Nottinghamshire
D of E Expedition
Requirements
2013
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INTRODUCTION –
THE ROLE OF THE OPERATING AUTHORITY

Operating Authorities are responsible for the safety and well-being of DofE participants and the approval of DofE instructors, supervisors and assessors. Operating Authorities have activity procedures, which set out the training, experience and qualifications required for their instructors, supervisors and assessors. All DofE staff and volunteers must ensure that Operating Authority requirements are met.

This guide explains the requirements of Nottinghamshire County Council, the Operating Authority. Instructors, supervisors and assessors must work within these requirements. This document does not provide an exhaustive account of the conditions required by DofE and is to be used in conjunction with the latest edition of the Expedition Guide and The Handbook for DofE Leaders.

This guide deals only with expedition matters. Nottinghamshire County Council's Adventure Activities Licensing Service (AALS) licence covers only expeditions and expedition training.

There have been a number of significant changes over the last 12 months and all involved with expeditions are advised to read this booklet in full to be aware of current practice and requirements. Please consult the glossary on page 23 for current terminology which may be different to that used in previous information.

Where a school holds Academy status and applies to run the DofE Award under Nottinghamshire County Council’s DofE Licence, the Academy continues to hold overall responsibility for the health and safety of both their staff and young people.

Nottinghamshire DofE will be utilising for the first time the online activity approval system called Evolve. This system is utilised across Nottinghamshire County Council for all off site visits and trips, and will be managed by both our awards office and the NCC’s Outdoor Education Advisor, and approved by the Adventurous Activities Licensing Authority.

It will be compulsory to submit requests for authorisation of DofE training and expeditions and other adventurous activities delivered or organised by DofE Centres via Evolve from 1st September 2013. Further information and training will be made available in due course.

Until this system is fully operational staff will be required to continue to use the existing system of EAFs.

Insurance

The Duke of Edinburgh’s Award provides limited personal accident insurance cover for participants. In addition, every adult helper is also covered whilst they are fulfilling their specific role.

As an Operating Authority we are required to ensure that each centre delivering the DofE under our licence has in place an insurance policy with a reputable insurer or through umbrella organisation cover, for not less than £5 million against all liability due to any damage to property or persons arising from the actions of the Centre in connection with its delivery of the DofE. For the avoidance of doubt the policy shall include comprehensive third party insurance for each participant.
Nottinghamshire County Council’s Insurance Section at present only insures:
- its own maintained schools
- youth service groups
- DofE Open Groups
- volunteers working as assessors for Nottinghamshire’s Assessor Network

For more information on this contact the Insurance Section of Nottinghamshire County Council on 0115 9823823.

Academies and schools that have opted out of NCC Insurance will need to provide proof of insurance for DofE activities as part of the Service Level Agreement which will be required between all DofE Centres and Nottinghamshire County Council DofE. Further information about this will be sent to all DofE Centres.

**Quality assurance processes**

Nottinghamshire County Council’s Quality Assurance Processes fall into three categories:

1. A systematic quality control programme of Operational Support Visits (OSVs) to monitor the quality of group training activities and expedition organisation and supervision. These are reviewed by the Expedition Guidance Group (EGG), the DofE Senior Practitioner, the Outdoor Education Advisor and when required guidance will be sought from the appointed Technical Advisors.

2. All assessors must be nationally accredited. Assessors should usually have had at least a year’s experience as a supervisor before they can become assessors. All Nottinghamshire assessors will belong to the Nottinghamshire Assessors’ Network. Additional training events for assessors are organised to help to produce consistent and up to date assessment practices.

3. DofE Centre Co-ordinators are required to sign the Service Level Agreement and to operate to the DofE generic risk assessments in addition to completing a Specific Risk Assessment for any additional factors involved with their group or activity plans. These should be available for inspection if required. Further advice is available from the DofE Office.

**SECTION A – ORGANISING AN EXPEDITION**

1. Expedition Planning Chart

<table>
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<tr>
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<th>INITIAL PLANNING</th>
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<tbody>
<tr>
<td><strong>BRONZE</strong></td>
<td>• Plan expedition timetable including training, practice and qualifying expeditions.</td>
</tr>
<tr>
<td><strong>SILVER</strong></td>
<td>As above plus • Plan extra training and practice expeditions for direct entrants.</td>
</tr>
<tr>
<td><strong>GOLD</strong></td>
<td>As above plus • For overseas ventures, at least 12 months notice must be given. Consult the DofE Senior Practitioner for advice as soon as possible in advance.</td>
</tr>
<tr>
<td>BRONZE</td>
<td>SILVER</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>• Consideration may be given for training or expeditions to be programmed outside of the DofE season, (the end of March to the end of October). Any groups considering this must first seek advice from the DofE Senior Practitioner before making any arrangements.</td>
<td></td>
</tr>
<tr>
<td>• If a variation to any of the 20 expedition conditions is required submit an Expedition Variation Notification Form, to the DofE office, at least 12 weeks before the practice expedition.</td>
<td></td>
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<table>
<thead>
<tr>
<th>DAY TRAINING EVENT</th>
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<tbody>
<tr>
<td>Day Training Walks require direct supervision with Supervisors accompanying the group. A Qualified Supervisor is able to directly supervise a maximum of 12 young people. Although additional Assistant Supervisors are useful for improving the quality of learning opportunities they are not able to be responsible for group. If you require any further information please contact the Senior Practitioner.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BRONZE and SILVER</th>
</tr>
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<tbody>
<tr>
<td>• At Bronze and Silver groups submit an EAF via the Evolve System containing all details to the DofE Office, at least 2 weeks before the venture.</td>
</tr>
<tr>
<td>• Carry out the training.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Gold groups will submit their EAF via the Evolve System to the Senior Practitioner with route information 4 weeks before the venture. In addition a Specific Risk Assessment and a Supervision Plan will also be required to be submitted. Further advice is available from the Senior Practitioner.</td>
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<tr>
<th>OVERNIGHT TRAINING EVENT</th>
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<tr>
<td>Training Walks require direct supervision with Supervisors accompanying the group. A Qualified Supervisor is able to directly supervise a maximum of 12 young people. Although additional Assistant Supervisors are useful for improving the quality of learning opportunities they are not able to be responsible for group. If you require any further information please contact the Senior Practitioner.</td>
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<table>
<thead>
<tr>
<th>BRONZE SILVER &amp; GOLD</th>
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<tbody>
<tr>
<td>• At all levels groups submit an EAF via the Evolve System containing all details to the DofE office at least 4 weeks before the training. <strong>Gold groups must submit route information as above</strong>.</td>
</tr>
<tr>
<td>• Carry out the training</td>
</tr>
</tbody>
</table>
## BRONZE AND SILVER PRACTICE EXPEDITIONS

