

HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

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Governor Committee	Chair of Governors	
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Henley in Arden School delivers the Duke of Edinburgh's Award Expeditions at the following levels: Bronze and Silver.

As a Directly Licensed Centre (DLC) the employing body delegates responsibility for the safety and wellbeing of participants and staff to the DofE Award Manager and/or Lead Expedition Supervisor(s). Where Accredited Activity Providers (AAP's) are used to deliver on behalf of the school responsibility may not necessarily be delegated.

The DofE Manager will ensure the suitability of all expeditions: the preparedness of students, health and safety, emergency procedures and that the Award's 20 conditions are met. This should be in consultation with the DofE Supervisor/AAP/EVC and Outdoor Education Adviser as appropriate.

There must be a lead Expedition Supervisor who holds the overview of the whole expedition and other expedition supervisors, competent assistants and/or adult helpers. If lone working during expeditions, staff need to be competent and aware of the safety implications including emergency procedures and relevant issues.

This document should be read and used in conjunction with related policies and procedures including the school Policy for Educational and Offsite Visits and Learning Outside the Classroom.

Section 1 - On Foot Expeditions

Leaders Qualifications

Within the parameters of this policy the appropriate way of proving competence is by undertaking National Governing Body Qualifications (NGB) and maintaining a log book of experience. The table below gives the qualification requirements for levels of terrain for walking expeditions. Other modes of travel see sections 2 and 3.

The leaders qualifications need to be matched to the terrain in which the expedition teams will be working and for simplicity this terrain has been split into three distinct categories, please note this does not directly relate to Bronze, Silver or Gold Expeditions (e.g. Wild Country as defined by the DofE can fall into both Level 2 and Level 3 terrain).

Table 1:

Terrain Level	Description of Terrain	NGB Qualification	First Aid required
Level 1	<p>Low lying rural countryside, farmland, valleys, woodland and small areas of forest. Low lying glens and valleys from which reliable access to communication or external assistance is feasible without undue delay and without reliance on any portable communications device.</p> <p>Walking should be mainly on footpaths through gentle to moderate rolling terrain with clearly identifiable features and landmarks. Areas enclosed by well-defined geographical or man-made boundaries such as classified roads.</p>	<p>Countryside Leader Award (CLA) or Lowland Leader (LL) or Lowland Expedition Leader (LEL)/Basic Expedition leader (BEL) See note 1</p>	Minimum of 16 hours duration
Level 2	<p>Terrain that includes open, uncultivated, non-mountainous, high or remote country known variously as upland, moor, bog, fell, hill or down. Areas enclosed by well-defined geographical or man-made boundaries such as classified roads.</p> <p>Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road. Areas where movement on steep or rocky terrain is not required in either a planned or unplanned situation.</p> <p>(Areas that merge with mountain regions and do not have well defined boundaries are excluded)</p>	<p>Countryside Leader Award (CLA) or Hill and Moorland Leader Award (HML) or Walking Group Leader (WGL) See note 1</p>	Minimum of 16 hours duration
Level 3	Any terrain including that above where there are no clear boundaries and are classed as mountainous or where steep or rocky terrain may be encountered.	Mountain Leader (summer) (ML) or above	Minimum of 16 hours duration

Note 1: A holder of Mountain Training's Lowland Leader or Hill and Moorland Leader Awards wishing to supervise camping activities must hold the additional Expedition Skills Module from Mountain Training.

Roles and Responsibilities

Table 2:

Name	Responsibilities	Minimum Qualifications
Expedition Supervisor	<p>Responsible for overseeing the safety of Expeditions including the risk management process</p> <p>Responsible for the standards of training and expeditions and evidencing this on eDofE</p> <p>Responsible for the overall planning & management of the whole expedition process including the work of other Expedition Supervisors, Competent Assistants and any adult helpers</p> <p>Responsible for suitable emergency plan(s)</p> <p>To support the welfare and pastoral needs of the participants</p> <p>NOTE: Refer to DofE Supervisor role description on www.dofe.org and www.oeapng.info OEAP National Guidance document 7B</p>	<ol style="list-style-type: none"> 1. National Governing Body qualification appropriate to the expedition terrain and route choice (e.g. CLA, LL, LEL, BEL, HML, WGL, ML) 2. First Aid Certificate (refer to NGB Award requirements) 3. Recommended to have undertaken the DofE Expedition Supervisor Training Course or have suitable prior experience 4. Recommended to have undertaken the OEAP visit leader training 5. Possess knowledge & understanding of all relevant policies and procedures for educational visits, learning outside the classroom activities and off site visits 6. Familiar with the area where expedition is taking place
Competent Assistant **	<p>Works under the direction of the Expedition Supervisor</p> <ol style="list-style-type: none"> 1. To assist in the training of participants 2. To support the Expedition Supervisor in the supervision of team(s) whilst on their 	<ol style="list-style-type: none"> 6. Working towards an appropriate NGB qualification** 7. First Aid Certificate (refer to NGB Award requirements) 8. Recommended to have undertaken OEAP visit leader training

