



Pate's Grammar School
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See Distribution

Reference: DOFE/WALKING/BZQE

Date: 03 March 2023

ADMINISTRATION INSTRUCTION – Bronze Qualifying Expedition

General: Pate's Grammar School will conduct qualifying expeditions for the following Bronze Duke of Edinburgh groups on 29-30 April 2023.

Aim: The aim of the two-day qualifying expedition is to successfully complete two day walks and one overnight camping.

Event Details:

Group No	Sat Report Time	Drop Off Location	Sun Pick Up Time	Pick Up Location
TBC	0900-1030 Group Timings TBC	Library car park in Winchcombe GL54 5PZ	1300-1430 Group Timings TBC	Leckhampton Hill Hartley Lane car park GL53 9QJ

- Students will be organized into groups and given an allocated report time for Saturday, please ensure a prompt arrival in the mornings. This is to ensure the groups leave on time, any late arrivals will consequently affect the pick-up time or even cause the group to miss their slot.
- **OED advises parents not to turn up for collection until they receive a phone call otherwise, they could be waiting for a long time. Please ensure the participants have the contact phone number for the person who will be collecting them. We will ensure that students give parents at least an hour's notice before they are due to reach the collection point.**

Equipment: Please refer to the 'Equipment' document for detailed personal equipment list.

- Please check the weather forecast and plan for wet weather if necessary but as a minimum I expect all students to carry a lightweight water proof jacket in their rucksack. **Walking Boots with ankle support are a must, walking sandals/trainers and wellies will not be accepted.**
- This is also a reminder that we do not want to see any strappy tops or mini shorts on any of the expeditions, students who turn up dressed like this will be turned away.
- Please remember that when you are walking in long grass or around sheep and cattle there can be the danger of ticks etc. so lightweight walking trousers are strongly advised.
- Accompanying staff will carry all safety equipment so the following group equipment will be issued on the morning of the event:
- Teams will be liable for any damage caused to this equipment whilst it is in their care.

Food & Drink: Participants must bring their own lunch and snacks for the walk, including dinner for Saturday evening and breakfast and lunch for Sunday. Students must carry 2 litres of water for both days, there will be opportunity to refill their water bottles on route. Participants will not be able to buy food during the trip. We advise food is high in calories and nutritional value. Fizzy drinks such as Coca Cola are not advisable. Please also ensure they eat a substantial breakfast beforehand.

Risk Assessment & Emergency procedures: Groups will be managed with "remote-supervision" by a member of staff designated to each group, checkpoints will be in place to monitor their progress. Risk

Assessments have been completed and are issued to all staff involved. All participants and assistants will receive a thorough briefing at the start of the activity.

Medical: Medical procedures are detailed within our risk assessment and all our staff hold a current First Aid qualification. As well as the First Aid Kit the expedition staff carry, there is a comprehensive First Aid Kit and stretcher held inside the safety vehicle stationed with our qualified safety staff.

Pupils with medication must be responsible to self-administer. In the event of Asthma, the inhaler must be carried in a waterproof container and location made known to the instructors. The instructors will confirm this prior to embarking on the training.

Behaviour/Standards: Sensible behavior is expected at all times. Staff reserve the right to exclude participants from any and all activities in the unlikely event that such a standard of behavior is not maintained, or if safety is compromised. Participants are reminded that they are to adhere to the DofE 20 Conditions at all times. Failure to do this may result in the day walk having to be re-taken. Pupils are to follow the country code, particularly to leave no litter.

Command and signal:

Mobile phones: As this is an official qualifying expedition, any use of a mobile phone by any member of any group, other than for the sole use for an emergency is strictly forbidden. Phones will be checked before and after the expedition by the assessor. Anyone found using a mobile phone to gain an advantage towards their DofE award may be deferred and will have to complete another day walk. This could also extend to their whole group being deferred. We advise that mobile phones are safely secured in their bag where they will not get damaged or affected by water. If students wish to take photos, we advise bringing a camera with spare batteries.

Radios: All staff and groups will be allocated radios. The 9-seater van will be equipped with a radio and will be utilized as the safety and command vehicle throughout the expedition.

Contact Details: In the event of an emergency, please contact the following:

Mrs Jane Jowett 07598 918864
Ms. Natalie Berry 07710 676025

Mobile signal is likely to be weak in the area we are working in so if you cannot reach us and it is not urgent please leave a voicemail or send a text message to the above mobile phone number.

ORIGINAL SIGNED

Jane R Jowett
Head of Outdoor Education
Pate's Grammar School
01242 538248

Distribution:

eCopy to:

Attending staff
Participants via school gateway
Website

Location of Sunday pick up point:

