



“Be Inspired & Achieve Together”

16th September 2022

Dear Parent/Carer

RE: DofE Award Scheme

I would like to take this opportunity to introduce myself as the new manager of the DofE Award scheme at Arnold Hill Spencer Academy. I am brand new to this role and still learning but I can assure you that I will do my best to answer any questions or resolve any issues you may have, as well as helping your child to achieve their DofE award. For those that don't already know, my contact email address is ross.hatfield@arnoldhillacademy.co.uk. Your child may also come and see me at school; I am based in room A202 on Mondays, Thursday and Fridays, and in the Cadet Stores at the back of B Block Hall on Tuesdays and Wednesdays.

I also wanted to take this time to remind you that on Saturday 24th September your child is to attend their Bronze DofE training camp at Beaumanor Hall, Woodhouse, Leicestershire, LE12 8TX arriving for 10:00 where Mr Craze and Miss Keating will be there to meet you. Participants will then need to be collected the following day at 15:00 from the same location. Please also be aware that should your child have an accident or be unable to continue for any reason, we will get in touch to make arrangements for you to come and collect them.

Please ensure sure your child has all of the necessary equipment, clothing and food required for this event and if unsure please refer back to page 3 of the initial letter that was sent in July (attached again for information). Following the recent changes in weather participants will definitely need to bring waterproofs, and with the temperature beginning to drop at night, they will also need to make sure they have plenty of warm clothing. Sleeping bags should be suitable for the time of year, if you are unsure about this I would recommend buying a sleeping bag liner which will provide a bit more warmth at night.

All of the training will be delivered by Karos Adventure staff, and we expect our students to be polite, respectful and engaged when working with them. Academy staff will be present at all times during the weekend should there be any pastoral concerns. The overnight camp will be supervised by Academy staff. We do expect students to follow all instructions, especially with regard to settling down quietly at night when told to do so, not going into any tent other than their own and adhering to the female/male segregated camping areas at all times.

Please also remember that the qualifying weekend takes place on Saturday 8th and Sunday 9th October; as soon as we have any further information regarding this we will send it out to you.

If you have any questions, please contact me on the above email or ask your child to come and see me directly.

Yours faithfully

Mr Ross Hatfield
DofE Manager

Arnold Hill Spencer Academy Participant Joining Instructions - Residential Training

Dates: Saturday 24th September 2022 to Sunday 25th September 2022

Arrival Time: 10:00am

Departure Time: 3:00pm

Training Location: Beaumanor Hall, Woodhouse, Leics LE12 8TX
www.beaumanorhall.co.uk

Karos Leaders: Mark, Steve, Aysa, Patrick, Dale, Gary, Claire, Matt, Dave, Steve

Pastoral Information

School staff will be on site and will be the primary point of contact for all pastoral matters. Karos leaders will also be on site and will be the primary point of contact for all expedition-related matters.

Travel Information

Please refer to separate school communications regarding travel arrangements. If you are providing transport for any participants, please be aware that in rural areas, postcodes cover a large geographical area and sat navs will often direct you to the wrong location. In the interests of everyone's safety, please check and understand where you are going before you set off to drop-off or collect participants. **Using the name of the location as well as the postcode will provide a greater amount of accuracy.**

COVID-19 Safe Procedures

We continue to live with the risks imposed by COVID-19, and the health and safety of all those involved in our activities is paramount. This includes participants, parents, school staff, our leaders and members of the public. We continue to keep up-to-date with the latest Government Health Guidelines and deliver all our activities with safety and hygiene in mind. We ask that participants follow their school's and our own guidelines, respecting our leaders and each other, regularly testing and reporting any positive tests so that we can continue to keep everyone safe.

Itinerary

The general plan for the training will include 2 days of circular walks of between 10 - 12 km each day. You will be carrying your expedition rucksack, but you may be able to leave certain items of kit back at the training base on the first day - your Expedition Supervisor will advise you of which items to take. Lunch, snacks & water will be needed during the day's walk - please bring your own food.

The overnight camp will help you develop campcraft and cooking skills. You will pitch your tent and cook and eat your evening meal, all with tuition and support from your Expedition Supervisor. School staff and Karos leaders will all be on site throughout the weekend.

Following breakfast on the second day, you will head off onto another walk, but this time it will be under expedition conditions, and you will be carrying all of your kit. This will help you decide what items are essential and what you can manage without. On returning to the base camp, there will be a discussion and debrief with your Expedition Supervisor, and an opportunity to review your Qualifying Expedition plans before the Training concludes.