	<p>expedition</p> <ol style="list-style-type: none"> 3. To be able to act on own initiative should it be necessary 4. To contribute to the risk management plan as required 5. To support the welfare and pastoral needs of the participants 	<ol style="list-style-type: none"> 9. Possess knowledge & understanding of all relevant policies and procedures for educational visits, learning outside the classroom activities and off site visits 10. Familiarisation with the area in which the expedition is to take place <p>Those leaders wishing to be a competent assistant in <u>Wild Country</u> should hold the CLA, LL, LEL/BEL qualification and should be working towards HML/WGL or ML</p>
<p>Adult Helper</p>	<p>Works under the direction of an Expedition Supervisor but is not counted in the overall staffing ratio for expedition purposes</p> <ol style="list-style-type: none"> 1. To contribute to the safety of the activity 2. To assist with, but not have direct responsibility for, the training of participants 3. To understand and be fully conversant with safety procedures 4. Does not have responsibility for the risk management decision processes 5. To support the welfare and pastoral needs of the participants. 	<p>Approved by the EVC with advice from the Expedition Supervisor. To be competent for the required role</p> <ol style="list-style-type: none"> 1. Ideally possess knowledge & understanding of First Aid 2. Should have a basic knowledge of the area 3. Have undertaken appropriate safeguarding checks

****Competent Assistant**

For someone to be regarded as competent they should be working towards becoming an Expedition Supervisor (see criteria above). Ideally they should have undertaken an appropriate training course and evidenced that they are gaining the experience and competency required for assessment. Attendance alone at a

training course is not sufficient, nor is attendance at a training course without the intention to gain the qualification.

Ratios: Adults to Young People

A minimum of 2 adults should accompany a DofE Expedition. If there are male & female participants, it is advisable to have a leader of each gender.

The following expedition staffing ratios should normally be followed:

Table 3:

One team	One Expedition Supervisor and	Either another Expedition Supervisor or a competent assistant or adult helper (specifically for the 1 team ratio only)	
Two teams	One Expedition Supervisor and	Either another Expedition Supervisor or a competent assistant or adult helper	
Three Teams	Two Expedition Supervisors	In Terrain Level 1 Where there are only two members of staff supervising more than 2 teams consideration must be given to the emergency plan should one member of staff be incapacitated or need to take a participant to hospital. In these instances a third member of staff is required either another Expedition Supervisor or a competent assistant. The risk assessment process should determine this.	In Terrain Levels 2 & 3 A third member of staff may be required depending upon route choice/physical terrain. This could be another Expedition Supervisor or competent assistant.
Four Teams	Two Expedition Supervisors		

For greater than 4 teams the ratio of 1 Expedition Supervisor to 2 teams should be maintained, e.g. 5 teams will normally require 3 Expedition Supervisors.

Effective supervision is essential and the above table should provide the minimum framework under which expeditions can take place.

Risk Management

Expedition Supervisors at all times should consider suitable and sufficient risk assessment taking into account all relevant factors before and during the expedition. Bad weather/escape routes for expeditions in Wild Country must be planned.

The proximity of the teams must be taken into account at all times as well as the starting and finishing points and the location of the check points. This must be part of the on-going (dynamic) risk management process.

See OEAP National Guidance: www.oeapng.info Section 4.3c Risk management – An overview, Section 4.3f Risk management- some practical advice and 4.3g Risk management – what to record and when.

First Aid

All leaders with National Governing Body (NGB) Qualifications must have a valid first aid certificate of the appropriate duration. Remote Emergency Care first aid course is recommended however, First Aid at Work or equivalent is acceptable.

A 3 YEAR FIRST AID REVALIDATION IS REQUIRED TO KEEP NGB AWARDS VALID.

DBS and Maintaining records of Staff and Volunteers

School will require staff National Governing Body qualifications to be available for verification. A record of these qualifications will be maintained at school. It is school policy to undertake an enhanced Disclosure and Barring Service (DBS) check on all volunteers or to ensure that this has been done by their employers.

DofE Enrolment & Participants from other centres

It is a requirement that all young people on an expedition have enrolled with the DofE and are set up on eDofE. No participants from other Operating Authorities or DLC's can be accepted onto a DofE expedition unless it is a joint school provision. Please contact the Outdoor Education adviser for further guidance.

Scope of Qualifications

All National Governing Body Qualifications listed in the matrix on page one are for operating in summer conditions only. Expedition Supervisors should be aware that in some areas winter conditions can prevail at any time of the year.

The Delivery of DofE Expeditions

Expedition Supervisors delivering expedition training, practice expeditions and assessed expeditions, must at all times follow the appropriate guidance as laid down in the DofE Handbook and Expedition Guide.

Notification of intention to run DofE Expeditions

The DofE Manager must ensure that all expeditions meet the Award 20 conditions. All expeditions must be approved/ notified by the appropriate Educational Visits Co-ordinator/Head Teacher/Outdoor Education adviser.

Table 4:

Area	Form Type	Timescale
<p>Wild Country Areas e.g. Scottish Highlands, Lake District, Dark Peak, Snowdonia, Brecon Beacons, Exmoor, Dartmoor.</p> <p>Please see below link for specific areas: http://www.dofe.info/en/content/cms/leaders/expedition-areas</p>	<p>Green Form</p>	<p>These must be with the appropriate Panel at least 6 weeks prior to the expedition if a panel assessor is required. 4 weeks if a panel assessor not required.</p>
<p>Peak District – White Peak. All expeditions in this area must be notified to the Central Area Network as this is a DofE requirement to monitor numbers in this area.</p> <p>http://www.dofe.info/en/content/cms/leaders/expedition-areas/Central_Assessor_Net/</p>	<p>Red Form required when expedition is in normal country. If the expedition is in a Wild Country area within the Peak District a Green form should be used.</p>	<p>These should be logged with the Central Area Network at least 4 weeks prior to the expedition.</p>
<p>Long Mynd - The National Trust who request notification, although not a DofE notifiable area, predominantly owns Long Mynd.</p>	<p>Contact the National Trust at Cardingmill Valley if you intend to use the area Cardingmill@nationaltrust.org.uk</p>	

<p>Overseas Expeditions</p> <p>http://www.dofe.info/en/content/cms/doing-your-dofe/activities-sections/expedition/notification-forms/</p>	<p>Blue Form</p>	<p>At least 12 weeks before date of departure send it to regional DofE office for approval</p>
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Variations to the 20 conditions

If a leader believes that an individual or a team will not be able to meet one of the 20 conditions of the Expedition section then a variation form should be submitted. This form can be downloaded from www.DofE.org/go/downloads and should be submitted to the appropriate DofE Manager for approval. DLC DofE Managers must then submit this to the DofE Regional Office. This should be done before any expedition planning takes place.

Assessors

All expedition teams must be assessed using an accredited assessor who is appointed to the Licenced Organisation. This means that they must have a valid assessor ID card, and must have been approved by the Licenced Organisation/AAP/DofE Network for whom they are assessing and registered with the regional office for that DLC/ organisation.

For those individuals wishing to become assessors they should meet the same level of competence as listed in the matrix on page 1.

An assessor should normally assess up to 3 teams dependent on terrain and proximity of groups. Assessors should have had no role in training or the supervision of participants. It may be practical to hold both the role of supervisor and assessor at the same time. If you are supervising as well as assessing you must follow table 3. At Gold level the assessor should normally be independent of the group. An assessor may be considered as part of the safety 'chain' (management system) for the expedition(s) with prior agreement and subject to holding appropriate qualifications and experience.

Direct, Indirect and Remote Supervision

<http://www.mountain-training.org/walking/other/downloads> please click on walking and download 2016 remote supervision guidance PDF

www.oeapng.info Section 4.2a group management and supervision.

Emergency Planning

Please refer to the schools Educational Visits Policy.

All staff involved with DofE Expeditions should be familiar with school emergency/critical incident procedures.

www.oeapng.info Section 4.1 all documents.

Mobile Phones

Students:

Mobile phones should not normally be used by participants during the venture.