| BRONZE & SILVER | All groups submit an EAF via the Evolve System to the DofE Office at least 4 weeks before the venture.  
|                 | Supervisor to carry out a pre-expedition check before the expedition. |

## BRONZE AND SILVER QUALIFYING EXPEDITIONS

| BRONZE & SILVER | Find an accredited assessor for the qualifying venture. If unable to find an assessor contact your Area Award Support Worker or the DofE Office.  
|                 | All groups submit an EAF via the Evolve System to the DofE Office at least 4 weeks before the venture. If you require an assessor to be allocated the EAF should be submitted **7 weeks** before the venture.  
|                 | Supervisor and assessor to arrange pre-expedition check for all participants 10 days before the final expedition.  
|                 | Route cards to be sent to assessor prior to pre-expedition check.  
|                 | Pre-expedition check takes place.  
|                 | Expedition takes place. |

## GOLD PRACTICE EXPEDITIONS

| GOLD | All teams submit EAF via the Evolve System to the DofE office at least 4 weeks prior to the practice expedition, together with 2 copies of the relevant Wild Country Form and map tracings for the practice and final expedition.  
|      | Wild Country Forms and map tracings must be sent to notify Wild Country Network of the practice expedition, at least 4 weeks prior to the practice.  
|      | Supervisor carries out Pre-expedition before the expedition  
|      | Carry out Practice. |
### GOLD QUALIFYING EXPEDITIONS

**GOLD**

- All teams submit EAF via the Evolve System to the DofE office at least 7 weeks prior to the final expedition, together with 2 copies of the relevant Wild Country Form and map tracings¹, plus a SAE.

- Wild Country Forms and map tracings¹ must be sent to notify Wild Country Network of the practice expedition, at least 4 weeks prior to the practice.

- Supervisor and assessor agree arrangements for pre-expedition check

- Final routes to be sent to the assessor at least 2 weeks before the pre-expedition check.

- Pre-expedition check takes place

- Carry out final expedition

**ALL GROUPS**

- Route Tracings must be provided with EAFs where the team is venturing into any area of Wild Country for training, practice or qualifying expeditions. **The best format currently is hard copies of a map or map print out**, so the information can be seen visually at a glance. Routes should be clearly marked with campsites and checkpoints. When using Evolve the easiest option is to use mapping software or if not available to routes can be scanned. Further information will follow.

- **ALL GROUPS WILL BE NOTIFIED VIA EMAIL THAT THEIR EXPEDITION HAS BEEN APPROVED VIA THE EVOLVE SYSTEM. IF YOUR EXPEDITION HAS NOT RECEIVED APPROVAL DO NOT PROCEED.**

- All groups will receive an Operational Support Visit at some stage. The process for OSVs was reviewed and amended last season. All those who will be conducting visits have been trained to ensure consistency. Most groups choosing to do their final expedition outside of our normal assessment area will receive an OSV during their training or practice expedition.

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**NOTES** ¹ Tracings can be traditional tracings or print outs of routes using Memory Map or Anquet software.
2. Areas for expeditions on foot

a) Bronze and Silver Areas

The normal areas for Nottinghamshire Bronze expeditions are Nottinghamshire, Lincolnshire and Leicestershire. Please try to avoid Derbyshire to limit pressure on a popular area. The DofE Office has recently distributed an updated list of campsites willing to take DofE groups in these areas.

Silver expeditions normally take place in Derbyshire, south of a line from Hathersage to Castleton. It can include eastern areas of Staffordshire.

Remember there is some very good walking in the south and west of the White Peak Area and also some interesting local walks.

- Avoid towns and extensive use of roads – use footpaths.
- Avoid extensive use of trails e.g. High Peak Trail, where no navigation is needed.
- Avoid extensive use of long, popular valleys such as Dovedale.
- Avoid large, popular campsites during busy periods.
- Avoid campsites adjacent to pubs especially at weekends and holiday periods.

b) Gold areas

- The practice and the qualifying venture must be in wild country.
- The Dark Peak Wild Country Area is approximately the moorland north of "80" grid line which runs south of the Kinder Plateau. Starting (or finishing) points are permitted to be on the moors a little to the south of this line, provided that most of that day's route involves wild country. Note: the moors to the southwest of this area can provide some good, remote walking, especially for training. Expeditions can start or finish on the Staffordshire Moorland.
- Avoid extensive use of the Pennine Way.
- Ensure that recognised access points are used to enter and leave Countryside and Rights of Way Act (CROW) land.
- Ensure that at least two days’ training has been done on open moorland before the practice expedition.
- Try to avoid popular campsites at busy periods. Remember that the spirit of expeditions is concerned with remoteness and wild country.
- Training and practice walk areas can overlap, but the qualifying venture must be in unfamiliar country. Heavy usage is being made of the Peak District National Park, but more use could be made of the northern and eastern sections, (i.e. the Marsden area or around Stocksbridge and Holmfirth). To avoid overuse many groups are currently conducting training and practice expeditions in the Dark Peak, but are going elsewhere for their qualifying venture.

