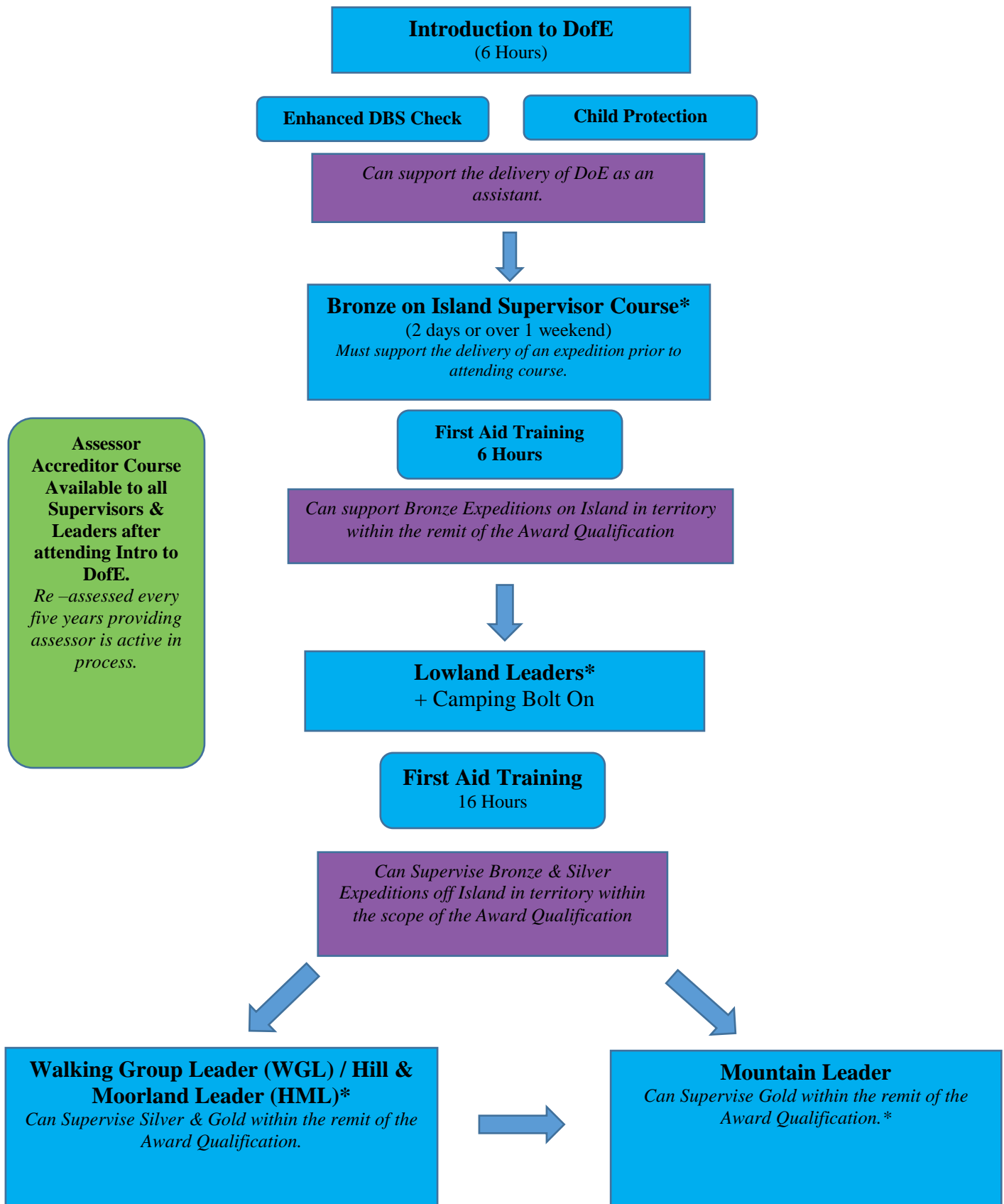
1. Operating Authority

- 1.1 The Committee for Education, Sport and Culture, States of Guernsey is the Operating Authority for The Duke of Edinburgh's Award (Bailiwick of Guernsey). It has the Health and Safety responsibility for the provision and support of the DofE in Guernsey. The Director of Education Services' is the Licence holder.
- 1.2 The Youth Commission for Guernsey and Alderney has a Service Level Agreement with the Committee for Education, Sport and Culture to take on the provision of the Duke of Edinburgh's Award in the Bailiwick of Guernsey. The provision is managed by the DofE Manager.
- 1.3 Education Services' acknowledges the DofE Expedition Guide, 13th Edition: September 2012 as best practice to be followed for all expeditions. A hard copy of the Expedition Guide will be supplied to each DofE Centre.
- 1.4 Education Services' system for approval for expeditions is on the Education Services website <https://www.gov.gg/DofE> and is also available for DofE Leaders on eDofE.
- 1.5 Groups not operating from a States' school are responsible for their own approval of all elements of a trip outside of the expedition including travel to and from the expedition area, accommodation, additional activities etc.
- 1.6 All adults working and volunteering with DofE Participants must be authorised i.e. completed an enhanced check through the Disclosure and Barring Service, either processed by Education Services for all States Schools, by the DofE Centre for all Independent Schools or by the Youth Commission for all other leaders and volunteers. They must also be registered as a volunteer with the DofE Office.

2. Trainers / Supervisors Competence

- 2.1 All Trainers and Supervisors for Expeditions must be suitably qualified and competent following the requirements of the Committee for Education, Sport and Culture. This includes all training in preparation for expeditions and may also be part of the Skills and Physical sections for DofE.
- 2.2 All Channel Island based expedition supervisors must have completed a basic first aid qualification – minimum of six hours. All supervisors who are working with groups off Island must have completed the Education Services Outdoor Emergency First Aid, or an agreed equivalent course with a minimum contact time of 16 hours.