Recording - For taking photos or video associated the aims/purpose of the expedition the preference is that a disposable camera is used. However, it may be appropriate for 1 member of the group to use their phone for this purpose subject to prior approval.

Emergencies – As a last resort emergency device to make contact with staff or the emergency services.

(Mobile phones may be carried but should be sealed and only accessed as above.)

The use of other technology such as ipods, MP3's etc is prohibited during expeditions.

Staff:

Policy/Requirements – use of own phone/school phone, digital images etc?

Equipment

Any equipment provided by school or an AAP for use by staff or students must be in good order and subject to regular checks. This may include tents, stoves, rucksacks, paddlesport or cycling equipment, either for individual use or as group equipment. Any equipment provided by students for use must be checked as to suitability.

Use of Approved Activity Providers (AAP's)

Does the AAP have accreditation to demonstrate that they meet minimum standards for safety and quality?

If the services of an AAP are used to deliver expeditions they should generally follow the requirements of this document. An AAP may deviate from this document regarding staffing and ratios subject to holding an AALA licence, staff holding

suitable higher level qualifications (therefore experience/competence) and the AAP having suitably robust risk management procedures in place.

Questions:

- Does the provider (APP) hold an AALA licence (if activities are in scope of the Adventure Activity Licensing Regulations)? If activities are not in scope of the regulations and the provider does not hold a LOtC Quality Badge do they have any other form of accreditation e.g. "Adventuremark" or any National Governing Body (NGB) Centre Approval? www.oeapng.info section 4.4f
- If the provider does not hold an AALA licence and/or LOtC Quality Badge, what evidence or assurances about safety and educational quality are available?
- What experience does the AAP have? What schools do they work with? Do they have a proven track record?

Is suitable Insurance cover in place – 3rd Party Public Liability and Professional Indemnity?

Insurance

Young people enrolled onto the Award via eDofE have minimal Personal Accident Insurance cover. Public and 3rd Party Liability Insurance cover should be provided by the Directly Licensed Centre (DLC).

Staff including: - Expedition supervisors, competent assistants, adult helpers and assessors acting on behalf of the DLC also have access to minimal Personal Accident Insurance cover through the Award whilst operating within the UK.

Employers Liability Insurance is a statutory requirement covering staff and adults helping as volunteers. School is indemnified against claims for compensation for bodily injury.

Public Liability Insurance is in place to indemnify school against all claims for bodily injury from persons not in its employ, as well as for accidental loss of, or damaged caused to property.

Some level of Personal Accident Insurance is provided for all employees in the course of their employment providing predetermined benefits in the event of an accident.

Personal Accident and Travel Insurance for School Activities

This is taken out on an annual basis and covers both employees and students for the following – Personal Accident, Medical Expenses, Personal Property, Cancellation / Curtailment, Personal Liability etc.

- Where a tour operator is used, the type and extent of insurance cover in place should be ascertained. Providers must hold a minimum of £5 million public liability insurance cover.
- It is the responsibility of the visit leader to liaise with office staff and the EVC to check that the level of insurance cover in place is adequate for the intended visit.

References

National Guidance –OEAP www.oeapng.info

Mountain Training UK - <http://www.mountain-training.org>

DofE expedition handbook (13th edition – 3rd impression 2015)

Section 2 – Cycling Expeditions

Leaders Qualifications

As with the on foot expedition policy (section 1) the appropriate way of proving competence is by undertaking National Governing Body Qualifications (NGB) and maintaining an up to date log book of experience. The table below gives the qualification requirements for levels of terrain for cycling expeditions. These cycling specific qualifications are in addition to and must be complemented with walking expedition qualifications as detailed in Section 1.

Cycling expeditions may take place using public roads, towpaths and other non-technical terrain. Alternatively the expedition may take place on marked trails in wilderness areas, and the leaders qualifications need to be matched to the terrain in which the expedition teams will be working. For simplicity this terrain has been split into three distinct categories, please note this does not directly relate to Bronze, Silver and Gold Expeditions (e.g. Wild Country as defined by the DofE can fall into both Level 2 and Level 3 terrain).