Participant Information - Training Videos, Kit Lists & Factsheets

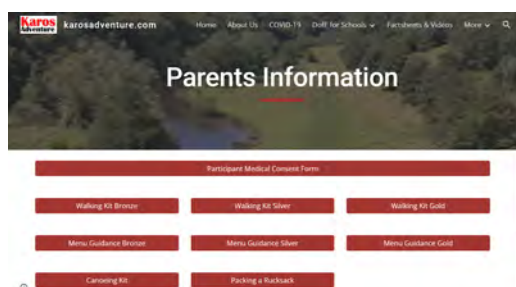


www.karosadventure.com/factsheets-videos

We have uploaded a number of training resources, kit lists, factsheets and videos to our website: which will help you prepare for your training & expeditions.

These are vital sources of information designed to help you stay safe on your expedition. Participants must therefore take the time to read and watch, in order to fully prepare for your expedition.

Parent Information



www.karosadventure.com/dofe-for-schools/parents-information

We have created a Parent Information page on our website to provide a central area of information and support for parents.

The page includes kit lists, rucksack packing diagrams and menu ideas, as well as our Participant Medical Consent Form. Further information will be uploaded to this area over the next few months. We hope you will find this useful.

Personal Equipment, Clothing & Food



We have produced a kit list for DofE Bronze Expeditions which is one of our factsheets on our website (**Walking Kit Bronze**). You are advised to bring all items of kit listed, but also ensure that the overall weight of your rucksack is no more than 9kg. Please also see our **Packing a Rucksack** Factsheet & **Rucksack Packing Video** which will help you to pack your rucksack.

For reasons of safety, participants must be able to cope in any weather condition - sun, rain or wind - and **MUST** therefore have:

- walking boots (reduces the likelihood of sprained ankles).
- warm clothing (including spare clothes)
- warm hat (a beanie hat, for example)
- warm waterproof gloves (ski gloves, for example)
- waterproof jacket & waterproof overtrousers.

Please ensure that your sleeping bag and spare clothes are packed in waterproof dry bags/thick rubble sacks for protection against getting wet. These items must be packed at the bottom of the rucksack.

This will be a 2-day residential training activity including an overnight camp. Participants will require all food for these 2 days, including:

- Day 1: Lunch, Snacks & Water and Evening Meal
- Day 2: Breakfast and Lunch, Snacks & Water

Food must be nutritious and contain a high number of calories - participants will need to intake 3000 calories per day to be safe and on top form during the expedition. Cooking is not allowed at lunchtimes due to safety concerns and the risk of fire. Do **NOT** bring tins or glass bottles/jars, and avoid food that needs to be stored in a fridge or freezer. Please see the menu factsheets and video.

Group Equipment

We will provide all Group Equipment required for the Training & Expeditions, including tents, Trangia stoves, gas cylinders, maps and a group first aid kit per team.

Participants will be asked to sign our Group Equipment Contract when the kit is issued and are expected to look after all items of equipment issued to them and return them in a good condition to their supervisor at the end. Please be aware that, regrettably, we will have to charge the full replacement cost if any of our equipment is lost or damaged through misuse, and serious misuse may prevent the participant or their team from successfully completing their training or expedition.

Bronze Expedition Programme - Future Dates

A reminder that your Qualifying Expedition is as follows:

Qualifying Expedition: Saturday 08/10/2022 - Sunday 09/10/2022 Peak District

Participant Code of Conduct

Dates

All participants must attend all activity dates as agreed with their school/organisation. Each stage of the programme builds on the previous activity, in order to develop the skills and confidence required to safely undertake a remotely supervised expedition. If a participant is unable to attend a particular stage, then a risk assessment will be carried out and a decision made as to whether they can continue on the programme with their team without compromising the safety of themselves or other participants, or whether they have to withdraw from the programme or attend an Open Expedition at additional cost.

Equipment

Participants must look after any equipment issued for use by them and their team and return the equipment complete and in good condition. A charge will be made for any lost or damaged equipment.

Respect

Participants must respect all other participants, leaders and members of the public. All participants should, at all times, listen to and act upon any advice and instructions given, and conduct themselves with the highest standards of behaviour. Any participant who is disruptive or disrespectful will be asked to leave the programme with immediate effect and will not receive any refund.

The Law

Participants must comply with the law, Countryside Code and the guidelines issued by campsites. All participants must conduct themselves in a manner which reflects and upholds the positive reputation of The Duke of Edinburgh's Award (when on a DofE activity), their school/organisation & Karos Adventure.