c) Problems with Gold areas

- The Dark Peak moors are grouse moors. From 12 August each year specific moors will be closed for shooting, without notice. This may require an on-the-spot route change. However, public rights of way remain open.
- The Peak Park may close moors due to fire risk. It is Nottinghamshire County Council’s policy that we comply with this request and do not use the closed areas. Information can be obtained from the Peak District National Park web site www.peakdistrict.org on matters such as weather, closures and fire risks.
3. Participants with Additional Needs

Young people should be encouraged and empowered to undertake their expedition and it is advisable to have a meeting with all involved at an early stage to look at any additional needs and how they can be met. Young people should be able to undertake their expedition in a group that they feel comfortable with and to be appropriately supported. Please contact the DofE office for advice and support.

Where participants have individual needs that mean one or more of the 20 conditions of the Expedition Section cannot be met, they may apply for a variation to enable them to complete their DofE expedition.

Where a variation to DofE conditions is sought, The DofE Centre Coordinator should complete and submit a variation application form to the DofE Senior Practitioner at least 12 weeks before the practice expedition.

All variations will either be agreed by the DofE Senior Practitioner or DofE Central England Office. Expedition Assessors will be notified, by the DofE Office, of any agreed variations. Expedition Assessors will not consider medical certificates or requests for variations at the pre-expedition check or at the start of the expedition; these should always have been previously submitted and agreed.

For details of the 20 Expedition conditions please see page 21 of this guide, the Handbook for DofE Leaders (7th Edition), the DofE Expedition Guide (13th Edition) or visit www.DofE.org. Variation Forms can be downloaded from the DofE website or obtained from the DofE Office.

SECTION B – OPERATING AUTHORITY REQUIREMENTS

1. Forms to be used

Expedition Authorisation Form (EAF)
The EAF is submitted to the Award Office via Nottinghamshire’s online Evolve system, to request authorisation of all offsite activities including day walks, overnight training, practice and qualifying expeditions.
N.B. For all teams walking in Wild Country including on accompanied training days, route tracings must be appended to the EAF.

The Expedition Notification Form for Ventures in Wild County Areas [Wild Country form] (Green Form)
The Wild Country form is required to notify Wild Country Assessor Networks when unaccompanied teams are walking in a Wild Country area. This should be attached to the Evolve form, along with routes.

Consent Form
All DofE offsite activities require specific written consent. This should be based on information providing parents/guardians with details of the activity including dates, times and location and should ask for current information about medical conditions and medication. A consent form is available on Evolve.
Form A (Assessors' Check Sheet)
The assessors’ check list is used by an assessor to support assessment by recording observations against the assessment criteria.

Form D (Incident Report Form)
Form D is to be used to notify the DofE Senior Practitioner of all accidents, incidents or near misses occurring during training or expeditions and involving either staff or participants. Form D should be completed and submitted to the DofE Senior Practitioner within 24 hours of the end of the expedition.

The DofE Senior Practitioner will use the information submitted on the Form D to complete Nottinghamshire County Council’s statutory notification process, if required, using Nottinghamshire County Council’s on line accident reporting procedure.

Comment/Concern/Feedback Form
To be used by an assessor, a trainer, a supervisor or anyone else involved with DofE when he or she wants to bring a positive comment or a concern, about any aspect of DofE, to the attention of the DofE Senior Practitioner via the Expedition Guidance Group. i.e. aspects of training, participants’ behaviour, relations with farmers and landowners etc.

2. Requirements of age, duration and direct entry

a) Training & practices

Whilst training can be a series of day excursions, a practice should be a full self-sufficient expedition. Also, training must include camping. Practice expeditions with the emphasis on exploring should include trials of techniques required for the qualifying venture, rather than just journeying. The Final Practice and Qualifying Expeditions should not be so far apart that participants forget the skills learned. This can happen if the Qualifying Expedition is postponed for some reason. If necessary an additional practice including a full day walk and 1 night’s camping should be completed. If you plan to schedule a Final Practice in the autumn and the Qualifying expedition the following season in the spring please discuss with the Senior Practitioner.

b) Duration

<table>
<thead>
<tr>
<th>Level</th>
<th>Final Practice</th>
<th>Qualifying Expedition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>2 days/1 night</td>
<td>2 days/1 night</td>
</tr>
<tr>
<td>Silver</td>
<td>2 days/2 nights</td>
<td>3 days/2 nights</td>
</tr>
<tr>
<td>Gold</td>
<td>3 days/2 nights</td>
<td>4 days/3 nights</td>
</tr>
</tbody>
</table>
c) **Number of participants**

All qualifying expeditions and practice expeditions must comprise 4 to 7 participants. If the number falls below 4 at any stage, the expedition becomes invalid.

d) **Age requirements**

In general, the age requirements are that Bronze participants should be at least 14 years old. The earliest a participant can enrol is at 13 years 6 months and Year 9 school groups should not start together and register on eDofE until 1st March, to allow for participants with summer birthdays.

Silver participants should be at least 15 years of age. The earliest a Silver participant who has completed Bronze can enrol is 14 years and 6 months and Year 10 school groups should not start together and register on eDofE until 1st March. Direct entrants at Silver must be 15 before they start any award section.

