

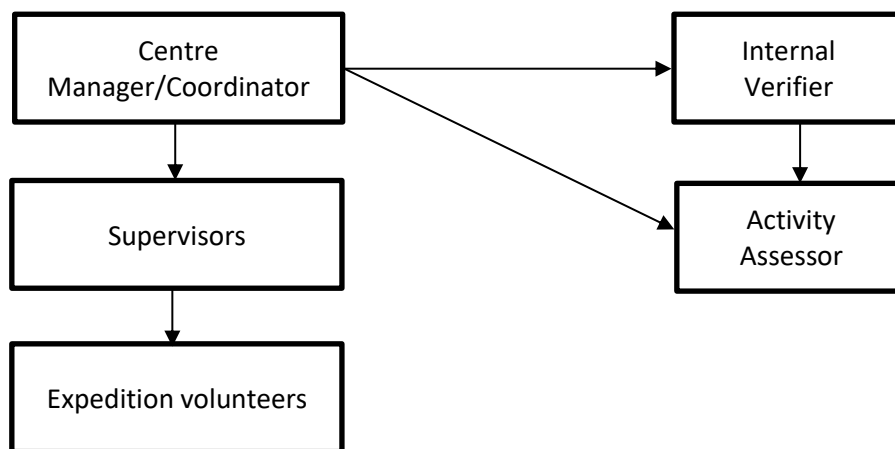
The Boston Witham Academies Federation

Haven High Academy

DUKE OF EDINBURGH'S AWARD POLICY

As a certified Duke of Edinburgh's Award Centre we must operate according to the guiding principles of the award.

STAFF FRAMEWORK



EXPEDITIONS TRAINING AND SUPERVISION

Each level of the award is overseen by the centre manager/co-ordinator. The centre manager/co-ordinator may assign groups or levels of the award to expedition supervisors. The expedition supervisors may manage aspects of the training, organisation and supervision of the expeditions. However, overall responsibility for the expedition section remains with the centre manager/co-ordinator

The role of the centre manager/co-ordinator in preparing for expeditions:

- Ensuring appropriate staffing for the expedition.
- Ensure all staff are appropriately briefed.

- Ensuring all risk assessments are complete in line with the academy policy.
- Ensuring that participants are adequately equipped for the type of expedition they have chosen.
- Ensuring that parents/carers are given any necessary information.
- Take necessary safety precautions during the expedition. E.g. access to water

Once an expedition has begun the expedition supervisors help ensure the smooth running of the weekend. However, it is recognised that they may not be the most qualified or experienced to make decisions regarding risk. At this point the responsibility falls to the most experienced/qualified walking leader.

Further advice may be sought from the appropriate experts and the DofE central team.

In the unlikely event of an incident, the academy contact and the DofE PR team needs to be notified via numbers supplied on expedition documentation.

COMMUNICATION AND ROLES DURING EXPEDITIONS

Expedition weekends require substantial communication to ensure the safety of all participants and adults. We will routinely use three types of communications, mobile phone, check in boxes as well as GPS tracking devices.

Mobile Phones

Staff can use their own mobile phones on expedition; however, their number should not be given to learners and should not be used to contact learners except in exceptional cases. The school mobile will be taken and the number will be given to learners, staff and parents. This mobile will not be switched off during the expedition. The co-ordinator will carry the mobile phone but may pass on responsibility if appropriate.

Learners will be encouraged to bring their mobile phone to the expedition. These will be sealed in a suitable, tamper-proof manor and used for emergency purposes. This will be communicated with students and parents.

GPS Tracking

On **some** expeditions participants may be given a GPS tracking device to carry. Each participant's progress can be tracked by accessing the GPS device on mobile phones, tablets and PCs. The expedition leaders, Duke of Edinburgh Co-ordinator and Head of Academy can access the GPS tracking device through the aforementioned devices.

These tracking devices are equipped with a "HELP" button and a "SOS" button. Any learner using this device must understand that unless it is in exceptional circumstances they are **not** to use the "SOS" button as this automatically calls the emergency services. Learners are to use the help button, if they are lost or a learner has a medical issue as it will alert the mobile phones used specifically on Duke of Edinburgh weekends.

