

## DofE Training Day Information for participants

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## 1. DofE Code of conduct

### Phones

The use of mobile phones on DofE expeditions is not allowed.

For emergency purposes, each group should have 2 phones (different networks), turned off and sealed in a bag. They must ONLY be used in an emergency to contact the leaders or emergency services

### Music players

We do not allow music players to be used while on DofE expeditions.

This includes time spent at the campsite.

We adhere to this as it can be seen as an antisocial activity, which we are not keen to promote.

### Money

We recommend participants bring a small amount of money with them for the expedition.

This can be used in case of emergency, or at the end of the expedition after the assessor and staff have debriefed.

### Shops

One of the DofE expedition conditions is that you must carry everything you need for your expedition, ie self sufficient. As such no participant is allowed into a shop to buy anything during the expedition. Anyone found to be doing so will be removed from the expedition at our discretion.

### Alcohol, drugs & smoking

We operate a zero tolerance policy when it comes to the use of alcohol, tobacco and drugs.

Anyone found to be using these will be immediately removed from the expedition, and their parents called to come and collect them.

### Code of conduct

Our staff will behave respectfully, courteously and professionally at all times during DofE expeditions.

We expect that all participants will do the same. This extends too (but is not limited too):

- Not shouting or swearing
- Not be offensive, or using language or behaviour which may cause offence
- Taking care and respect for the environment – not dropping litter, graffiti

Please remember that you are an ambassador for young people, your school and the DofE.

It is your opportunity to demonstrate your maturity and act responsibly.

## 2. 20 conditions of the expedition section (updated 2019)

All DofE expeditions must meet the following criteria. These are the criteria which you will be assessed against.

1. The team must plan and organise the expedition.
2. The expedition must have an aim. The aim can be set by the leader at bronze level only
3. Participants must be within the qualifying age of the programme level and at the same Award level.
4. There must be between four and seven people in your team (eight people may be in a team for modes of travel which are tandem)
5. Your expedition should be in the recommended environment for your DofE level
6. Accommodation must be by camping or other simple self catering accommodation (ie bunkhouses)
7. The expedition must be the correct duration and meet the minimum hours of planned activity
8. All expeditions must be supervised by an adult who is able to accept responsibility for the safety of the team.
9. Assessment must be by an accredited Assessor.
10. Expeditions will usually take place between the end of March and the end of October. They may take place outside this period, if so, non-camping options should be considered.
11. Participants must be adequately trained to safely undertake a remotely supervised expedition.
12. All expeditions must be by the participants' own physical effort, without motorised or outside assistance. Mobility aids may be used when appropriate to the needs of the participants.
13. All expeditions must be unaccompanied and self sufficient. The team must be properly equipped, and supervision must be carried out remotely.
14. Teams must possess the necessary physical fitness, first aid and expedition skills
15. Groups must adhere to a mobile phone use policy as agreed with the expedition supervisor and assessor. This agreement should also include the use of other electronic equipment.
16. Participants must behave responsibly with respect for their team members, leaders, the public and animals.
17. Groups must understand and adhere to the Countryside / Scottish Outdoor Access, Highway and Water sports codes (as appropriate)
18. Participants must plan an appropriate expedition menu, including cooking and eating a substantial hot meal on each day.
19. Participants must actively participate in a debrief with the assessor at the end of the expedition.
20. At silver and gold level a presentation must be prepared and delivered after the expedition.

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## 3. Aim of the expedition

Your DofE Expedition must have an aim. This needs to be agreed between your group before you go on your expedition. Your expedition assessor will want to discuss with you what the aim of your expedition is.

### Why do we need an aim?

The idea is that it is something for you to focus on while on the expedition. It gives you a purpose for being on the expedition.

The aim will also form part of the presentation you have to do after your expedition.

### What should the aim be?

It can be anything you want it to be, but needs to be a bit more exciting than a 'video diary'.

### How long do I need to spend on the aim?

There are no hard and fast rules for how long to spend, but try and do something at most breaks, and maybe at the campsite too.

## Ideas

### Geographic

Study of some geographic features on your journey - Streams, ditches, bracken, ponds, river features

### Artistic

Why not do some drawing, painting or sketching while out on your expedition.

How about writing a book / poem / play / ditty / song while on the trip

Journal your expedition in only 24 photos (like an old film camera). No more, no less, no deleting!!

### Dramatic

Re-enact your favourite film or play while out on expedition?

### Human & Historical

Study – place names, churches, walls, fences, bridleways, stiles

### Economic

Looking at forestry, land use, tourism, little, canals,

### Physical

Do fitness tests?