Gold participants must be between 16 and under 25 years of age. No Gold training or award section may commence before 16 years of age.

e) **Direct entry**

It is essential that participants who have not had the benefit of the previous level of the DofE receive adequate training. Whilst different groups have their own methods of dealing with this, the requirement from Nottinghamshire County Council is as follows:

**Direct entry Silver:**
First Practice - 2 days 1 night.
Second Practice - 2 full days 2 nights (e.g. camp Fri/Sat, walk Sat/Sun)

**Direct entry Gold:**
First Practice 2 days 2 nights (Not necessarily in wild country)
Second Practice 3 days 2 nights (in wild country)

f) **Silver Qualifying Expeditions**

Where the Silver Qualifying venture is not being assessed by a Notts. Assessor, then teams may receive an operational support visit during the expedition training or practice expedition. Prior permission for teams to venture into Wild Country areas should be sought from the DofE Senior Practitioner, at the planning stage and always before the practice expedition takes place.

g) **Gold Qualifying Expeditions.**

Where the Gold Qualifying Expedition is not being assessed by a Notts. Assessor (i.e. usually where the qualifying venture takes place in an area other than the Dark Peak Area) then teams may receive an operational support visit during the expedition training or practice expedition.
### 4. Required qualifications for workers and volunteers

<table>
<thead>
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<th>RESPONSIBILITIES</th>
<th>NOMINATED PERSON</th>
<th>QUALIFICATIONS</th>
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</table>
| • Signs the EAF and has overall responsibility for the health & safety of all concerned with an expedition  
• To be in the field throughout the expedition to include the night before the venture if the participants are on site  
• Responsible for deploying and supervising any supporting staff              | SUPervisor             | • National Governing Body qualification or other recognised national or local qualification in accordance with the table below & to have completed the Expedition Supervisor’s Course or has the DofE Senior Practitioner’s Approval  
• Familiar with area in which expedition/training takes place                  |
| • Responsible for the delivery and signing off of one or more sections of the expedition training.     | EXPEDITION TRAINER     | • National Governing Body qualification in accordance with the table below  
• Familiar with the training/expedition area                                    |
| • Operates under the guidance and direction of the supervisor  
• May participate in training.                                                  | ASSISTANT SUPERVISOR   | • Working towards qualification as shown in table below  
• Completed first aid course  
• Familiar with area                                                             |
| • Can carry out restricted duties under the supervision of the supervisor i.e. checkpointing | PARENT HELPER           | • Considered by supervisor to be competent to operate as directed.  
• Reasonably familiar with area.  
• Attended first aid/safety briefing as a minimum                                |

It is a requirement of Nottinghamshire County Council for supervisors to be on the Notts. County Council Database of Instructors, Supervisors and Assessors. Entry on to the Database requires a National Governing Body qualification or other recognised national or local qualification, a current first aid certificate and attendance on a Supervisor’s course, together with evidence of the completion of the DofE e-learning module.
It is also the policy of Nottinghamshire County Council to require an Enhanced Criminal Records Bureau clearance of all volunteers with substantial ongoing contact with young people. See Nottinghamshire County Council’s DofE Generic Risk Assessment documents for further guidance.

Qualifications for Expedition Trainers and Supervisors

The majority of DofE Expeditions are on foot and the relevant qualifications are dependent on the terrain covered by the remit of the award. All Supervisors are required to work to Nottinghamshire County Council DofE Hillwalking and Camping Operating Procedures which are available from the DofE Office.

<table>
<thead>
<tr>
<th>Hill Walking Qualifications</th>
<th>Bronze Level</th>
<th>Silver Level</th>
<th>Gold Level</th>
</tr>
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<tbody>
<tr>
<td>Mountain Leader (Summer or Winter)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Walking Group Leader Award</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Basic Expedition Leader Award</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Countryside Leader Award</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

NOTES. 1. Individuals having undertaken Mountain Leader (Training) or Walking Group Leader Award (Training) are advised to complete the Countryside Leader Award if they wish to supervise or train Bronze or Silver participants without supervision.

2. All the above qualifications are limited to specified terrain except the Mountain Leader Award which is valid throughout the UK depending on conditions.

All planned Overseas Expeditions must be discussed with the Senior Practitioner 12 months prior to the proposed expedition to ensure the proposed venture meets DofE and Nottinghamshire DofE requirements (see page 2). Further guidance is available from the DofE office including Operating Procedures for Overseas Expeditions and Risk Assessments.

DofE Expeditions may be undertaken by Foot, Cycle, Horseback, Paddling, Rowing and Sailing. If you are considering alternatives to foot expeditions please contact the Senior Practitioner at the planning stage to confirm the Supervisor qualifications required. Nottinghamshire County Council DofE holds an Activity Licence from AALS that includes Hill Walking and Mountaineering, Kayaking and Open Canoeing. Further guidance is available from the DofE office including Operating Procedures and Risk Assessments.

c) Approved Activity Providers (AAPs) – Guidance issued by Central England Region DofE office.

The AAP licence is a quality standard on an organisation’s programme meeting the programme and sectional requirements of the DofE.

PLEASE NOTE THAT THE AAP LICENCE DOES NOT GUARANTEE THE SUITABILITY OF AN AAP IN TERMS OF HEALTH AND SAFETY OR ITS FINANCIAL STABILITY. Operating Authorities will have their own process for checking the suitability
of AAP programmes in terms of health and safety requirements for their young people and they have the final say on the appropriateness of a course in this respect.

Centres considering employing an AAP, should in the first instance, discuss their plans with the DofE Senior Practitioner to clarify the authorisation procedure and safety checks required. Where the Centre is employing an AAP the EAF should be submitted by the Centre Leader via Evolve and the Centre Leader will be informed via email that their expedition has been approved. AAP Supervisors are required to work to the Nottinghamshire DofE Requirements.

