



Pate's Grammar School
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See Distribution

Reference: DOFE/WALKING/GPRAC

Date: **03 October 2024**

ADMINISTRATION INSTRUCTION – Gold Walking Practice

General: Pate's Grammar School will conduct a Gold Duke of Edinburgh practice expedition in South Wales in the Brecon Beacons **11-13 October 2024**.

Aim: The aim of the three-day expedition is to assess the participants' training, with a practice journey, to progress them onto the next stage, including two overnight camps and two days of activity.

Event Details:

| | Timings | Location | Remarks |
|-----------|----------|---------------------------|--|
| Day 1 | 1600 | OED – PGS | Check personal kit and issue team equipment. |
| Day 2 - 3 | - | Llangorse Activity Centre | |
| Day 3 | 1600 ETA | OED – PGS | 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.

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 from 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: Students are responsible for their own food and must carry 2 litres of water every day. They will not be able to buy food during the trip, except at the services on Friday night. We advise food is high in calories and nutritional value. Fizzy drinks such as Coca Cola are not advisable. All pot or super noodles are banned and will be confiscated, expedition food such as 'boil in the bag' meals are permissible.

Risk Assessment & Emergency procedures: Groups will be managed with 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 held inside the safety vehicle stationed with our qualified safety staff.

Pupils with medication must be responsible for self-administering. 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 20 Conditions. 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: Any use of a mobile phone by any member of any group, other than for sole use in an emergency, is strictly forbidden. We advise that mobile phones are safely secured in their bag where they will not get damaged or affected by water.

Radios: All staff and groups will be allocated radios. The school vehicles 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