Challenge other DofE groups to a game of 5-a-side? 3 minutes each way

See if you can get fellow walkers to engage in a fitness competition?

## 4. Map & Compass

Maps are a representation of what is on the ground

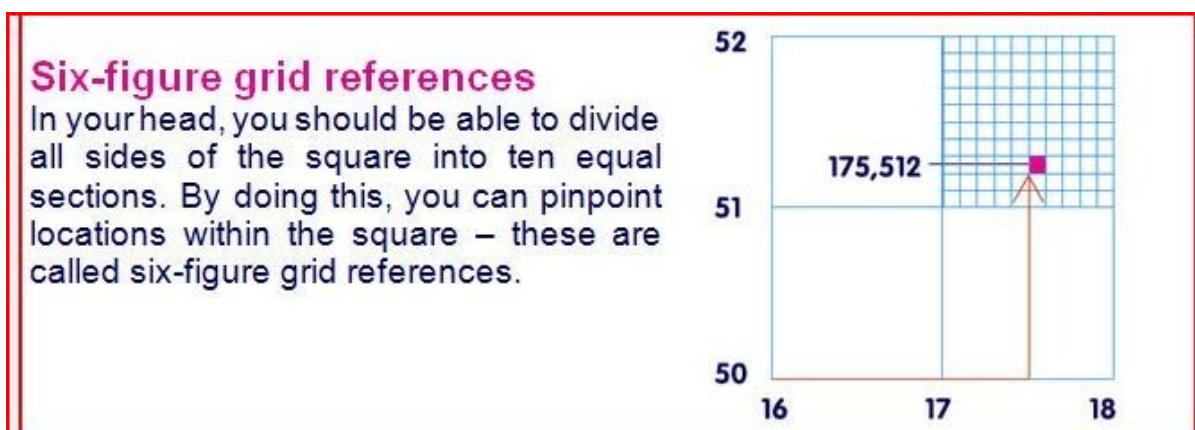
They are drawn to a scale – normally for DofE we use 1:25000

### Key points

- The top of the map is always NORTH
- Every map has a grid on it – this can be used to give a grid reference, measure distance (each square is 1 km) and work out direction N, E, S, W
- The map shows everything which exists on the ground
- Contours on the map represent height changes – eg hills, ridges etc

### Grid reference

Each location can be described with a 6 figure grid reference



### Symbols to remember

- Green dotted and dashed lines are footpaths and bridleways – these are places where you can walk

- Roads are marked in different colours (red, yellow, orange and motorway blue). They are normally straighter and link together villages and towns
- Rivers, streams and canals are marked as blue lines
- Trees and forests are marked on the map with a little tree symbol
- The little black lines that are all over the map are field boundaries – eg, fences, walls, or hedges
- All the other symbols represent something on the ground – buildings, churches, hills, campsites etc. There is a legend on your map which shows you what they all mean.

### Compass

Helps you find which direction you are going.

The red arrow always points NORTH

## 5. Food & Nutrition

### BREAKFAST

- Ready Brek (with chocolate powder/dried fruit)
- Porridge, “Oat so Simple” (with added sugar or dried fruit)
- Muesli
- Dried fruit and nuts (added to cereals)
- Dry weetabix with butter and jam/marmalade
- Hot drink (sachet of hot chocolate)

### LUNCH

- Sandwiches (Cheese, Jam, Honey, Nutella)
- Pitta breads (Fill with whatever you like)
- Cream crackers, Ryvita with cheese spreads, dairylea triangles, vegetable pates etc
- Chocolate bars
- Cereal bars
- Marzipan, dried fruit, nuts
- Flapjacks , biscuits, caramel shortbread, malt loaf, tiffin
- Tuna in packets as sandwich fillings
- Smoked cheese or cheese in wax (babybell)

### SNACKS (during walking)

- Boiled sweets
- Flapjacks
- Cereal bars

### EVENING MEALS

#### Main substantial meal

- Pasta and sauce
- Boil in the bag rice + sauce
- Flavoured rice
- Cous cous (can get flavoured – or add your own flavourings/sauce)
- Smash or other dehydrated mashed potato
- Any of the pre-packed trail meals (but these are expensive)
- Noodles + sauce (not pot noodle)
- Any packet sauces can add flavour to a bland carbohydrate source like rice, pasta and cous cous
- Add ins such as tuna, matthesons smoked sausage, salami, cheese etc

#### Desserts

- Swiss roll and custard
- Butterscotch whip and mars bar
- Any instant whip
- Birds Instant desserts

## DRINKS

### Hot

- Tea or coffee (in sachets)
- Cup – a – Soup
- Hot chocolate (sachets or share a tub with your group)

### Cold

- Water
- Lucozade sport in pouches
- Small pocket squash
- Capri-sun

N.B. the drinks in pouches can be frozen to keep other bits of food cool during the 1<sup>st</sup> day of the expedition

### AVOID THE FOLLOWING:

- Glass jars (if you want the contents put them in 2 x sealed sandwich bags)
- Tins (heavy to carry)
- Dairy products – anything which needs refrigeration is not suitable for DofE expeditions
- Meat products

### HINTS

- Weigh your food and put it into bags before hand
- Share food amongst your group
- Take plenty of sandwich bags or a lunch box to put food in.

### WASHING UP

- Take a small bottle of washing up liquid, sponge and a few tea towels
- Do not try to fry food, it leaves the pan in a mess and takes forever to clean

### DIET

Think about getting the following into your DofE diet:

- Carbohydrate
- Protein
- Fat
- Vitamins

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## 6. Suggested clothing for DofE Expeditions

The easiest way to manage your DofE clothing is to have 2 x sets of clothing

Set 1 – Day time clothes. You wear these every day, putting them back on in the morning

Set 2 – Evening clothes. You change into these when you get to campsite, also sleeping in them. These are also used as spare dry set incase of an emergency

### General hints

- Weigh clothes at home. While its nice to wear your favourite hoody, its better to wear (and carry) the lightest one you can.
- Try it all out before you leave for size and comfort
- Upper body try using several thinner layers of clothing rather than one thick layer.

### Footwear

- Walking boots – wear them a bit before you come on your expedition
- Something to walk round campsite in (eg. Sandles, flip flops, crocs, light plimsolls)
- Socks – 2 x pairs.
- Warm outer pair

- Lightweight inner pair

Leg wear

- Trousers – NOT jeans. Something lightweight and quick drying (eg tracksuit bottoms, walking trousers, leggings)
- Shorts – if weather is warm enough, however remember you may be walking through stinging nettles and fields full of abrasive crops.
- Underwear – remember spares

Upper wear

- T-shirt / base layer – avoid cotton as it is uncomfortable when wet and take a long time to dry. Eg. Technical t-shirt / sports top / running t shirt
- Thermal long sleeved top if weather conditions suggest cold or wet weather
- Avoid strappy vest tops as can rub on rucksack straps
- Thin fleece type layer – or hoody. The lighter the better.

Other

- Warm hat and gloves
- Sun hat
- Sun glasses

Waterproofs

For reasons of safety, you **MUST** take waterproof jacket and trousers on every expedition. Not only do they keep you dry, they also keep you warm and protect you from the wind.

Although ‘fashion’ jackets have a waterproof element to them, they rarely withstand the rigours of prolonged weather found encountered on DofE expeditions.

## 7. Equipment for DofE Expeditions

This is a brief recommendation, further information can be found online by looking for DofE expedition kit list

### Group kit

Got it?	Packed it?	Item needed
		Tent – shared with 1 or 2 other people. Do not separate your tent. One person carry the tent, the other person the stove
		Trangia camping stove – comes with 2 pans and a lid
		Washing up kit – scourer, small bottle of washing liquid, tea towels
		Plastic bags for rubbish / sandwiches
		Matches or stove – lighter or both
		Toilet paper

### Personal Kit

Got it?	Packed it?	Item needed
		Rucksack – maximum 65 litres, minimum 50 litres It is better to have a bigger bag part filled, than a smaller bag fit to burst
		Rucksack liner – heavy duty bin bags or dry bags (Sports Direct)

		Sleeping Bag – This must be wrapped in a waterproof bag and put INSIDE your rucksack
		Sleeping Mat – rolled in waterproof bag
		Torch and spare batteries
		Personal first aid kit – including any personal medical requirements
		Emergency food – kept sealed to be used in an emergency
		Water Bottle – minimum 1 litre, recommended 2 litre
		Knife / Spoon / fork – can you just take a Spork?
		Something to eat out of – a bowl can be used for most things
		Mug – the lighter the better, and non-breakable
		Small wash kit – share items with friends. Wet wipes / hand-gel for hygiene
		Notebook, pen / pencil
		Sun tan lotion – share a bottle between your group

## 8. First Aid for DofE participants

First Aid on a DofE Expedition can extend to numerous things, however below listed are some of the more common. The aim of first aid is simply to save life and prevent further injury. Your first step must be to protect your own safety and that of the rest of the group

The majority of accidents and injuries on DofE expedition are small problems such as burns, blisters, sprains and twists, or problems with the weather.