5. **Field Supervision**

The Expedition Supervisor has direct responsibility for the safety of the team throughout the expedition; Expedition Supervisors are required to work to the Nottinghamshire DofE Requirements.

The Supervisor will complete, sign and submit the necessary EAF via Evolve with all supporting documents, in accordance with the instructions indicated in the Expedition Planning chart on pages 2 to 4 of this guide.

The Supervisor must be familiar with the aims and objectives of the expedition section and with the conditions that participants are required to fulfil. He/she is also responsible for taking reasonable steps to prevent inappropriate behaviour by participants throughout the expedition. A lone Supervisor of a mixed gender team of young people should ensure that the person with legal responsibility for each young person is aware and has agreed to the young person taking part. Best practice should dictate that both male and female Supervisors are present throughout the expedition.

a) It is mandatory for the Expedition Supervisor of Bronze, Silver and Gold expeditions to be in the expedition area throughout the venture, including overnight. The assessor may withdraw assessment if this ruling is ignored.

b) The Supervisor should check the well-being of the team at the campsite at the beginning and end of each day. He/she should visit the team en route at least once during the day. At Bronze level, a team should be seen more frequently whilst avoiding too much unnecessary contact.

c) The Supervisor should initiate search and rescue in an emergency. At all times, he/she should carry all the consent forms, medical information and contact details which may be required and a list of procedures to be followed in the case of a serious incident. Whilst it is important to have access to a telephone or a message system, it is important also to note that mobile phones may not work in wild country areas.

d) The Supervisor must contact the Assessor if there are any changes or incidents which may affect assessment. Also any change in details, especially names and numbers of participants, dates of expedition, etc. must be notified to the DofE Office.
Multiple Teams – When the Expedition Supervisor is responsible for more than one team additional support will be required. It is suggested that there should always be more Assistant Supervisors than there are teams. This allows for an Assistant Supervisor to remain with a team if difficulties arise, as well as permitting a small degree of flexibility if other untoward events arise.

The supervision team should be detailed on the EAF and distinguish between Qualified Supervisors on Nottinghamshire’s DofE Supervisor’s Database and other adult helpers who are assisting with supervision. If these assistant supervisors have relevant outdoor qualifications this should be recorded on the EAF.

Recent guidance has been issued to set minimum ratios of Qualified Supervisors to numbers of teams at different levels of the award when supervising remotely.

**Bronze Expeditions will usually require a minimum of 1 Qualified Supervisor for every 4 teams.**

**Silver Expeditions will usually require a minimum of 1 Qualified Supervisor for every 3 teams.**

**Gold Expeditions will usually require 1 Qualified Supervisor for each team.**

When planning routes and supervision plans please speak to the Senior Practitioner to agree any variation to the above staffing ratios.

Good Practice would suggest that no more than 2 teams should expedition and camp together but large groups may have no choice but to put multiple teams together. In this case Supervisors must ensure an adequate level of supervision, that route plans ensure that teams do not catch up with each other and that on campsite each team operates as an independent unit. If teams are unavoidably using the same route then a minimum gap of 30 minutes should be planned between start times and maintained during the day.

The person signing the EAF is responsible for supervision, and must be satisfied with the personnel available and should be out in the field; otherwise the expeditions should not proceed. The supervision arrangements are likely to be examined in detail at the pre-expedition check.

e) **Severe Weather Warnings** – If one is issued by the Met Office for your expedition area then the group should not go out. Where the forecast is poor the supervisor should obtain local weather information i.e. from the local Ranger Service and local campsite managers.

f) **Inadequate Kit** – If pointed out at the pre-expedition check this should be addressed by the supervisor before the expedition.
6. Supervision at campsites

Only remote supervision is normally required, and is essential at Gold, but where multiple (more than 2) Bronze or Silver teams are involved, or even when a single Bronze or Silver team is camping on a very busy site, then close adult supervision is required to ensure our duty of care.

Please be aware that at some campsites the young people may be required to provide proof that they are part of a DofE expedition and some campsites may insist on Supervisors being on site.

Where Supervisors and adult helpers are on the same site as their group they should strive to ensure that participants do camp independently and consider where is appropriate to site their tents and how much contact is needed with the group.

7. Checking in procedure

a) Training day: An Emergency Base Phone Contact for the day should be in place and will be required on the Evolve submission. They should be contacted by the Expedition Trainer when the day's walking has been completed. This is normally done before the journey home is started, so that the phone contact is aware that the party is off the hill.

b) End of intermediate day in a multi - day expedition: Whether or not the activity is being assessed, there should be an Emergency Base Phone Contact for the day. This will be required on the Evolve submission. They should be informed at the earliest opportunity that the team has reached the campsite. Unless the Assessor asks specifically to be informed, no other checking-in action is required.

c) End of assessed expedition: In addition to informing the Emergency Base Phone Contact that the expedition is over, the Supervisor should also inform the Assessor, if he/she is not actually present at the end of the expedition. This provides the necessary information for the Assessor to sign off the record books. It is essential for the Assessor not only to know that the team has completed the route, but also whether everyone completed. Also the Supervisor must inform the Assessor if any or all of the team abort or end early for any other reason. An incident report form (Form D) should always be submitted if after the start of an expedition, the expedition is cancelled before completion.

The Emergency Base Phone Contact should be an adult who is available to contact during the duration of the expedition. A mobile and a land line back up should be provided and adequate preparation made to ensure communication if necessary, taking into account mobile coverage in the base area and the need to keep phone batteries charged. The Home Base Contact must have copies of all relevant paperwork, consent forms and medical information to enable liaison in the event of an emergency. This information will be able to be held on Evolve and accessed online.
8. **First Aid Kit requirements**

Teams must carry a general first aid kit which, as a minimum, consists of:

- Card giving first aid guidance
- Individually wrapped plaster of various sizes
- Various sizes of sterile unmedicated dressings
- Two triangular bandages
- Crepe bandage
- Disposable gloves

The current DofE Expedition Guide details the guidance for personal first aid kits and medicines for personal use.

**SECTION C - EMERGENCY PROCEDURES**

1. **Child protection**

Where Instructors, Supervisors or Assessors are made or become aware of alleged or suspected abuse of any individual aged below 18 years, then steps should be taken to prevent further cause for concern for the young person. Ensure they have access to an independent adult, record the facts and make immediate contact with the DofE Senior Practitioner or the 24 hour Duty Phone (see below).

2. **Accident procedure**

Ensure that any casualties receive first aid and are made safe. If needed, organise evacuation to a safe place as soon as possible.

In the event of a serious incident, the Supervisor must ensure that the parents of any injured persons are informed immediately by an appropriate adult, and that the parents of other team members are re-assured. He/she must also protect the team from the media.

Whenever any emergency service is called to assist the team, the Supervisor must contact Nottinghamshire County Council, Children, Families & Cultural Services, Young People’s Support Service as soon as possible. The list below gives the order of priority of whom to contact. If the first person cannot be contacted, proceed down the list UNTIL PERSONAL CONTACT is made. DO NOT leave messages on answer phones.

**THE TELEPHONE NUMBERS BELOW ARE FOR EMERGENCY USE ONLY.**

The DofE Senior Practitioner 01623 476025  DofE Office

County Hall, Young People’s Service 0115 977 4219

Young People’s Service **24hr Duty Phone** contact 07753 625 293 (Mobile)

Expedition staff are reminded that they should not, IN ANY CIRCUMSTANCES, talk to the media following such an incident, but refer the media to Nottinghamshire County Council.
### 3. Reporting procedures

Improving safety is everyone’s responsibility. Making a report is to raise awareness and to increase everyone’s ability to avoid a repetition in the future. Reports are required, not to attribute blame, but to improve risk management, at DoE Centre, or Operating Authority level. Where there is an Assessor working with you, include the Assessor in the preparation of the report. Anyone can make a report at any time, but for efficiency it is best to combine views on one document.

Events may occur during an expedition or training. They may be classified as ACCIDENTS, INCIDENTS or NEAR MISSES.

An ACCIDENT is deemed to have happened if first aid is required over and above normal minor events such as treatment of ordinary blisters scratches or stings. All accidents must be reported on the Form D within 24 hours of the group’s return from the expedition.

An INCIDENT is an unexpected event which could have or did adversely affect the outcome of the expedition. These must be reported on Form D.

A NEAR MISS is something which you observe which you had not previously realised would be a hazard. You may use Form D to bring the previously unrecognised risk to the attention of Nottinghamshire County Council if you believe it could lead to an accident or untoward incident in the future.

### SECTION D - ASSESSMENT

#### 1. The role of the Assessor

All qualifying ventures must be assessed by a DoE accredited Assessor.

The prime roles of the Assessor are:

- To ensure that the conditions of the Expeditions Section of the DoE are met.
- To use their local knowledge to advise on the safety of the venture, though the ultimate responsibility rests with the supervisor.
- To safeguard the general interests of the Duke of Edinburgh’s Award in ALL expedition areas.
- To support the team and Supervisor to have a successful expedition.
- To be a useful source of advice.

In extreme situations, the Assessor may withdraw assessment, thus rendering the qualifying venture invalid.
**Duty of care**

Both the DofE Headquarters and Nottinghamshire County Council state that all Assessors have a "Duty of care" for young people in expedition teams, and, in circumstances where the Supervisor/parent helper is not present and a problem arises, the Assessor must take action to safeguard the welfare of the team. Such situations are covered from a Public Liability standpoint by the existing insurance arrangements.

**2. Who can assess**

<table>
<thead>
<tr>
<th>Level</th>
<th>Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>An independent or an internally appointed accredited Assessor who has not been involved with the training of the team.</td>
</tr>
<tr>
<td>Silver</td>
<td>An independent or internally appointed accredited Assessor who has not been involved with the training of the team.</td>
</tr>
<tr>
<td>Gold</td>
<td>An accredited Assessor who is totally independent of the Award Centre. For this reason the assessor will be appointed by the Nottinghamshire Expedition Assessor Network or the Wild Country Assessor Network.</td>
</tr>
</tbody>
</table>

**3. The assessment process for Bronze, Silver and Gold expeditions**

**Before the expedition**

a) At Bronze and Silver levels groups may appoint an Assessor internally. The DofE Office must be informed of the name and database number of the Assessor using the EAF via Evolve.

b) If a group cannot find their own Assessor the Area Award Support Worker will request that the Nottinghamshire Assessor Network provide an Assessor.

c) At Gold level the group should request an Assessor using the EAF via Evolve. Where an organisation submits multiple teams to expedition concurrently, the Network will attempt to provide an appropriate team of Assessors, headed by a “lead Assessor” who will be the communications and liaison person. In view of the demands on the Network, it would be helpful if multiple team expeditions were avoided at main holiday times, whenever possible.

d) Contact the Assessor to arrange the pre-expedition check.

e) Before the pre-expedition check send to the Assessor, tracings, route card, details of the safety system to be in operation, menus and equipment lists. **Route cards must be checked and signed by Supervisor**, before sending them to the Assessor. **Route cards, menus and kit lists must be prepared by the participants.**
The pre-expedition check should usually take place 7 to 10 days before the venture. It is the Supervisor's responsibility to make sure the group has completed adequate training and has appropriate equipment. The Assessor checks that the proposed expedition meets the 20 conditions and suggests any essential modifications.

