

OXFORDSHIRE OPEN AWARD

OUTDOOR ACTIVITIES POLICY

Version 1.0

21st March 2019

Andy Pope

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Modification History

Date	Version	Author	Comments
13/3/19	0.1	Andy Pope	Initial Draft
21/3/19	1.0	Andy Pope	Release of initial version

Document Review Frequency: At least every 2 years.

Date of next review of this document: 1st April 2021

Introduction

This document describes the minimum qualifications & staffing ratios that OxDofE will accept when approving Duke of Edinburg Award expeditions. This includes both expeditions run directly by Oxfordshire Open Award and also any self-governing bodies, that deliver the award under it's licence. Note that Oxfordshire Open Award does not hold an AALS licence and hence any activities needing such a licence are not permitted.

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Expedition Approval Process

Every expedition must have a single nominated person who will be responsible for the safe running of the expedition, ensuring that it meets the requirements of the DofE expedition section. This person is referred to as the venture leader. The venture leader must be away with the expedition. The venture leader will complete and submit for approval plans for the expedition to the Oxfordshire Open Award chairman at least 4 weeks prior to departure by completing the Oxfordshire Open Award Expedition Notification form. The expedition will be authorised as a valid DofE expedition by Oxfordshire Open Award when a letter of approval is issued.

Safeguarding Requirements

All members of the leadership team need to have a current Disclosure and Barring Service (DBS) check in place and should also have received safeguarding training in line with the policy of the centre.

Parental Consent

For all participants the venture leader must have in place explicit and informed consent for each participant. For young people under the age of 18 this will be from the parent / guardian, for young people over the age of 18, then this may be from the individual.

Risk Assessment

The venture leader needs to have read and agreed to manage the risks as defined in the most recent version of the Oxfordshire Open Award Generic Expedition Risk Assessment, the venture leader then documents any specific instances of those risks on the Oxfordshire Open Award Expedition Notification form. Finally all members of the leadership team need to be aware of the need to dynamically manage any additional risks that may be identified whilst on the expedition, sharing this information within the leadership team as appropriate.

Leader Gender Requirements

There must be at least 1 male leader should there be a male participant on the expedition, likewise there must be at least 1 female leader should there be a female participant on the expedition.

Expedition Assessor Requirements

If any of the participants are completing an assessed expedition, then there must be at least 1 accredited expedition assessor associated with the centre on the expedition.

Expeditions on Foot Leader Requirements

Qualification	Qualification Descriptors	Supervision Levels																		
Level	Expedition Areas																			
EITHER Lowland Leader OR Basic Expedition Leader OR Countryside Leader	<p>Terrain suitable for supervisors holding Lowland Leader / Basic Expedition Leader / Countryside Leader.</p> <p>All these expedition take place within the remit of LLA / BEL / CLA and not within the scope of requiring an AALS licence:</p> <ul style="list-style-type: none"> • Low-lying rural countryside, farmland, valleys, woodland and small areas of forest. • Lowland valleys from which reliable access to communication or external assistance is feasible without undue delay and without reliance on any portable communications device. • Gentle to moderate rolling terrain with no steep slopes to negotiate 	<p>Supervisor – Min.LLA/BEL,CLA Qualification + First Aid (16/8/hrs)</p> <p>Adult Supporter – with First Aid</p> <table border="1"> <thead> <tr> <th colspan="3">-----Number of -----</th> </tr> <tr> <th>Groups</th> <th>Supervisor</th> <th>Adult Supporter</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>2</td> <td>1</td> <td>1</td> </tr> <tr> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Supervisors should be familiar with local area.</p>	-----Number of -----			Groups	Supervisor	Adult Supporter	1	1	1	2	1	1	3	2	1	4	2	2
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Groups	Supervisor	Adult Supporter																		
1	1	1																		
2	1	1																		
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4	2	2																		

Expeditions by Canoe Leader Requirements

Qualification Level	Qualification Descriptors Expedition Areas	Supervision Levels																								
BCU/UKCC Level 2	<p>Flat water rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids.</p> <p>Discretion and common sense must apply when considering the use of lakes/lochs. To operate further than 200 metres from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish lochs) must always be a consideration. Suitable lagoons or sections of sheltered bays of larger lakes can sometimes be designated "Sheltered" or even "Very Sheltered" water by careful and sensible selection. The definition implies normal conditions. Care must be exercised when water temperatures are low.</p>	<p>Supervisor – Min. BCU Level 2 Qualification + First Aid (16 hrs)</p> <p>Assistant Supervisor - Min BCU Level 1 + First Aid (8 hrs)</p> <p>Adult Supporter – with First Aid</p> <table border="1" data-bbox="1270 722 1848 971"> <thead> <tr> <th colspan="4" style="text-align: center;"><-----Number of -----></th> </tr> <tr> <th>Groups</th> <th>Supervisor</th> <th>Assistant Supervisor</th> <th>Adult Supporter</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>1</td> <td></td> <td>1</td> </tr> <tr> <td>3</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>4</td> <td>1</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>Supervisors should be familiar with local area.</p> <p>For remotely supervised expeditions participants must be of a UKCC 2 star standard in their chosen craft.</p> <p>Overnight supervisor: Min 1 person with BEL, CLA, ML or BCU Level 3</p>	<-----Number of ----->				Groups	Supervisor	Assistant Supervisor	Adult Supporter	1	1		1	2	1		1	3	1	1	1	4	1	1	2
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