

## **Expedition Paperwork Checklist**

**Paperwork to be handed in the initial planning stage; this should be several months before the Expedition.**

- ☐ **DOE 01      Offsite Activities Proposal Form – Equivalent to the OA1**  
Although this is the initial planning stage, this form should be filled in with as much detail as possible. Most importantly this should be signed off by the Head of Establishment to acknowledge initial approval.

**The rest of the Paperwork to be handed in under the following time scales:**

<b>Location</b>	<b>Practice and Qualifying</b>	<b>Receipt of <u>complete</u> approval to the DofE Office prior to departure</b>
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 DISTRICT (UK)	Silver/Gold	8 weeks + Green Form* + Red form* and Information
EXPEDITIONS ABROAD	Bronze/Silver/Gold	14 weeks + Blue Form*

- ☐ **DOE 01      Offsite Activities Proposal Form – Equivalent to the OA1**  
This is the SAME FORM you handed in at the Initial Planning stage... but it will now have all the details complete as well as a final signature from the Head of Establishment.

- ☐ **DOE 02      School Journey Insurance**  
This form needs to be filled out and posted with your cheque to the address on the form in order to obtain your insurance. Please put a copy of the filled out form or a copy of the insurance once received in your paperwork pack.

- ☐ **DOE 03      Expedition Group Information**

One form is required per group. There is no need to fill out this form if you are enclosing a Green form\*.

- ☐ **DOE 04      A Copy of your Letter of Information for Parents**  
Check you have included all the information stated on the DOE 04
- ☐ **DOE 05      Summary of Participants and staff**  
This can be submitted either on the DOE 05 form, or by other means e.g SIMS or copies of medical consent forms. The information must include Emergency contact numbers, next of kin and medical conditions of all students and staff on the Expedition.

*There is no DOE 06!*

- ☐ **DOE 07      Generic Risk Assessment Form**  
Use this as a tick box to acknowledge you have read any Education Department Generic Risk Assessments that are relevant to your Expedition. You do not need to print out copies of these generic risk assessments for your paperwork submission if you have ticked the box to say you have acknowledged it.
- ☐ **DOE 07      Expedition Route Specific Risk Assessment**  
Please submit one Route Specific Risk Assessment per group. This should be specific to the route that the group are carrying out their Expedition on.
- ☐ **DOE 07      Non Expedition Risk Assessment**  
This is to include anything that will need to be risk assessed on your trip that is not specific to the Expedition. i.e. Shopping time or activities either side of the Expedition.

**You also need to include:**

- ☐ **Itinerary**  
An itinerary of the Expedition including meeting times, times of ferrys/travel, driving schedules and campsite details and addresses.
- ☐ **Route Cards**  
Each group must have a route card for all the days of their expedition. This could be done on a map instead of on the DofE route card... but all the information must be detailed that is on the route card.
- ☐ **A map of the Route**  
Please include a route for each group. This can be marked on an original map, a clear photocopied version of the map, a print out of memory map or a tracing of the route.
- ☐ **Planned Activity**  
The aim of the expedition and details of planned stops for investigation/observations of the aim or project. This form is on the reverse of the route card.

**Paperwork which is also required if you are travelling off Island:**

☐**Extra Information**

If you are carrying out extra activities outside of the Expedition a visit management plan needs to be submitted (don't forget to risk assess each activity)

☐**Flight/Ferry Groups**

Groupings of Participants/Staff for flights together with any flight or ferry information.

☐**Driving**

If the Expedition includes transport photocopies of all driving licences if not previously logged with the Education Department. Break Down Cover and a Journey schedule including distances and stops

\* A note on Green/Blue and Red forms

Before heading to an Expedition area in the UK or Abroad it is likely you will need to fill out a National DofE form.

On the DofE website [www.dofe.org](http://www.dofe.org) under the 'Leaders' section there is a section called 'Expedition Areas'. Please see this to find out what forms you need to fill out specific to the area. The forms get sent to the DofE Panel for the area to which you are travelling and you will be sent a 'notification number' which needs to be noted down for the participant's eDofE. Please include a copy of the form in the paperwork pack you submit to the DofE Office.

The Peak District requires a Red Form, any ventures abroad require Blue Forms and any Wild Country areas in the UK require a Green Form. But even the Forest of Dean and New Forest have information on the website you will need to read.

If you are in anyway unsure about your Forms for this please contact the DofE Manager.