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| **DofE Form 5 - Local Authority Notification Form (Non EVOLVE)** | | | |
| **Wild Country Venture Route Overlays must be attached for all Practices and Finals** | | | |
| **This form must be e mailed to** Trish Walker, [dofe@dorsetcouncil.gov.uk](mailto:dofe@dorsetcouncil.gov.uk) **at least one month before any DofE** expedition training, practice or qualifying venture.  Upon receipt the LA, to enable it to assess proposals and to monitor practice, reserves the right to request sight of all written evidence of planning, meet with organisers and approvers and conduct visits to event venues to observe practice.  All DCC DofE forms, processes and staffing guidance are found at:  <https://www.dorsetcouncil.gov.uk/sport-leisure/dorset-outdoor-education-service/offsite-events-guidance-forms-risk-assessments-dorset-outdoor-education-service.aspx> | | | |
| DofE Unit Name | Name |  | |
| Tel. |  | |
| Office Email. |  | |
| DofE Unit Coordinator | Name. |  | |
| Email. |  | |
| Event Approver  ( Schools = As per school process)  ( Non Schools = DCC DofE Manager) | Name |  | |
| Email. |  | |
| Establishment Head  ( Schools = head teacher)  ( Non Schools = DofE County Manager) | Name |  | |
| Email |  | |
| Lead Supervisor for Venture  (must have terrain/water appropriate NGB qualification in mode of travel, validated with current 16hr first aid PLUS DofE ESTC) | Name: |  | |
| Mobile no during venture: |  | |
| NGB Qualification: |  | |
| First Aid renewal date: |  | |
| ESTC attended mon/year: |  | |
| Number of **Additional** Staff, **NOT including Lead Supervisor or Assessor/s**)  Qualified = NGB Accreditation as above, suitable to environment | No of Qualified |  | |
| No of Unqualified |  | |
| Dates of Venture  (include any travel days) | Start date. |  | |
| End date. |  | |
| Number of Expedition Teams  (Teams must have between 4 and 7 participants) | |  | |
| Event description: Level: B/S/G  Stage: Training/Practice/Final | | **Level=** | Stage= |

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| For Qualifying ventures supply details of assessor/assessor network/AAP  Please note Accreditation name and number is required on ALL individual’s eDofE Assessor Reports – even if AAP or Network | Name  and  Accreditation No: |  |
| **OR** AAP or Network: |  |
| Mode of Travel | |  |
| Area of Venture e.g Purbeck, Dartmoor | |  |
| Campsites INCLUDING Grid Ref | Base: |  |
| 1. |  |
| 2. |  |
| 3. |  |
| Name of any AAP Involved in Delivery ( if applicable) | Name of AAP: |  |
| Tel no |  |
| Email |  |
| Unit 24hr Base Contact details for duration of event. These are person/s back at base who have access to party records.  A landline alternative should be noted here and also given to teams as an alternative emergency contact.  One at least not to be related to anyone in the party | 1. Name |  |
| Tel No |  |
| 2. Name |  |
| Tel. No |  |
| **Local Authority 24 hr**  **emergency contact** | **07623 544346** | |
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| We, the event leader/organiser, event approver, establishment and or DofE unit head (named above) are submitting this form as notification of the above event and confirm that all organisation has been undertaken in compliance with both establishment, DC and DofE requirements.  We have assessed the risks associated with the event 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  I confirm that all appropriate training has been successfully completed and that the performance of each member of the Team has been such as to enable me to submit them for this venture with confidence.  My Base Contact/s will be in receipt of all required information immediately prior to, and during, the venture.  Any incidents, accidents or ‘near misses’ will be reported to DC DofE Manager within 14 days of return on the incident/accident form found at <https://www.dorsetcouncil.gov.uk/sport-leisure/dorset-outdoor-education-service/outdoor-education-forms-and-documents/offsite-events-documents/duke-of-edinburgh-forms/dorset-council-duke-of-edinburgh-incident-accident-report-2019.pdf> | | |
| ***For Non Schools/Colleges the DofE Dorset County Manager is the approver.***  ***Non Schools - Please also submit Supplementary Info, Staff, RA & Emerg. Contact forms*** | | |