



**Pate's Grammar School**  
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See Distribution

Reference: DOFE/WALKING/24

Date: 01 October 2024

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### **ADMINISTRATION INSTRUCTION – Silver Assessment Expedition (Walking)**

**General:** Pate's Grammar School will conduct a Silver Assessment Expedition in Exmoor National Park on **01-03 November 2024**.

**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:**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Remarks</b>
01 Nov 24	0800	OED	Kit Checks / Pack
	0900	Depart OED	Depart for Exmoor
01-03 Nov 24	-	Exmoor	Silver Qualifying Expedition
03 Nov 24	1300	Exmoor	Depart for OED
	1700	OED	ETA students must clean and pack away equipment before they are able to leave

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.

Do not turn up before us as the gates may be locked so you will not be able to wait on the school grounds. **When you have access to the site please park at the front of the school away from the OED centre.**

**Personal Equipment:** Please refer to the 'Equipment' document for a detailed personal equipment list.

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 danger of ticks etc. so lightweight walking trousers are strongly advised. Accompanying staff will carry all safety equipment which will be issued on the morning of the event and teams will be liable for any damage caused to this equipment whilst it is in their care.

**Food & Drink:** Participants are responsible for their own food. Students must carry 2 litres of water for both days. 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 always expected. Staff reserve the right to exclude participants from 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 always adhere to the DofE expedition requirements. 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:

**Ms Natalie Berry - 01242 538282/**

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

Natalie Berry  
DofE Manager  
Pate's Grammar School