

1 May 2018

Dear Parents and Carers

As you know, as part of your child's Duke of Edinburgh Award they are required to complete two expeditions, one practice and one qualifying. As this is their first expedition, we will be running an additional training weekend to prepare your child for the expeditions.

Your child will be undertaking activities on the following dates:

- Training Weekend:
Saturday 16 June 2018 Start: 9:30am Finish: 4:00pm
Sunday 17 June 2018 Start: 8:30am Approximate finish: 4:30pm
- Practice Expedition:
Saturday 23 June 2018 Start: 8:00am (overnight camp)
Sunday 24 June 2018 Approximate finish: 5:00pm
- Qualifying Expedition:
Saturday 30 June 2018 Start: 8:00am (overnight camp)
Sunday 1 July 2018 Approximate finish: 5:00pm

A full kit list is detailed below. Please keep a copy of this kit list to use as a guide to help your child pack for their expedition.

Below is a parental information and medical form as well as a code of conduct form. Please complete these and return to myself no later than 31 May 2018. With regard the code of conduct form, I would greatly appreciate it if you could sit down with your child, read through and sign it together. For both expeditions, students will be supervised at all times. There are three different ways that staff will supervise your child. **Direct**, staff are with them, **close**, staff can see or hear them, but are at a distance away and **remote**, staff know where groups are. Students know where staff are and how to make contact with us in an emergency. Students will be trained in what to do in an emergency.

Your child will be issued with a ruck sack, tent, cooking stove, map, compass and safety equipment prior to each expedition which is to be returned on completion of each expedition. With regard to food, in their groups, students will be creating their own menus prior to each weekend and will need to purchase and bring their food with them. During the practice and qualifying expeditions, students are expected to be self-sufficient, so will not be able to stop for re-supplies.

This will be a fantastic and life changing experience for your child. If you have any questions or queries, please do not hesitate to get in touch with me.

Yours sincerely



Miss M Tavinor & Mr D Orme
Teacher of PE and Outdoor Education
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**Parental Information & Medical Form
Please complete and return to Ms Tavinor or Mr Orme**

Establishment Name: The Bourne Academy

DETAILS OF PROPOSED ACTIVITY

Activity : Practice and qualifying silver Duke of Edinburgh's Award expeditions

Any additional information:

**Pick up and drop off will be from The Bourne Academy – Please see attached letter for more details
All tents, stoves, ruck sacks, will be provided by the Academy, everything else must be brought along by the participant, (see attached kit list)**

**Menus will be created by the participants and the cost split evenly between participants.
Each participant will be responsible for buying their share of the food.**

Transport will be by minibus

ACKNOWLEDGEMENT OF RISK & EXPECTED CODE OF CONDUCT

This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level.

To help with safety all participants are expected to behave in a responsible manner at all times during the event. They must take direction from any leader and follow all instructions or guidance given. If a participant is regarded as behaving unreasonably and putting their or the group's safety at risk, they may be sent home at your expense or excluded from future visits.

Details of planning and risk assessment are available on request.

CHILD OR YOUNG PERSON'S DETAILS

Full name:

Date of birth:

NHS number:

Home address:

MEDICAL / EMERGENCY CONTACT INFORMATION

In an emergency I can be contacted:

Email:

Mobile:

Home Tel:

Work Tel:

If unavailable contact:

Email:

Mobile:

Home Tel:

Work Tel:

Family doctor:

Name:

Surgery:

Tel No:

Young Person/Child's Medical Information

Please provide detail of all medical conditions and illnesses and any treatments required to maintain health. This information helps us to keep your child safe.

Has the participant had any of the following?

Asthma or bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches	Yes	No
Diabetes	Yes	No
Allergies to any known medication	Yes	No
Other allergies e.g. plasters, food	Yes	No
Other illness of disability	Yes	No
Travel sickness	Yes	No
Regular Medication	Yes	No

If yes to any of these questions please give details

If it is considered necessary do you agree to mild pain killers e.g. paracetamol being administered	Yes	No
If it is considered necessary do you agree to a blood transfusion	Yes	No
Has the participant received a tetanus vaccination in the last 10 years	Yes	No
Is the participant receiving medical or surgical treatment currently	Yes	No
Has the participant been given specific medical advice to follow in an emergency	Yes	No

If the answer to the last 2 questions is yes – please give details here:

Other information

Please provide any other information that may affect the safety of your son/daughter or any other persons and/or the organisation and success of the event

MEDICAL CONSENT DECLARATION

I, being the parent / guardian of the child/young person named at the head of this form, have received full details of the event.

I give consent for him / her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health.

I understand the expected behaviour required during the visit and will talk to my child about it. I understand the possible consequences should my child breach the required conduct.

Any other information that may affect the safety of my child or any other persons and/or the organisation of the event has been provided to the organiser.

