**Supervision**

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| **Supervision Plan (Delete those that are not relevant)** |
| **Supported**- a leader will be with you, but you need to make the decisions themselves. You will be debriefed on mistakes and will only be stopped if unsafe or making time consuming mistakes  |
| **Shadowed** – a leader will be monitoring you from a distance. The distance might be 100M or a mile.  |

**Contact Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff** | **Main Mobile** |  | **Staff**  | **Main mobile**  |
| **Lead Supervisor**  |  |  |  |  |
| **Leader 1** |  |  |  |  |
| **Leader 2** |  |  |  |  |

**Campsite Details**

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| Night 1 |
|  |
| Night 2 |
|  |
| Night 3 |
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**Centre Procedures:**

1. **Road Crossing Procedure:** Groups cannot cross A-roads unless there is a leader present. These are the RED roads on the map.
2. **Checkpoint leaving times:** Teams must not leave checkpoints before the ETD on the route card. This is because a leader would expect to be able to meet you there at least up until that time. You can leave later, if you arrived late and after taking the planned break anyway
3. **Late procedure:** Teams must inform their leaders if they are going to be more than 45 minutes late to a checkpoint. Using a mobile in this situation will not breach the DofE 20 Conditions. No attempt should be made to make up the time during the remainder of the hike. Teams must take planned breaks.
4. **Catch-Up drill:** If you catch-up with another group because you share a route you must not walk together. The first time it happens you are to wait 10 minutes to let the other team get ahead. The second time it happens they are to wait 10 minutes to allow you to get ahead
5. **Phone and electronics:** Participants can carry a mobile phone, but it must be switched off and packed away for the duration of the event. This is so that it does not distract and is ready (fully charged) to use in an emergency. No electrical music devices are allowed on walks and expedition.
6. **Dress:** Participantsare to be correctly dressed at all time as they are representing the Award and the Centre. No shorts or bare chests are allowed due to ticks and sunburn
7. **Behaviour:** We expect participants to be on their best behaviour whilst on DofE activities**. *It is everyone’s responsibility to monitor the behaviour of their peers. If someone in the group is behaving irresponsibly, leaves the group or does something that you class as dangerous, you must talk to a leader.***
8. **Supervision and responsibility:** In order to progress to the Assessed Final,Teams must demonstrate that they can be trusted to behave responsibly and in a self-sufficient manner when on their practice which will be as “remotely” supervised as possible.

**Medical Procedure (The Basics)**

**Medical Conditions.** Individuals with certain medical conditions that require immediate medication or might affect an individual performance must be discussed within the team. Every team member must know where medication is being kept and what to do in an emergency. *If you are unsure about telling others you must speak to leaders.*

**Minor Injury (walking):** If someone suffers a minor injury (cuts and bruises for example) but can walk administer normal first aid according to your training. Inform the leaders when you next meet them.

**Minor Injury (non-walking):** If someone suffers a twisted ankle or sprained knee (for example) then administer normal first aid according to your training. Take painkillers if carrying own (ie authorised by parents). With rest and first aid many can walk on the injury again within 20 minutes. In this case inform the leaders at the next meeting. If they cannot walk after 20 minutes leaders should be informed either by phone or sending two people to the next checkpoint if its close and leaders expected. That person will be collected by the leaders. The group can carry on walking as long as there are at least 4 in the group.

**Emergency (something that stops the team and needs to be dealt with immediately):** After any necessary first aid procedure which may include contacting 999, the group should get into their emergency shelter or tent and then contact the leaders. If there is no signal carry out emergency contact procedure as trained in sending a pair off. The rest of the team stays put and/or follows leaders’ instructions.

Participants should use the **Expedition Emergency Card** below to record details if going for help or contacting the emergency services. Keep a log of everything you do in your logbook with exact times.

**The only wrong action is to take no action.** 