Mobile Phones

All participants must follow the Karos Adventure mobile phone policy at all times, when on an activity:

- Mobile Phones are only to be used in an emergency.
- At all other times, they must be switched off and sealed in a bag.
- Each team will be issued an Emergency Safety Card with contact numbers.
- Participants must only use mobile phones to contact (in order):
 - a. their Expedition Supervisor or Assessor
 - b. the Karos Adventure Home Contact
 - c. for serious emergencies, dial 999 and ask for the Police, then Mountain Rescue.
- In an emergency, participants are allowed to use OS Locate (a free app) to obtain a 6-figure Grid Reference of their location. This should be sent by text to their Supervisor and to Home Contact.
- During an emergency, please keep the phone switched on until informed by your Supervisor.
- Participants are not allowed to post on any social media sites during the expedition.
- Participants are asked to not contact family & friends during the expedition. Karos Adventure leaders and school staff will manage communications with family members during the expedition.
- Mobiles cannot be used to access other apps - such as Camera, Alarm Clock etc - so please bring cheap versions of these items (and spare batteries if required).

Emergency Contact, Medical Information & Extreme Weather Procedures

Emergency Contact Number: **07933 861367**

This emergency contact is only for the period whilst this activity is taking place. If you have any queries or concerns prior to or following this activity, please can you contact your school initially, as they will then liaise with ourselves where required to respond to your query.

All our activities take place in normal weather conditions that range from wet to dry weather. However in extreme weather conditions where there is the chance of prolonged periods of snow, rain or extremely hot weather we may need to adjust or postpone this event for safety reasons. Procedures that are followed include:

- Daily checks on weather reports from 7 days prior to each event, using the Met Office website (www.metoffice.gov.uk/) and Mountain Weather Information Service (www.mwis.org.uk/home).
- Consultation with DofE Manager at school regarding safety procedures and viability of any recommended changes to expedition routes, start/finish locations, times, kit or training itinerary.
- Issuing of relevant guidelines required for participants to follow to ensure everyone's safety.
- Update posted on Karos Adventure Twitter feed ([@karosadventure](https://twitter.com/karosadventure)) including tagging of school.

Please inform us in writing as soon as possible if any information contained on your Medical Form has changed since it was completed, including recent illnesses, sickness, changes to prescribed medication or consultations with your GP or hospital. **Failure to do so could lead to serious injury or harm.**

20 Expedition Conditions

All DofE Expeditions comply with a standard set of Expedition Conditions, regardless of Award level, location or mode of travel. These can also be found on the DofE website: www.dofe.org/20conditions:

1. The team must plan & organise the expedition; all members should describe the role they played in planning.
2. The expedition must have an aim. The aim can be set by the Leader at Bronze level only.
3. All participants must be within the qualifying age of the programme level and at the same Award level.
4. There must be between four and seven participants in a team (eight for modes of travel which have tandem)
5. The expedition should take place in the recommended environment.
6. Accommodation must be by camping or other simple self-catering accommodation.
7. The expedition must be of the correct duration and meet the minimum hours of planned activity.
8. All expeditions must be supervised by an adult (Expedition Supervisor) who is responsible for safety of team.
9. Assessment must be by an accredited Assessor. At Bronze level only, this may be the Expedition Supervisor.
10. Expeditions will usually take place between the end of March and the end of October.
11. Participants must be adequately trained to safely undertake a remotely supervised expedition in the environment in which they will be operating.
12. All expeditions must be by the participants' own physical effort, without motorised or outside assistance.
13. All expeditions must be unaccompanied and self-sufficient. The team must be properly equipped, and supervision must be carried out remotely.
14. Teams must possess the necessary physical fitness, first aid & expedition skills needed to complete their expedition safely.
15. Groups must adhere to a mobile phone use policy as agreed with their Expedition Supervisor and Assessor.
16. Participants must behave responsibly with respect for their team members, Leaders, the public and animals.
17. Groups must understand & adhere to Countryside / Scottish Outdoor Access, Highway & Water Sports Codes.
18. Participants must plan an appropriate expedition menu, including cook and eat a substantial hot meal per day.
19. Participants must actively participate in a debrief with their Assessor at the end of the expedition.
20. At Silver and Gold level, a presentation must be prepared and delivered after the expedition.

----- END OF PARTICIPANT JOINING INSTRUCTIONS -----