a) All members of the team should be present. If a participant is unable to be present at a check at base then an alternative check must be made before the start of the expedition.

b) The Expedition Supervisor must be present.

c) The pre-expedition check usually takes 1 hour per team being checked.

d) Participants must bring all equipment packed as if for expedition, except food. If equipment is to be hired, a compromise may be agreed between the Supervisor and the Assessor. This may include the Supervisor agreeing to check missing items are in place before the expedition and confirming this to the Assessor before the expedition can start.

e) All participants must bring either a training record with the expedition training section signed off. Direct entrants must show their extra practices. No participant will be allowed into the field, unless their completed training page has been seen by the Assessor. (It is now possible to download the necessary information from the eDofE system. Supervisors should discuss this option with their Assessor prior to the pre-expedition check)

f) The team should have decided who is to assess their presentation.

g) During the pre-expedition check, the Assessor will check:
   - Aim of the expedition
   - Route and route card planned by the participants and signed by the Supervisor
   - Menus - the team must cook and eat a substantial meal each day
   - Kit, especially boots and waterproofs
   - Maps – at least 2 1:25,000 maps in each group
   - Group Navigation skills including use of the compass where relevant. Assessors will seek to establish that the team has had adequate field training and practice.
   - Camping equipment – Nottinghamshire County Council specifies that only meths, green fuel or gas stoves with self-sealing cartridges may be used. Participants should have been trained on the stove to be used and this should be recorded.
   - First Aid and emergency plan
   - Supervision Plan
   - Mobile phones, GPS, Personal Music Players – the Assessor will expect to discuss and agree proposed use with the teams and Supervisor.
   - The Assessor should be made aware of any variations to DofE conditions, for any participants, which have been agreed with the DofE Senior Practitioner.
If the Assessor is not satisfied with any aspect of the team's preparation, he/she will advise on the points needing further attention before the expedition. If necessary the Assessor or Supervisor should contact the Senior Practitioner to resolve any issues.

During the expedition

The Assessor will meet the team during the expedition. This may include meeting the team en route - not necessarily at a check point - and seeing the team at camp. The Assessor may require the team to demonstrate skills and to discuss emergency situations in the field. As far as is possible, the Assessor will not interfere with the smooth functioning of the expedition.

4. Circumstances leading to the withdrawal of assessment on qualifying ventures

- Non-compliance with the 20 Expedition Conditions. Withdrawal of assessment should only take place after consultation with the Senior Practitioner unless on safety grounds.
- Venture is judged by Assessor to have become unsafe, i.e. sudden winter conditions
- If an expedition under assessment appears not to comply with one or more of the 20 conditions the Assessor should immediately communicate with the expedition Supervisor and team to see if the expedition can be amended to meet the 20 conditions. If this is not possible then the Supervisor and the team should be informed that the Assessor will not be able to sign an Assessors report at the end of the expedition without approval from the Senior Practitioner.
- Extenuating circumstances may be reported to the Senior Practitioner for discussion and decision.
- Proven bad and inappropriate behaviour of participants will lead to withdrawal of assessment.

SECTION E - PUBLICATIONS


SECTION F – COMPLAINTS PROCEDURE

If you are unhappy with any aspect of the DofE operated within Nottinghamshire, please contact the DofE Senior Practitioner, on 01623 476025. If after raising the issue with the DofE Senior Practitioner, you still feel you have not had a satisfactory response, please contact the Gedling Area Locality Manager, Young People’s Service on 0115 9652589 or 0115 9823823.
## 20 CONDITIONS FOR THE EXPEDITION SECTION