Table 5:

Terrain Level	Description of Terrain	NGB Qualification
Level 1	<p>Trail terrain: non-technical, that does not involve specific route selection; gentle to moderate rolling terrain, for example, rocks, roots or other obstacles in order to ride on it. It can be as narrow as handlebar width.</p> <p>Typical trail terrain includes: Canal paths and public highways, way-marked routes, rights-of-way on which cycles are permitted, identifiable routes, tracks and trails with obvious navigational features. These routes will be 90-95% rideable and take the group no more than 30 minutes' walk by a reasonably fit person away from the nearest accessible road or a shelter with communication..</p>	<p>British Cycling Ride Leader Level 2 Off Road Non-Technical Terrain</p> <p>CTC Trail MTB Leader Award</p> <p>MIAS Level 1 and 2</p>
Level 2	<p>Technical terrain: routes with obstacles, which require technical skill to be ridden over or avoided, such as roots, rocks or holes. It does not necessarily mean large drop offs or seemingly unachievable sections, but the sort of terrain that most mountain bikers may come across on a normal ride.</p> <p>Typical technical terrain includes: single-track, farm and moorland tracks and paths and other mountain bike accessible rights of way with sections requiring line selection to ride. Technical Terrain also includes trail terrain and public highways and roads.</p> <p>Areas of remoteness to any height above sea level and more than 30 minutes' walk from the nearest shelter with communication that are easily exited in a few hours, returning to a refuge or an accessible road.</p>	<p>British Cycling MTB Leader Level 2</p> <p>Trail Cycle Leader</p> <p>MBLA</p> <p>CTC Technical Terrain Leader Award</p> <p>MIAS Level 2</p>

	(Areas that merge with mountain regions and do not have well defined boundaries are excluded)	
Level 3	<p>Any terrain, including the above but where there are no clear boundaries and are classed as mountainous or where steep or rocky terrain may be encountered.</p> <p>NOTE: The terrain must be within the leader's and group's capabilities.</p> <p>This can include cycle accessible rights of way and routes that are defined on the map and ground, where virtually all the route is entirely rideable.</p> <p>Where this terrain is used in the UK, organisations may need an Adventurous Activities Licence to lead certain types of groups.</p>	<p>British Cycling MTB Leader Level 2 and 3</p> <p>MBLA with Expedition Leader Award</p> <p>CTC Technical Terrain Leader Award</p> <p>MIAS Level 3</p> <p>Plus Mountain Leader (ML) or above</p>

It must be noted that participants will be carrying all of their expedition equipment both on their bikes and on their person and good route selection and planning is essential, as bike handling will become more difficult with a loaded bike.

For all other considerations for cycling expeditions follow the on foot expedition guidelines.

Section 3 – Paddle Expeditions

Leaders Qualifications

As with the on foot and cycle expeditions (section 1 and 2) the appropriate way of proving competence is by undertaking National Governing Body Qualifications (NGB) and maintaining an up to date log book of experience. The link below gives the qualification requirements for training and supervising young people for expeditions on water. These paddlesport specific qualifications are in addition to and must be complemented with walking expedition qualifications as detailed in Section 1.

Paddlesport expeditions may take place using canals, rivers and other inland waterways, lakes and at gold level, the sea. These waters can be familiar to the

participants at bronze level. At silver the waterways are usually in rural areas and unfamiliar to the participant and at gold level expeditions should pass through wild country and moving water either current, tide or large bodies of water should be part of the challenge. See DofE expedition handbook – paddling and rowing expedition section.

Leader's qualifications need to be matched to the environment in which the expedition teams will be working.

BCU Terms of Reference for Coaches and Leaders

	Kayak and Open Canoe		
Discipline environment	Recommended Qualifications	Recommended Ratios - Kayak	Recommended Ratios - Canoe
Sheltered Inland Waters	BCU Level 2 Inland (old scheme) Kayak/Canoe BCU (UKCC) Level 2 BCU 4 Star Touring Award (lead only)	1:8	1:6 solo 1:12 tandem
Moderate White Water	BCU Level 3 Inland (old scheme) Kayak/Canoe BCU Moderate Water White Water/canoe Endorsement BCU (UKCC) Level 3 White Water/Canoe BCU 4 Star White Water/Canoe Leader (lead only)	1:6 1:4	1:5 solo 1:10 tandem 1:4 solo 1:8 tandem
Moderate Inland Water	BCU Inland or Placid Water Level 3 (old scheme) BCU Moderate Water White Water/Canoe Endorsement BCU (UKCC) Level 3 White Water/Canoe BCU 4 Star White	1:6 1:4	1:5 solo 1:10 tandem 1:4 solo 1:6 tandem

	Water/Canoe Leader Award (lead only) BCU 4 Star Touring Leader Award (lead only)		
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For further information: <https://www.britishcanoeing.org.uk/coaching-leadership/guidance-resources/remits-ratios/>

Notification of intention to run DofE Paddlesport Expeditions

The DofE Manager must ensure that all expeditions meet the Awards 20 conditions. All expeditions must be approved by the Educational Visits Co-ordinator/Head Teacher and checked by the Outdoor Education adviser.

