

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

At least six weeks before your DofE venture

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

Complete your establishment equivalent *process for authorisation and approval of offsite events by the designated **school** EVC or similar
(EVC = Events Visit Coordinator)

***DC EVOLVE: Ensure the Primary Purpose is “Duke of Edinburgh” to access the DofE form.**

Submit to your School EVC/Head for approval



At least four weeks before your DofE venture

***DC EVOLVE: Ensure the Head has approved and sent the electronic form automatically to the DofE Mgr**

Non-EVOLVE: Complete Dorset DofE Form 5 L.A. Notification March 2022
email a copy to: dofe@dorsetcouncil.gov.uk



Your notification will be acknowledged and you will be advised of the
DofE Dorset Approval code

Either via EVOLVE: in the notes. Or Non EVOLVE: by email.

Immediately prior to departure ensure your Base/School contact has access to all relevant information including intended plans, contact numbers for staff and all participants and school emergency procedures.

Risk Assessments, Supporting Exped Paperwork and staff qualifications must be readily available on request

SCHOOLS

EXPEDITION NOTIFICATION OF ALL REMOTELY SUPERVISED VENTURES IN WILD COUNTRY AREAS

At least six weeks before your DofE venture

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

Complete your establishment equivalent *process for authorisation and approval of offsite events by the designated **school** EVC or similar
(EVC = Events Visit Coordinator)

***DC EVOLVE: Ensure the Primary Purpose is “Duke of Edinburgh” to access the DofE form. Add *route overlays preferably as gpx files from edofe mapping.**

Submit to your School EVC/Head for approval



At least four weeks before your DofE venture

***DC EVOLVE: Ensure the Head has approved and sent the electronic form automatically to the DofE Mgr including *route overlays**

Non-EVOLVE: Complete Dorset DofE Form 5 L.A. Notification March 2022
email a copy to: dofe@dorsetcouncil.gov.uk
accompanied by route overlays for Practices and Finals – preferably in electronic format as gpx files created in edofe mapping



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 as 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 your Base/School contact has access to all relevant information including intended plans, contact numbers for staff and all participants and school emergency procedures.

Risk Assessments, Supporting Expedition Paperwork and a record of staff qualifications must be readily available on request