

**(NON SCHOOLS)**  
**DofE EXPEDITION NOTIFICATION OF VENTURES**  
**NOT IN WILD COUNTRY AREAS OR OVERSEAS**

**At least SIX weeks before your DofE venture**

Plan your activity and complete your Centre paperwork  
(Parental Consent Forms, Commercial Provider Form 4 if applicable etc).

**Guidance, forms and risk assessments are found at**  
**[Offsite events guidance, forms and risk assessments - Dorset Council](#)**

**Complete Dorset DofE Form 5 L.A. Notification Form 2022**  
**and all of the following Non School forms:**  
**Risk Assessment, Emergency Procedure**  
**and Form 5 DofE Supplementary Information and Staff**



**At least FOUR weeks before the venture**

**Email Dorset DofE Form 5 L.A. Notification Form March 2022**  
**and all of the following Non School forms:**  
**Risk Assessment, Emergency Procedure**  
**and Form 5 DofE Supplementary Information and Staff**

to

**[dofe@dorsetcouncil.gov.uk](mailto:dofe@dorsetcouncil.gov.uk)**

You will be issued a **DofE Dorset \*Approval** code

Complete the expedition setup in eDofE for participants



**Immediately prior to departure**

ensure your **Base Contact** has all relevant information including copies of

- Staff and Participant Emergency Contact (NoK) Lists**
- Vehicle details (email HIRE vehicle details to [daphne.samways@dorsetcouncil.gov.uk](mailto:daphne.samways@dorsetcouncil.gov.uk))**
- Route/programme information**
- Emergency Procedures form**
- Form 5**

**NON-SCHOOL DofE CENTRES  
EXPEDITION NOTIFICATION OF ALL REMOTELY SUPERVISED VENTURES  
IN WILD COUNTRY AREAS**

**At least SIX weeks before your DofE venture**

Plan your activity and complete your Centre paperwork  
(Parental Consent Forms, Commercial Provider Form 4 if applicable etc).

**Guidance, forms and risk assessments are found at**

[Offsite events guidance, forms and risk assessments - Dorset Council](#)



**at least FOUR weeks before the venture**

**Complete and email  
Route overlays for Practices and Finals – preferably in electronic format as gpx files  
created in edofe mapping**

**Dorset DofE Form 5 L.A. Notification Form 2022  
and all of the following Non School forms:  
Risk Assessment, Emergency Procedure  
and Form 5 DofE Supplementary Information and Staff 2022  
to**

**[dofe@dorsetcouncil.gov.uk](mailto:dofe@dorsetcouncil.gov.uk)**



Your notification will be acknowledged and approved by DC

You will be advised of the **DofE Dorset \*Approval** code which may be required by the Expedition Assessor a proof of approval.

Gold ventures must be assessed by an assessor unknown to the group (this may be waived with permission from The Award)

Complete the expedition setup in eDofE for participants



**Immediately prior to departure**

ensure the **Base Contact** has all relevant information including copies of

- Staff and Participant Emergency Contact (NoK) Lists**
- Vehicle details (email HIRE vehicle details to [d.l.samways@dorsetcc.gov.uk](mailto:d.l.samways@dorsetcc.gov.uk))**
- Route/programme information**
- Emergency Procedures form**
- Form 5**