Table 6:

River Severn and River Wye (Paddlesport expeditions)	Please contact the central network http://www.dofe.info/en/content/cms/leaders/expedition-areas/severn-wye as they run a specific notification and guidance system for these rivers.	
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For all other considerations for paddlesport expeditions follow the on foot expedition guidelines.

For any other modes of travel not covered by this policy please speak to the Outdoor Education adviser for clarification.

Operational Procedures

The DofE Award Expedition Policy and Procedures document should be used in conjunction with the schools Policy for Educational and Offsite Visits and Learning Outside the Classroom, and the Outdoor Education Advisers Panel (OEAP) National Guidance. www.oeapng.info

All DofE expeditions/ventures should normally take place between the months of April and October inclusive.

If for any reason training or practice ventures are required to take place outside of these months the Award Manager or Expedition Supervisor should seek specific approval from the EVC/Outdoor Education adviser.

Students plan expedition/ventures (practice, training or qualifying) and complete route cards, tracings of the route or digital map print outs, risk assessments and the purpose or aim of the qualifying venture.

The Award Manager should ensure the following are submitted via to EVC:

- A completed DofE notification form for each expedition/venture (not group/team)
- Copies of fully completed route cards per team (for each day)
- A tracing or digital map print out containing each of the expedition/venture days showing the area, the route, checkpoints and campsites
- Risk assessments

These should be submitted at least 6 weeks in advance of expeditions taking place.

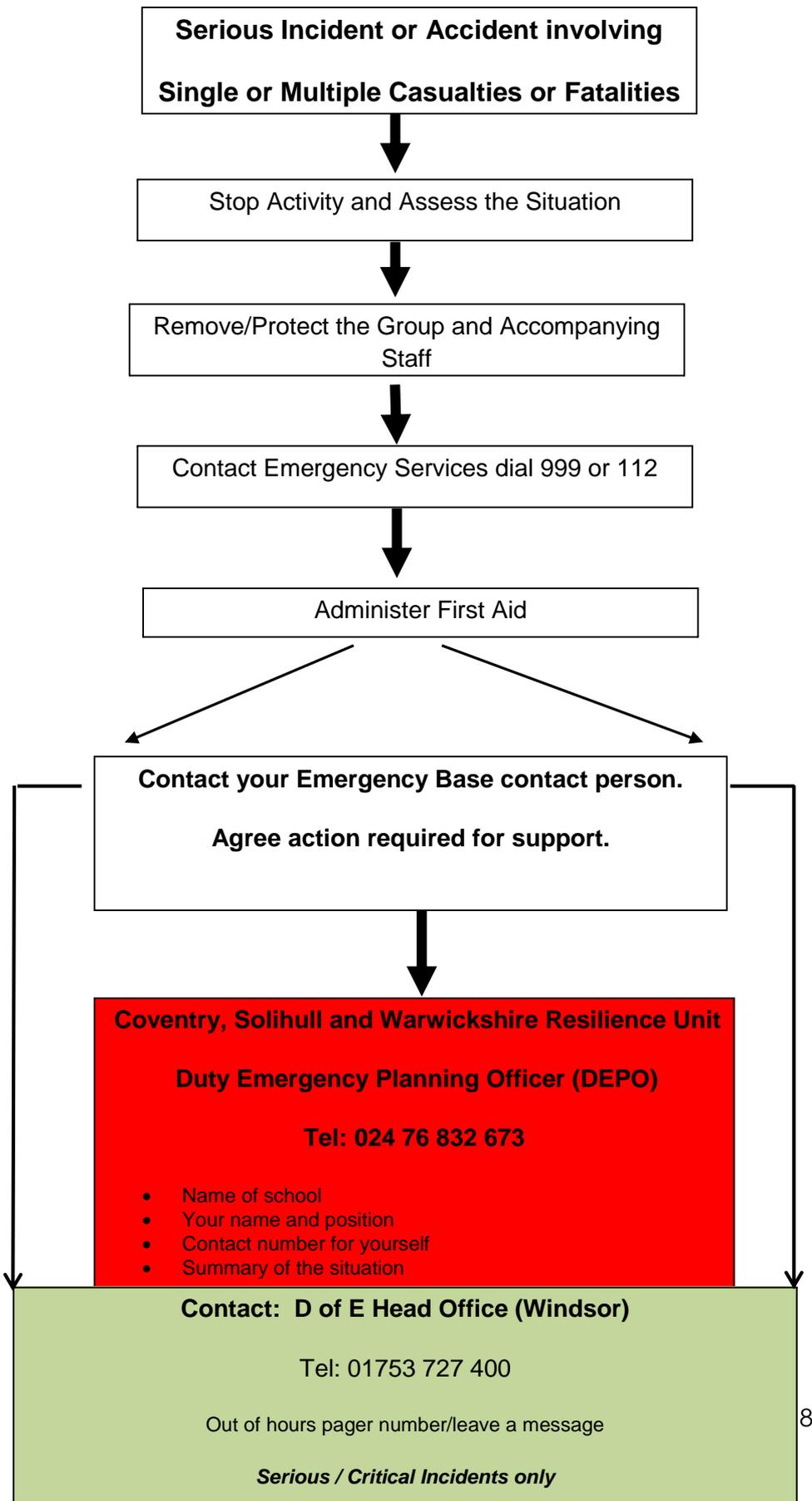
The EVC will then submit items 1, 2, 3 to the Outdoor Education Adviser.

