



**Pate's Grammar School**  
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See Distribution

Reference: DOFE/CANOEING/2020

Date: 14 September 2020

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## ADMINISTRATION INSTRUCTION – Silver Canoe Assessment

1. **General.** Pate's Grammar School will conduct a Duke of Edinburgh's canoe expedition assessment on 22-24 October 2020.
2. **Aim.** The aim of the expedition is to assess the participants in the hope that they will pass their expedition section. Due to Covid - 19 there will be no overnight camping.
3. **Main Events List.** The timings for each and every day are as follows:

Timings	Location	Remarks
0830	OED – PGS	Check personal kit
0900	OED	Depart for River
1000 - 1700	River Wye	Assessed Expedition
1800	ETA – OED	Please wait for a phone call to confirm their arrival time

The collection time is an estimate and heavily depends on the group and traffic, if we are running late or happen to be early we will ensure that the students inform you an hour before returning.

Do not turn up before 0830 as the gates may be locked so you will not be able to wait on school grounds. When you have access to the site please park at the front of the school away from the OED centre to enable clear access for all the buses and trailers.

4. **Expedition.** The expedition will consist of continually assessing the group on their team work, navigational and cooking skills
5. **Safety.** The safe system of training is in place. A full risk assessment has been conducted and qualified Canoe Instructors will be with the groups to monitor their progress.
6. **Medical.** Medical procedures are detailed within our risk assessment and all our staff hold a current first aid qualification. As well as the travel first aid kit the groups and expedition staff carry, there is a comprehensive First Aid Kit and stretcher held inside the safety vehicle stationed with our qualified safety staff.
7. **Event Details.**
  - a. **Transport.** We will be using the school transport and potentially hire vehicles, all of which are covered by the school insurance. Due to Covid-19 temperatures will be read before entering all transport and during the journey all staff and students will wear PPE.

**b. Personal Equipment.** Consider the time of year you are going and check weather reports.

- Rucksack – a 30/40ltr day sack should be fine
- Personal medication
- Water bottle (minimum 2ltr)
- Sun Hat/Sun glasses/ Sun cream
- Packed Lunch/Snacks
- Waterproof Jacket
- Waterproof Trousers (please check weather forecast)
- Please remember that you kneel in the canoes so if you decide to wear shorts be aware of rubbing/sores.
- T-Shirt
- Dependent on weather warm layers/outdoor trousers that you don't mind getting wet
- PPE – face mask & gloves (for emergencies and transport)
- Antibacterial Hand Sanitiser
- Change of clothes

**Please ensure that you have wet shoes or an old pair of trainers for when you are on the water.**

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.

**c. Group Equipment.** The OED staff will issue the group equipment on arrival at the river.

The group kit will consist of:

- Maps
- Compass
- Barrels – for personal equipment on the water
- Buoyancy aids
- Paddles
- First Aid Kit

Teams will be liable for any damage caused to this equipment whilst it is in their care.

## 8. **Behavior/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 D of E 20 Conditions at all times. Failure to do this may result in the practice expedition having to be re-taken.

## 9. **Food & Drink:**

As part of their assessment **participants will be expected to prepare and cook their lunch.** They 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.

A meal plan must be submitted to OED a week before the expedition.

#### 10. **Risk Assessment & Emergency procedures:**

In areas of high risk groups will stay within eye sight of a member of staff designated to each group, otherwise 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.

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.

Should your son/daughter become ill we will contact you immediately and liaise with you on how to return them to your care. Please be aware that we may not be in a position to return them all the way back to school but in these circumstances we will do our best to get as close as possible.

#### 11. **Command and signal**

a. **Radios.** All staff will be allocated radios. The safety vehicle will be equipped with a radio and will be utilized as the command vehicle throughout the expedition.

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

Jane Jowett	07881 109664
Natalie Berry	07720 766430

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 message us.

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