



Pate's Grammar School
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See Distribution

Reference: DOFE/WALKING/BZQE

Date: 29 June 2020

ADMINISTRATION INSTRUCTION – Bronze Qualifying Expedition

General: Pate's Grammar School will conduct qualifying expeditions for the following Bronze Duke of Edinburgh groups on 08 & 09 August 2020.

Aim: The aim of the two-day qualifying expedition is to successfully complete two day walks, and due to Covid - 19 there will be no overnight camping.

Event Details:

Saturday

Group No	Report Time	Drop Off Location	Pick Up Time	Pick Up Location
B16	0800	Library car park in Winchcombe GL54 5PZ	1400	Koloshi Indian Restaurant Car Park Dowdeswell GL54 4HG
B13	0830		1430	
B20	0900		1500	
B1	0930		1530	
B18	1000		1600	
B17	1030		1630	

Sunday

Group No	Report Time	Drop Off Location	Pick Up Time	Pick Up Location
B20	0800	Koloshi Indian Restaurant Car Park Dowdeswell GL54 4HG	1200	Hartley Lane Quarry Car Park Leckhampton GL53 9QJ
B1	0830		1230	
B18	0900		1300	
B16	0930		1330	
B13	1000		1400	
B17	1030		1430	

- 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.
- The collection time is an approximate timing and heavily depends on how fast or how lost the groups get.
- OED advises parents not to turn up 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.
- Please keep to your time slots, the OED staff will not accept any students until their given group time and not before.

Equipment: The following personal equipment is required as a minimum:

- Rucksack – a 30/40ltr day sack should be fine
- Personal medication
- Water bottle (minimum 2ltr)
- Sun Hat/Sun glasses
- Packed Lunch/Snacks
- Waterproof Jacket
- Waterproof Trousers (please check weather forecast)
- Outdoor Trousers (No jeans/No shorts)
- T-Shirt
- Walking boots (with ankle support) for use on the hill
- Sun cream
- Spare Socks/Blister plasters
- PPE – face mask & gloves
- Antibacterial Hand Sanitiser

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:

The group kit will consist of:

- Maps
- Compass
- Whistles
- Fluorescent vests

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, and must carry 2 litres of water. 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 Head of OED 07598 918864

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
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Pate's Grammar School
01242 538248

Distribution:

eCopy to:

Attending staff
Participants via school gateway
Website

Location of Sunday pick up point:

