**GLOUCESTERSHIRE**

**SCOUTS**

Expedition (August 2022 edition) Quick Guide

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| **Stage** |  | **Things to do** |  | **Resources** |
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| **Preparation** |  | * Create expedition teams
* Register participants
* Plan expedition aim, mode of travel and expedition locations
* Book campsites/minibuses
* Organise staff and ensure they have correct nights away and activity permits
 |  | * [eDofE for Leaders](https://help.edofe.org/hc/en-gb/sections/360002005294-eDofE-Expedition-support)
* [eDofE for Participants](https://help.edofe.org/hc/en-gb/categories/360000902953-eDofE-Participants)
* [Expedition Aims](https://www.dofe.org/wp-content/uploads/2019/08/Ideas-for-Expedition-Aims-1.pdf)
* [Nights Away Permit Scheme](https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/nights-away-permit-scheme/the-nights-away-permit-scheme/)
* [Adventurous Activities Permit Scheme](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/activity-permit-scheme/)
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| **Training** |  | * Complete expedition training program
* Sign off training on eDofE
 |  | * [DofE Expedition Resources - use filters](https://www.dofe.org/resourcescentre)
* [eDofE sign off](https://help.edofe.org/hc/en-gb/articles/115005060233-How-does-a-leader-fill-out-the-Expedition-training-section-)
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| **Practice Expedition** |  | * Plan expedition routes, route cards, menu and kit list
* Supervision Plan
* Expedition Notification Form to County Adviser
* Log practice on eDofE expedition set up
* Risk Assessment
* In Touch arrangements
* Nights Away Form (2 weeks)
* Pre-expedition check (in home area)
* Issue participants with Nights Away Passport & Emergency Card
* Undertake & review practice
 |  | * [20 conditions](https://www.dofe.org/wp-content/uploads/2019/08/20-Conditions-of-the-Expedition-section-2019-1.pdf)
* [Kit list](https://www.dofe.org/wp-content/uploads/2019/10/Expedition_Kit_List-Sept2019.pdf)
* [Route cards](https://www.dofe.org/wp-content/uploads/2019/08/MASTER_DofE_Route_Card.docx)
* [Risk Assessment](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/)
* [Nights Away Form](https://cms.scouts.org.uk/media/11876/form-nan_june-2020.doc)
* [Nights Away Passport](https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/nights-away-permit-scheme/the-nights-away-event-passport-guidance/)
* [DofE Expedition safety card](https://www.dofe.org/wp-content/uploads/2019/08/Expedition_Safety_Card_A4-5-2.pdf)
* [TSA Emergency Card](https://prod-cms.scouts.org.uk/media/16568/fs120077-safety-card-jan-2022.docx)
* [In touch guidelines](https://www.scouts.org.uk/volunteers/running-your-section/intouch/)
* Pre Expedition check sheet **(available)**
* [Expedition Notification Form](https://gloucestershire-scouts.org.uk/wp-content/uploads/2018/08/Expedition-Notification-Form-Aug2018-v6.doc)
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| **Qualifying Expedition** |  | * Organise accredited assessor
* Plan expedition routes, route cards, menu, kit list
* Supervision Plan
* Expedition Notification Form to County Adviser(4 weeks or 6 weeks if you need an assessor)
* Log expedition set up on eDofE
* Risk Assessment
* In Touch arrangements
* Nights Away Form (2 weeks)
* Send information to Assessor
* Pre-expedition check (in home area)
* Issue participants with Nights Away Passport & Emergency Card
 |  | See links above |
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| **Report Back** |  | * Assessor records comments on eDofE
* Participants complete aims & objectives
* Complete presentation
* Sign off on eDofE
 |  | * [eDofE for Assessors](https://help.edofe.org/hc/en-gb/sections/360004587693-Assessor-Reports)
* [Assessor Submission](http://www.dofe.org/assessor)
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**Expedition Section Guide**

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|  **Team:** Participants form a team of between four and seven (eight for tandem) |
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|  **Aim and mode of travel:** The team will agree their expedition aim and from that their mode of travel (Land (walking, cycling, horse riding or wheelchair) or Water (canoeing, rowing or sailing). The expedition environment is decided at this stage to help direct their training and practice expeditions.**Resources**: [DofE Expedition Aims](https://www.dofe.org/wp-content/uploads/2019/08/Ideas-for-Expedition-Aims-1.pdf) |
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| **Level** | **Duration** | **Planned Activity** | **Recommended environment** |
|  Bronze(14+ / Yr9+) | 2 days, 1 night | 6 hrs, min 3 hrs journeying | Rural country, canals, rivers or inland waterways/lakes. Can be familiar to participants |
|  Silver(15+/ Yr10+) | 3 days, 2 nights | 7 hrs, min 3.5 hrs journeying | Rural, open or forest countryside, but should include some open areas. Canals, rivers, inland waterways/lakes or sheltered coastal waters. Must be unfamiliar to participants. |
|  Gold(16+) | 4 days, 3 nights | 8 hours, min 4 hours journeying | Wild Country, remote from habitation which is unfamiliar to participants (emphasis is going through rather than over, solitude not altitude!). Rivers, inland waterways and lakes in rural areas; sheltered coastal waters or estuaries. Yachts may use the open sea.  |

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|  **Training:** Participants will complete the appropriate level of the Expedition Training Framework ([Bronze](https://www.dofe.org/wp-content/uploads/2022/03/Bronze-Expedition-Training-Framework_March2022.pdf), [Silver](https://www.dofe.org/wp-content/uploads/2020/08/Expedition_training_framework_-_silver.pdf) & [Gold](https://www.dofe.org/wp-content/uploads/2020/08/Expedition_training_framework_-_gold.pdf)), specific mode of travel training ([horseback](https://www.dofe.org/wp-content/uploads/2019/08/Training-syllabus-horseback-expeditions.pdf), [bikes](https://www.dofe.org/wp-content/uploads/2019/08/Mountain-bike-code.pdf), [paddling](https://www.dofe.org/wp-content/uploads/2019/07/Training-framework-core-paddling-skills.pdf), [rowing](https://www.dofe.org/wp-content/uploads/2019/08/Training-framework-boatwork.pdf) & [sailing](https://www.dofe.org/wp-content/uploads/2019/08/Training-framework-boatwork.pdf)). This needs to be signed off as complete on eDofE. Leaders can do this using the [expedition set up](https://help.edofe.org/hc/en-gb/sections/360002005294-eDofE-Expedition-support) function.**All DofE Expedition Supporting Documents & Resources are** [**available here**](https://www.dofe.org/resourcescentre), use the filters. |
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|  **Paperwork:** Scouting requires a [nights away form](https://cms.scouts.org.uk/media/11876/form-nan_june-2020.doc) for every residential experience and a [risk assessment](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/). The DofE requires all expeditions to be notified to the LO, expeditions must be registered with the County DofE Advisor using the [Expedition Notification Form](https://gloucestershire-scouts.org.uk/wp-content/uploads/2018/08/Expedition-Notification-Form-Aug2018-v6.doc) .**The Expedition Notification Form meets the requirements of Scouts POR 9.1 to obtain DC approval for an activity, in addition to the DofE requirement to seek LO/County Advisor approval.****Supervisors** should hold the appropriate [nights away permit](https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/nights-away-permit-scheme/the-nights-away-permit-scheme/) and [adventurous activity permit](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/activity-permit-scheme/). |
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|  **Practice expeditions**: Participants must undertake sufficient practice expeditions to enable them to travel safely and complete their qualifying expedition. All participants should carry an [expedition safety card](https://www.dofe.org/wp-content/uploads/2019/08/Expedition_Safety_Card_A4-5-2.pdf) / [emergency card](https://prod-cms.scouts.org.uk/media/16568/fs120077-safety-card-jan-2022.docx). Practice expeditions will be followed by reflection and additional training as required. Remember to ensure the expedition meets the [20 conditions](https://www.dofe.org/wp-content/uploads/2019/08/20-Conditions-of-the-Expedition-section-2019-1.pdf) and you log it on eDofE (see above).**DofE Expedition Areas and useful information including campsites are** [**available here**](https://www.dofe.org/resourcescentre), use the filters. |
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| **Planning and preparation:** The team will ensure they have everything in place for their qualifying expedition including routes ([eDofE Mapping](https://help.edofe.org/hc/en-gb/sections/5539894384029-New-Mapping-Support-available-from-30th-June-2022) can be used), [route cards](https://www.dofe.org/wp-content/uploads/2019/08/MASTER_DofE_Route_Card.docx) ([water based](https://www.dofe.org/wp-content/uploads/2019/08/MASTER_Water-based_DofE-Route_Card.docx)) including bad weather routes and emergency escape options, menu and that you have an accredited assessor available. You can request an [Assessor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Assessor.pdf) from the Scouts by completing the [Expedition Notification Form](https://gloucestershire-scouts.org.uk/wp-content/uploads/2018/08/Expedition-Notification-Form-Aug2018-v6.doc) or one of the assessor networks, for which you have to purchase a voucher from the DofE Essentials site (Leader login).Remember to ensure the expedition meets the [20 conditions](https://www.dofe.org/wp-content/uploads/2019/08/20-Conditions-of-the-Expedition-section-2019-1.pdf) and you log it on eDofE (see above). |
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|  **Register your qualifying expedition:** All expeditions must be registered with the County DofE Advisor using the [Expedition Notification Form](https://gloucestershire-scouts.org.uk/wp-content/uploads/2018/08/Expedition-Notification-Form-Aug2018-v6.doc).  |
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| **Supervisor’s pre-expedition check:** The Expedition Supervisor will conduct a check on all the equipment that the team will need and use during their expedition, ensuring it is fit for purpose. Checklist provided for reference. All participants should carry an [expedition safety card](https://www.dofe.org/wp-content/uploads/2019/08/Expedition_Safety_Card_A4-5-2.pdf) / [emergency card](https://prod-cms.scouts.org.uk/media/16568/fs120077-safety-card-jan-2022.docx) with them. The DofE Leader & [Supervisor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Supervisor.pdf) and DofE team(s) will all review and agree expedition policies, the [supervision plan](https://www.dofe.org/wp-content/uploads/2019/08/estc-expedition-supervision-plan.pdf) and [expedition safety card](https://www.dofe.org/wp-content/uploads/2019/08/Expedition_Safety_Card_A4-5-2.pdf) / [emergency card](https://prod-cms.scouts.org.uk/media/16568/fs120077-safety-card-jan-2022.docx). |
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|  **First contact and Assessor’s pre-expedition check:** The Accredited Assessor will discuss the proposed route with the team, provide any local information that may be helpful and once agreed, approve the route. The Assessor will meet the team in the expedition area either the day before or on the morning of the expedition. The Assessor will ask the team to confirm their training, chat through their expedition and agree their contract.  |
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|  **Qualifying expedition:** Once fully prepared the team will undertake their expedition, which will be remotely supervised and observed by their [DofE Accredited Assessor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Assessor.pdf). The [Supervisor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Supervisor.pdf) and [Assessor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Assessor.pdf) will meet the team from time to time, keeping intrusion to a minimum, ensuring the team’s safety and that the DofE’s [20 conditions](https://www.dofe.org/wp-content/uploads/2019/08/20-Conditions-of-the-Expedition-section-2019-1.pdf) are being met. |
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|  **Debrief:** At the end of the expedition the [Assessor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Assessor.pdf) will conduct an oral debrief with the team. This is an opportunity to congratulate the team and help them to review their expedition. |
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|  **Presentation:** At some point after the expedition, all participants will deliver a presentation, in any medium, of their expedition which covers their aims, experiences and outcomes. |
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|  **Assessment:** The Accredited Assessor should provide their report for eDofE following the qualifying expedition and reports should also be provided by a person who saw their presentation. The assessor can either:> Write in the keeping track book which the participant or leader uploads> Enter the comment at <http://www.dofe.org/assessor> using the participant’s eDofE number and level. |

**Notes**

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| **Variations:** There may be occasions where a variation to the 20 conditions is needed to ensure that the participants can complete the venture, for example where there are additional needs or an injury. You will need to apply for a variation [(process map](https://www.dofe.org/wp-content/uploads/2019/09/Expedition-Variations-Process-Map-.pdf) & [form),](https://www.dofe.org/wp-content/uploads/2019/08/Variations_Application_Form.docx) that can be emailed to us.  |

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| **Resources:** There are several resources to assist with the expedition section. > Guidance on [Supervisor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Supervisor.pdf)/[Assessor](https://www.dofe.org/wp-content/uploads/2022/01/Role-Description-Expedition-Assessor.pdf) requirements> Guidance on [Expeditions](https://www.dofe.org/wp-content/uploads/2019/08/20-Conditions-of-the-Expedition-section-2019-1.pdf)> [Downloads](https://www.dofe.org/resource-zone/co-ordinators-leaders-and-volunteers/expedition) to support Expeditions> The DofE Expedition Guide publication available from the DofE Essentials Shop> Hampshire Scouts have a useful DofE [expedition resource page](https://topawards.hampshirescouts.org.uk/expedition-resources/) which you might find helpful. |

If you have any queries, please drop us an email dofe@gloucestershire-scouts.org.uk.