- 2.3 Training for Leaders to become Trainers and/or Supervisors for Expeditions is supplied and wholly or partially funded by the Youth Commission. This will initially be the Introduction to DofE course for all new volunteers. This can be followed by the on Island Bronze DofE Supervisor Training course for all leaders wishing to supervise Channel Island expeditions. Further training and assessment opportunities within the MLTE system will be offered for those wishing to supervise Silver and Gold Expeditions and leaders will be able to supervise expeditions under the following specifications: . Prior qualifications in the former 'Burgate' training system will be honoured (but CPD may be required every three years). See Volunteer Training Flowchart *fig 1*.

Volunteer Training Flowchart -Fig 1



*Your qualifications are valid for life as long as you hold an up to date log book. Volunteers with existing Mountain Leader, Walking Group Leader / Hill & Moorland Leader qualifications must complete the Introduction to DofE Training to enable supervision of expeditions within the remit of their Award qualification. Please speak to DofE Office for details.

- 2.4 This training qualifies the Trainer / Supervisor to deliver the Common Training Syllabus at the Trainer /Supervisor level attained i.e. Bronze, Silver or Gold, for all on foot expeditions. Additional or agreed equivalent competency is required for Expeditions that are not 'on foot', these are generally the relevant NGB awards. Details of these requirements can be obtained from Education Services Outdoor Education Advisor.

2.5 Expeditions on Foot

Level	Trainer/Supervisor Competence* All expeditions must be within the remit of the qualification	Additional Qualifications
Bronze Channel Islands	On Island Bronze Supervisor (BOT) Local assistant (LA) (in a ratio as set out in 2.5)	Basic First Aid – Min 6 hours Child Protection Level 2 Enhanced DBS
Bronze/Silver off Island	Lowland Leader (LL) Basic Expedition Leader Level 3 (BEL) Burgate Bronze/Silver Trainer (BT/ST)	Outdoor Emergency First Aid or equivalent – Min 16 hours Child Protection Level 2 Enhanced DBS
Gold (or Silver in mountainous/remote terrain)	Walking Group Leader (WGL)/Hill and Moorland Leader Assessed (HML) Mountain Leader Assessed (ML)	Outdoor Emergency First Aid or equivalent – Min 16 hours Child Protection Level 2 Enhanced DBS
Mountainous / remote terrain beyond U.K. and in 'winter' conditions	As assessed on notification specific to each expedition. International Mountain Leader Assessed (IML)	Outdoor Emergency First Aid or equivalent – Min 16 hours Child Protection Level 2 Enhanced DBS

