



Pate's Grammar School
Princess Elizabeth Way
CHELTENHAM
Gloucestershire GL51 0HG
www.patesgsdofe.org

Email: jane.jowett@patesgs.org

Telephone: 01242 538248



See Distribution

Reference: DOFE/CANOEING/23

Date: 17 March 2023

ADMINISTRATION INSTRUCTION – Silver Qualifying Expedition

General: Pate's Grammar School will conduct a silver qualifying expedition on 30 May – 01 June 2023.

Aim: The aim of the 3-day 2-night qualifying expedition is to complete the group's aim whilst undertaking a challenging expedition.

Event Details:

Date	Time	Location	Remarks
30 May 23	0830	OED	Students will report to the OED to prepare to depart for 0930
30 May – 01 June 23	-	River Wye	Silver Qualifying Expedition
01 Jun 23	1300	River Wye	Depart for OED
	1600	OED	Estimated time that students will be free to collect, they must clean and pack away equipment before they are able to leave.

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 lightweight waterproof jacket/trousers.
- 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.
- All safety equipment will be issued at the start of each event.
- Teams will be liable for any damage caused to this equipment whilst it is in their care.

Food & Drink: Groups must provide their own food and submit a detailed meal plan to OED before the trip as part of their pre planning.

Students must carry 2 litres of water, there will be opportunity to refill their water bottles on route. Participants will not be able to buy food during the trip once they start their assessment. We advise food is high in calories and nutritional value. Fizzy drinks such as Coca Cola are not advisable.

Risk Assessment & Emergency procedures: Groups will be managed with “remote supervision” by a member of staff designated to each group who will be on the water, checkpoints will be in place to monitor their progress by the safety vehicle. 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 qualifying expedition 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. 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.

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