<table>
<thead>
<tr>
<th>DofE Qualifying Expedition Conditions</th>
<th>Further Explanation and interpretation of conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 All expeditions must be by the participants’ own physical effort, without motorised or outside assistance.</td>
<td>Motorised wheelchairs may be used where appropriate to the needs of the participant.</td>
</tr>
</tbody>
</table>
| 2 All expeditions must be unaccompanied and self-sufficient. | a) The team must be unaccompanied, unguided and supervision must be carried out remotely.  
b) As part of effective remote supervision, teams may be more closely supervised for parts of the expedition where specific hazards are unavoidable. This supervision should be kept to an absolute minimum.  
c) If a team does not possess the necessary expedition skills required for an area, then they should not be in that area. |
<p>| 3 All expeditions must be supervised by an adult who is able to accept responsibility for the team. | This must be an active Qualified Supervisor on the Nottinghamshire D of E Database |
| 4 The expedition must have an aim. | The time spent on this will differ depending on the proportion of time spent journeying. |
| 5 All participants must be properly equipped. | The quality of clothing and equipment will vary depending on the level of the award, the group’s resources and the anticipated terrain and conditions |
| 6 Participants must have completed the required training and practice expeditions. | The qualifying expedition must not be over the same route or in the immediate vicinity of routes used in practice expeditions. Supervisors need to provide written evidence to Assessors that requirements have been met |
| 7 At least one practice expedition must be undertaken at each level of the programme, in the same mode of travel in a similar environment to the qualifying expedition. | For overseas assessed expeditions, at least one UK practice must have taken place in an appropriate environment. |
| 8 The team must plan and organise the expedition. | Multiple teams must not travel in convoy but have individual routes from camp site to camp site. Where this is unavoidable at least 30 minutes must separate each team using the same route and they must operate as discrete teams. |
| 9 Assessment must be by an approved accredited Assessor. | The Assessor must be either a member of the Nottinghamshire Assessor Network or a Wild Country Expedition Network. |</p>
<table>
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<tbody>
<tr>
<td>10</td>
<td>There must be between four and seven in a team (eight for modes of travel which have tandem).</td>
<td>This is regardless of whether they are under assessment or not.</td>
</tr>
<tr>
<td>11</td>
<td>All participants must be within the qualifying age of the programme level.</td>
<td>Participants should have a similar ability or level of experience and make a full contribution to the team.</td>
</tr>
<tr>
<td>12</td>
<td>Participants must be at the same level of assessment.</td>
<td>Participants should have a similar ability or level of experience and make a full contribution to the team.</td>
</tr>
<tr>
<td>13</td>
<td>The team must not include those who have completed the same or higher level expedition.</td>
<td>Participants should have a similar ability or level of experience and make a full contribution to the team.</td>
</tr>
<tr>
<td>14</td>
<td>Accommodation should be by camping.</td>
<td>The expedition must be of the minimum number of days and nights and at Gold should include appropriate acclimatisation time in the area before the expedition.</td>
</tr>
<tr>
<td>15</td>
<td>The expedition must be of the correct duration.</td>
<td>All expeditions and training walks planned for outside these dates must be discussed with the Senior Practitioner to gain approval. Approval will only be granted following consideration of the expedition’s location, route and the experience and equipment of the participants and supervision team. If Approval is granted an alternative plan must be in place and followed in the event of deteriorating weather conditions.</td>
</tr>
<tr>
<td>16</td>
<td>The expedition should normally take place between the end of March and the end of October.</td>
<td>The expedition should take place in an appropriate and challenging environment. Any team undertaking a qualifying expedition in wild country must have completed a practice expedition of the appropriate duration in wild country. Overseas expeditions should take place in an area appropriate to the level of the expedition.</td>
</tr>
<tr>
<td>17</td>
<td>The expedition should take place in the recommended environment.</td>
<td>The expedition should take place in an appropriate and challenging environment. Any team undertaking a qualifying expedition in wild country must have completed a practice expedition of the appropriate duration in wild country. Overseas expeditions should take place in an area appropriate to the level of the expedition.</td>
</tr>
<tr>
<td>18</td>
<td>The expedition must meet the minimum hours of planned activity.</td>
<td>a) Six hours at Bronze, seven hours at Silver and eight hours at Gold. At least half of these daily hours must be spent travelling. b) Time associated with overnight accommodation and catering is additional to the minimum daytime hours of planned activity. c) A 30 minute lunch break can be included in activity time</td>
</tr>
<tr>
<td>19</td>
<td>A substantial meal should be cooked and eaten by participants each day.</td>
<td>This is optional on the final day.</td>
</tr>
<tr>
<td>20</td>
<td>A presentation must be prepared and delivered after the expedition.</td>
<td>This may be in any format the participants choose and must be related to the aim.</td>
</tr>
</tbody>
</table>
GLOSSARY

**Operating Authority**
An Operating Authority is an organisation that holds the licence across a specified geographic area. Nottinghamshire County Council is the Operating Authority for Nottinghamshire.

**DofE Manager**
The person in the Operating Authority who is responsible for the delivery of the DofE. In Nottinghamshire this is the Senior Practitioner DofE. Support is available from Award Support Workers in the districts and the Technical Specialist in the office.

**DofE Co-ordinator**
The person who sets up and manages the DofE in a centre. They support the Leaders, Trainers and Supervisors and oversee the groups.

**DofE Centre**
A location where the DofE is run, for example a school, youth centre or open group. There may be one or more groups at a centre.

**DofE Expedition Team**
Expedition teams will have between 4 and 7 participants (8 for modes of travel which have tandem)

**Instructor/Trainer**
An adult who delivers training to participants which is then signed off by the Supervisor.

**DofE Expedition Supervisor**
Supervisors are responsible for supervising and supporting a team of participants to ensure their safety and well-being whilst they are undertaking their expedition. **Nottinghamshire DofE maintains a database of Qualified Supervisors.**

**Assistant Supervisor**
A member of the supervision team with relevant training, experience or qualifications

**Helper**
Any adult who volunteers to help with a DofE section. This includes parent helpers.

**DofE Expedition Assessor**
Qualifying Expeditions must be assessed by a competent adult who is approved by the Operating Authority and accredited by The DofE. Assessors need to be a member of the Nottinghamshire Assessor Network or a DofE Wild Country Assessor Network.

**Operational Support Visits (OSVs)**
Routine quality assurance monitoring visits to promote good practice.

**Expedition Guidance Group (EGG)**
This group of experienced DofE Supervisors and Assessors reviews OSVs, Form Ds and other feedback to improve practice by providing relevant information and training.

**Evolve** is the online approval system for visits and activities for Nottinghamshire County Council

**Glossary based on definitions in the current DofE Handbook and Expedition Guide**
Please insert the contact details of your Area Award Support Worker

Contact

DofE Senior Practitioner
The DofE Office
Eastbourne House
Station Road
Sutton in Ashfield
Nottinghamshire
NG17 5FF

DofE Technical Specialist
Contact details as above

Contacting us:
Email: russell.woods@nottscc.gov.uk
Phone: 01623 476025
Fax: 01623 476810 (please mark - FAO DoE)
Post: The DofE Office, Eastbourne House, Station Road,
Sutton in Ashfield, Nottinghamshire, NG17 5FF
Internet: www.nottinghamshire.gov.uk

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catherine.gladwin@nottscc.gov.uk

DofE website: www.DofE.org
N.C.C. website: www.nottinghamshire.gov.uk
Evolve website: nottinghamshirevisits.org.uk