The Outdoor Education adviser will check the documentation - intended route, staffing levels, qualifications etc. and comment on arrangements via letter.

In addition for ventures taking place in Wild Country areas, the Peak District, Long Mynd or overseas, forms should be completed as per Table 4, page 4 and submitted to the relevant network or panel as per DofE requirements.

D of E CRITICAL INCIDENT

Flow Diagram



Serious Incident or Accident involving Single or Multiple Casualties or Fatalities

For Duke of Edinburgh's Award Expeditions/Ventures

There is a nominated emergency base contact available for the Expedition Supervisors/staff in the event of:

1. **Emergency:** an incident that overwhelms the coping strategies of the Leader so that they refer to the Emergency 'Base' Contact for help
 2. **Critical Incident:** an incident that meets the definition and is possibly overwhelming the coping strategies of both the Leader and the School's Visit Emergency Plan
 3. **Major Incident:** declared as such by the UK Police or Foreign and Commonwealth Office etc.
- *The Expedition Supervisor and/or staff will have the emergency base contact details with them along with young person information (home contacts/medical details) etc.*

The nominated emergency base contact should not normally be used for:

1. **Incident:** a situation dealt with by the Expedition Supervisor/staff, who remain in control and can cope
 2. **Behavioural Issues:** Compliance to follow instructions, young people placing themselves and others at risk
 3. **Health/Fitness:** Ability to undertake and complete the route, carry a load etc.
- *The Expedition Supervisor or staff will make contact with the nominated emergency base contact person to inform them of the situation.*
 - *Information should include: nature of the incident, casualty details/names, injuries, location, if emergency services have been requested etc.*

The Expedition Supervisor or staff will discuss with the nominated emergency base contact and agree further actions to be undertaken. These may include the following:

1. Contacting: the EVC/Head/SLT member etc. and agreeing actions
2. Informing: relevant Governors
3. Informing: individual parents/families

4. Informing: all parents/families
 5. Consider: abandoning all activity
 6. Consider: sending support staff to the location
 7. Contact: the CSW Resilience Unit for advice or support – communications/media support or ed psych support?
 8. Consider: opening school premises to act as an emergency centre/support parents/deal with press/media enquiries
 9. Prepare: a press/media statement
 10. Contacting: DofE National Office to inform them of the critical incident
- *School will follow their emergency/critical incident plans regarding who to contact and how to deal with the situation. This will be discussed and actions agreed where possible between the Expedition Supervisor/visit staff and the school emergency base contact.*
 - *The emergency base contact to advise D of E National Office. Out of office hours a pager number will be issued by DofE. Leave a message and await call back from Duty Officer.*
 - *Accident/Incident evidence to be collated if possible at the time including any witness statements.*
 - *Follow up - accident report form to be completed at school. It may be necessary to contact HSE to invoke RIDDOR procedures. Insurers may need contacting both the schools and the DofE's. A 'lessons' learned review may prove useful.*

The Duke of Edinburgh's Award Process