Print Name:

Relationship to child/young person:

Signature & Date:



Code of Conduct Form
Please complete and return to Ms Tavinor or Mr Orme

Your child is to be included in the offsite Duke of Edinburgh's award expeditions

In order that the trip runs smoothly and all pupils enjoy it, I would like you to read the following with your child. Both of you should agree to follow the guidelines. (If there are any points you would like to question before signing, please contact me to discuss them).

Students will:

- Respond to all staff in the same manner as to their school staff.
- Respect one another, and treat others as they would hope to be treated.
- Take part in all of the activities, unless there is a medical reason to prevent them from doing so.
- Follow all rules as explained before the visit and on arrival.
- Respect all property and equipment.
- Conform to the Countryside Code.

Students will not:

- Be allowed to smoke.
- Be allowed to order food from a take away shop of any description. All food is to be prepared by the participants themselves, as stated in the official 20 conditions of a DofE expedition.
- Be allowed to drink alcohol.
- Enter the tents of pupils of the opposite sex.
- Disturb others or prevent them from getting to sleep (Students need their sleep for activities the next day).
- Use any equipment or try any activity without the supervision or training of staff.

Students may take radios, mobile phones, etc, but these are only to be used in down time in the evenings and only in an emergency in the daytime. All students will have their leader's contact number should a situation arise.

(Please note that all valuables are the student's sole responsibility).

Students will be remotely supervised. They will be representing you and the Bourne Academy. Behaviour should be exceptional throughout their expeditions.

I hope you will realise that this is 'common sense' behaviour, although when written down these restrictions may sound like strict laws. If a child is seen to breach the agreed conduct, he/she may be sent home at your expense and banned from any future trips.

STUDENT'S NAME I have read the above guidelines on expected behaviour and the possible consequences of not following them. I agree to uphold those guidelines whilst on the trip.

Signed:

I have talked to my child about the agreed conduct and agree that he/she should follow it. I am also aware of the consequences should my child breach those guidelines.

Signed: Parent/Guardian

**EXPEDITION KIT LIST
(PLEASE KEEP THIS FORM FOR REFERENCE)**

This list is an illustration of the type of items you may need when undertaking a DofE Expedition.
This list is to be used as a GUIDE only and there is no obligation to buy the specific items we recommend.

CLOTHING	Got it	Packed
1 Pair walking boots/shoes (broken in)		
2 pairs walking socks		
1-2 t-shirts		
2 fleece tops or similar		
2 walking trousers (not jeans)		
Underwear		
Nightwear		
Flipflops/trainers (optional for evenings)		
Warm hat/sunhat (as appropriate)		
1 pair of shorts (if appropriate)		
Suncream		
Jacket/coat (waterproof & windproof))		
Waterproof & Windproof trousers (lightweight)		

Personal Kit	Got it	Packed
Rucksack (provided by Academy)		
Rucksack liner or strong bin bags		
Sleeping mat (can be provided by academy)		
Sleeping bag		
Waterproof bag (for storing sleeping bag) – Can be bin bag		
Sleeping bag liner (optional)		
Small notebook & pen/pencil		
Watch		
Torch (handheld or head torch)		
Spare Batteries		
Personal first aid kit (see below)		
Emergency food rations (snacks)		
Water bottle (1-2 litres)		
Knife, fork, spoon		
Plate/bowl		
Mug		
Box of matches or lighter (in a waterproof container)		
Wash kit/personal hygiene items		
Towel (compact)		
Medication (Asthma preventers etc.)		

Kit Provided by the Academy

Group kit (provided by Academy to carry between the team)	Got it	Packed
Tent(s)		
Camping stove(s)		
Camping stove fuel in an appropriate & safe container		
Cooking pans		
Scourers		
Tea towels		
Plastic Bags (for rubbish)		
Toilet paper		
Maps (1:25 000 Purbeck and South Dorset)		
Compass(es)		
Map cases		
Camera (optional)		
Whistle (included with provided rucksack)		

First Aid Kit (provided by Academy to carry between the team)	Got it	Packed
At least two pairs of disposable vinyl gloves (latex free) disposable gloves		
An large individually wrapped sterile unmedicated wound dressing		
An individually wrapped sterile unmedicated wound dressing		
An individually wrapped triangular bandage		
2-3 individually wrapped antiseptic wipes		
Crepe bandage		
Large safety pins		
Small pair of safety/medical scissors		
A pair of tweezers		
Assorted adhesive plasters		
Microporous (medical) adhesive tape		
Blister plasters/blister kit		
Chiropody felt		
Burns wound dressing		
Eye wash (can also act as wound wash)		

Additional Optional Kit for you to consider	Got it	Packed
Hydration pack (camelback)		
Menu guidance (DofE outdoor eating app (iphone only)		
Pre-packed expedition food (boil in the bag meals)		
After sun cream		
Insect repellent		
Sunglasses		
Spare boot laces		
Tin opener if bringing cans (recommend ring-pull cans if bringing)		
Ball, playing cards etc (for down time)		