- 2.6 A Local Assistant working from the former 'Burgate' system of approval may work in the Channel Islands alongside a Bronze Trainer or Lowland Leader to deliver training on Guernsey based practice and qualifying expeditions where 1 Bronze (min.) trainer and 1 Bronze assistant would work with 2 expedition teams.

- 2.8 The required competence of the Trainer / Supervisor will be assessed on the location **and** the competence of the group i.e. if a suitable competent Silver expedition team use a 'wild' area the Supervisor will need to have the assessed competence for that area.

3. Participant Competence

- 3.1 All participants must be sufficiently competent for each stage of their training and expeditions. This is the responsibility of the DoFE Coordinator. N.B. The weakest participant in the team must be considered in this judgement. The DoFE Coordinator has responsibility for ensuring that this is managed appropriately.

- 3.2 The Coordinator is responsible for ensuring training is sufficient for the scope of the expedition i.e. terrain, weather conditions, time of year etc.
- 3.3 The qualifying Expedition must take place in a similar terrain to the practice to ensure participants are suitably prepared.
- 3.4 The participant's eDofE profile or eDofE keeping track booklet must be completed and signed in the relevant section to note that satisfactory training and practice expedition has been completed before the qualifying expedition commences.

4. Expedition Procedure

- 4.1 River Crossings - Fording streams or rivers is a potentially high-risk activity. Even ankle-deep fast flowing water can be enough to knock someone off their feet and, when combined with the effects of wearing a large rucksack, can lead to serious consequences. Groups should be briefed on the hazards during training and routes must be selected to avoid river crossing, except in the most benign circumstances.
- 4.2 Mobile Phones – Two mobile phones must be carried (appropriately stored) by the expedition group. These should be for emergency use only. It is recommended that basic phones are supplied, rather than the use of the young person's personal phone. Any mobile devices used for evidence gathering purposes should not contain a sim card.

5. Training Approval

- 5.1 All DofE training off- island or on-island that includes a Residential must be approved in advance by Education Services. It is a requirement for all Education Services centres/groups and employees to gain approval following the Outdoor Education Policy.
- 5.2 For Education Services groups all water based training programmes must be notified to the Outdoor Education advisor providing the competence of all involved as well as outlining the location and participant names. For all other groups the DofE Centre should seek the approval of their Line Manager.
- 5.3 A record of all training completed by participants must be kept by the DofE Coordinator.
- 5.4 First Aid training, in line with the DofE training syllabus, should only be delivered by a DofE Leader or qualified teacher or youth leader who holds the States of Guernsey Education Services Outdoor Emergency First Aid, or who can demonstrate they've completed an agreed equivalent course with a minimum of 16 hours.

6. Providers of Training and Expeditions

- 6.1 All DofE Approved Activity Providers (AAP)/Expedition providers must be initially approved by the Committee for Education, Sport and Culture before any bookings are made (the DofE manager will check the provider is a current DofE AAP). For all Centres, Education Services check providers for appropriate endorsements such as an ALAA licence. Although not essential for DofE Expeditions, it is desirable for

providers to also hold an appropriate LOtC quality Badge and if relevant and Adventure Mark, or where needed EPA endorsements.