Even though the primary use of the above equipment is for Duke of Edinburgh expeditions, other departments may feel they have need for it when going on academy trips. The policies,

instructions and equipment (along with the mobile phones) are to be given by the Head of Academy to said department.

Terminology

Suitable manner means no swearing, inappropriate humour or the sharing of personal information.

Exceptional Circumstances:

A learner is in immediate danger from injury or pre-existing medical condition.

Learners have attempted all other forms of communication and been unable to contact a member of staff.

It is becoming dark and learners have been trying for over one hour ago to get help from a member of staff.

BEHAVIOUR

Eligibility

- All learners at HHA are able to participate in the Duke of Edinburgh's award as long as they meet the age requirements set out by the DofE Award scheme. There may be a number limit put in place depending on qualified and appropriate staffing levels.
- A learner who has been subject to discipline by the academy will not automatically lose their right to attend the Duke of Edinburgh's award.
- The right to attend the Duke of Edinburgh's award ceases when the learner in question is no longer able to represent the academy in an appropriate manner. The removal of a learner is subject only to a decision by the Duke of Edinburgh Centre Manager or Head of Academy.
- All learners who have completed an award with the Academy programme will be offered the opportunity to proceed to the next stage and would not be superseded by a direct entrant if numbers had to be restricted due to suitable staffing.

Managing Behaviour

- If a learner is misbehaving and causing a nuisance, they will be given a verbal warning.
- If a learner receives two verbal warnings in one evening, the learner in question will be removed temporarily until spoken to by a Co-ordinator.
- Any further disruption will result in the removal of the learner for that evening. At this point they will be spoken to by a Duke of Edinburgh Co-ordinator. This could be on the day or at a later date depending on whether the co-ordinator is available.

- If a learner causes disruption over a series of meetings they will be warned that they could lose their right to attend the Duke of Edinburgh award scheme. At this point parents should be notified, they should also be aware that there is no refund.
- If a learner continues to misbehave they will be removed from the course. Learners will be required to return all on-loan academy equipment.

STAFF TRAINING

All adults participating in the delivery of the Duke of Edinburgh Award Scheme will be asked to complete an online training module to introduce them to the DofE programme. A record of successful completion will be kept by the Centre Manager.

All expedition supervisors will have been judged as competent by the Centre Manager/Co-ordinator. They will have considerable experience of the DofE Award scheme, shown competence over time, undertaking 'in-house' training by the centre-manager or received external training in a suitable supervisors course or walking leadership. Supervisors will also have a suitable first aid certificate.

All members of staff involved in the delivery of the programme will have a DBS as per Academy policy.

It will not be necessary for all staff accompanying the DofE expeditions to have received any formal training for DofE expeditions. They will be under the direction of the expedition supervisors, Centre Manager/Co-ordinator as previously outlined. However, all accompanying staff will be fully briefed prior to expeditions.

ASSESSED EXPEDITION

It is likely that the assessor will not be a member of staff at Haven High Academy. This is a normal part of the DofE programme. All assessors are registered with the DofE charity and have an assessor number. The assessor will communicate with the Centre Manager/Co-ordinator and establish lines of communication. They will be given the route details and may communicate with the group at any point during the expedition. The assessor may want to visit the group at the Academy prior to the expedition to complete a 'pre-expedition check'.

Where possible, the assessor will be known to the Centre Manager/Co-ordinator. On occasion, an assessor may be recommended by the DofE central team.

DATA PROTECTION

It will be necessary to collect personal and medical information about the students. This may include e-mail addresses, mobile phone numbers and medical details. These will be treated in a confidential manner. They will be shared only with DofE expedition supervisors and with other members of the academy in an emergency situation.

Any documentation carried on expedition will only include learners initials and Haven High details will be removed in case the documentation is lost.

All documents will be disposed of in confidential waste when they are no longer needed.

Updated June 2020

Signed off by:

A handwritten signature in black ink, appearing to read 'L. Heighton', written in a cursive style.

Print name and role: Lucy-Beth Heighton, AAHT and DofE Centre Manager

Date: 12th June 2020