- 6.2 All supervisors used by an AAP must be in line with the Committee for Education, Sport and Culture's Expedition Code of Practice. One supervisor must be used per expedition group. Supervisors must have a current DBS, a valid first aid qualification, up to date Child Protection training and a valid walking/mountain leader qualification appropriate to the terrain they will be operating in - as per section 2.4.
- 6.3 External Providers should only be used when the provision is not available within the Education Services/Youth Commission

7. Practice and Qualifying Expedition Education Department Approval System

- 7.1 Initial approval using the DOE 01 form must be gained from the DofE Office before any commitment, financial or other, is entered into. The DofE Coordinator and Head of Establishment will receive confirmation of the DofE Office's approval at this initial stage. Should the DofE Manager have any concerns about the initial approval it will be referred to the Committee for Education, Sport and Culture's Outdoor Education Advisor before any initial notification is approved.
- 7.2 The submission for gaining final approval for all expeditions must be followed within the given time frame.

Notice Required for Expedition Approval Procedure		
Location	Practice and Qualifying	Receipt of complete approval at Award Office prior to departure
GUERNSEY	Bronze	4 weeks
OFF ISLAND	Bronze/Silver Open Country	6 weeks + Green Form if necessary
EXPEDITIONS IN WILD COUNTRY (UK)	Silver/Gold	8 weeks + Green Form
EXPEDITIONS IN PEAK AREA (UK)	Silver/Gold	8 weeks + Green Form + Red form and Information
EXPEDITIONS ABROAD	Bronze/Silver/Gold	14 weeks + Blue Form

- 7.3 All practice and qualifying expeditions that are 'signed off' on eDofE must have been approved.
- 7.4 **All approvals must be submitted for final approval directly to the DofE Manager in one pack with Head/EVC signed approval.** (The Outdoor Education Advisor will subsequently be involved in the approval process by the DofE Manager.) Approvals must come to the DofE Manager first.
- 7.5 The DofE Coordinator and Head of Establishment will receive confirmation of The Education Services approval at the final notification stage. (Via the DofE Manager)

8. Water Based Expeditions

All participants undertaking water based expeditions must complete the Expedition Training Framework to at least the Silver level.

Sailing

- 8.1 Sailing expeditions can be completed by Bronze, Silver and Gold Participants though use of coastal waters is restricted.
- 8.2 Dinghy and keel boats expeditions for Gold Participants may take place in sheltered coastal waters. The participants need to have completed RYA National Sailing Scheme Seamanship and Day Sailing Awards.
- 8.3 Yacht expeditions for Gold Participants may take place in sheltered coastal waters. Participants must have attained the RYA Day Skipper Shore Based and Practical Certificates.
- 8.4 Yacht expeditions for Gold Participants may take place in open sea areas with suitably experienced crews.
- 8.5 The Guernsey Sailing Trust is an accredited RYA centre and can therefore deliver the RYA scheme.
- 8.6 Bronze, Silver and Gold Participants may complete supervised training locally and then complete their expeditions in inland waters and sheltered estuaries.

Canoe/kayak

- 8.7 Canoe/kayak expeditions may be completed by Bronze, Silver and Gold Participants though use of coastal waters is restricted. Consideration must be given to the classification of the water and the related competence and experience of each member of the expedition team.
- 8.8 All expeditions on moving water up to Grade 2, lakes, estuaries and coastal areas must follow the Gold Expedition Training Framework plus have additional assessed competence.

Initial training for canoe/kayak expeditions can be completed locally in the sheltered bay areas.
- 8.9 The Committee for Education, Sport and Culture's Policy for Canoe/Kayak activities must be followed and with reference to BCUC/ UKCC.

Cycling

- 8.10 The Committee for Education, Sport and Culture's cycling procedures must be followed.

Horseriding

- 8.11 Specific advice must be sought from the DofE Manager.

9. Assessors

- 9.1 All Assessors must be accredited through the Expedition Accredited Assessor Scheme (EAAS) and hold a valid, up to date, Accredited Assessor number.

10. Communication

- 10.1 The DofE Manager (Guernsey) should be contacted for all matters regarding to DofE.

All matters related to DofE and specific to Outdoor Education should be referred to the DofE Manager in the first instance.
Tel. 756099 or 07839 108106

- 10.2 The Outdoor Education Advisor may be consulted by the DofE Manager.

DB and CC April 2017