PLEASE LET A MEMBER OF STAFF KNOW IF THERE ARE ANY FIRST AID INCIDENTS

### Burns and scalds

A dry heat (such as a hot pan handle) causes a burn, and a scald is caused by hot liquid. The treatment is the same for both.

Submerge the affected area in cold water for at least 10 minutes. This could be into a pan of water, into a stream or under a tap.

It is important that the 10 minute rule is kept too as this will prevent deep burning into the skin and later scarring

Apply a clean dressing to the area. Do not put any cream on the area.

Consult your supervisor / assessor to see whether additional treatment is required

### Blisters

The best treatment for blisters is to avoid them from forming in the first place. This can be achieved with good fitting boots, clean quality socks and extra under socks.

Avoid socks with seams as they will cause rub spots. Also avoid tube type ski socks as they are not suitable for walking long distances in.

When you feel a 'hot spot' forming during your walk, stop and address the issue. Do your socks need readjusting or your boots tightening?

You can use Compeed blister plasters, or tape, to try and prevent the blister from forming

At the end of the day its good to wash and dry your feet. Then allow them to dry and air naturally. A good idea is to take some flip flops or sandals to wear around site.

Wearing clean socks each day will prevent blisters from forming

Do not burst blisters as this can allow infection to set in

### **Cuts**

You need to stop the cut from bleeding. Apply direct pressure with a clean dressing. When the cut has stopped you can clean the cut with clean water and apply a fresh dressing.

If the cut appears to be deep or long, or wont stop bleeding, then medical attention may be required.

Consult your supervisor / assessor

### **Sprains and twists**

It can be very difficult on the hill to tell the difference between a sprain and a fracture so if you are in doubt you should treat the injury as a fracture. If the casualty is able to walk then a slow retreat can be made.

If the casualty cannot walk then you will need to follow the emergency procedure and contact your supervisor.

The best treatment for a sprain or twist is to rest the injured party. If its a twisted ankle you need to elevate the leg (rest on a rucksack). You can then apply a dressing to the ankle to add additional support.

Bear in mind that an ankle strap will make getting a walking boot back on difficult.

### **Sun burn / heat stroke**

Sun burn and heat stroke are potential fatal problems that can occur when the body becomes dangerously overheated.

The best way to deal with this is too prevent them from happening in the first instance:

- Drink plenty of water
- Regularly apply sun tan lotion
- Wear a long sleeved shirt, hat and long trousers

Symptoms:

- Feeling faint or dizzy
- Headache
- Nausea or vomiting
- Muscle cramps or collapse

Treatment

- Drink plenty of water
- Remove excess clothing and lie casualty in the shade
- Place cold wet towels on the casualty's forehead

### **Hypothermia or Exposure**

This is caused by cooling of the body, usually due to cold, wet and windy conditions

Prevention:

- Keep dry whilst walking
- Ensure you eat regularly and have hot drink in the morning
- Put on extra layers at stops to prevent chilling

Symptoms:

- Complaining of feeling cold, miserable and tired
- Pales skin and violent shivering
- Lack of interest in whats going on and failure to understand simple questions and directions
- Irrational, aggressive or violent behaviour
- Sitting down and not wanting to move

Treatment:

- Stop and get out of the wind and rain (can you get into your emergency group shelter)
- Get the casualty out of wet clothes and into warm dry sleeping bag



- Give warm drinks and high sugar food (chocolate or flapjack)

Do not make the casualty jump up and down to try get warm, it only wastes the little energy they have which will make the situation worse.

Contact your supervisor / assessor and explain the situation

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## 9. Trangia Stove – safe usage

Trangia stoves use methylated spirits (meths) as fuel. They are a simple and reliable cooking tool, especially for DofE expeditions. We use them because they pack away into an easily carried unit.

### Instructions

1. Unpack the Trangia.
2. Prepare the windshield - Turn over the base, the larger piece with air holes. Set it up on a flat firm spot, where it is good to cook. And, face the air holes towards the wind.
3. Assemble the burner – remove the lid and pour half full with methylated spirits
4. Light a match and put it near the fuel. The flame is hard to see, so be careful not to burn yourself, but you'll feel the heat if you put your hand near it.
5. Only put pans onto the stove when they are full of water or food. NEVER put an empty pan on the stove
6. When the pans are on the stove they will be hot, so use the handle at all times
7. When you have finished cooking, carefully place the closed burner on top of the flame to extinguish it. NEVER use the lid with the rubber seal.

### Remember....

- Always place the stove on a stable, solid and level base
  - Only ever fill the burner when it is cool enough to handle
  - Do not run or play around a stove
  - NEVER USE THE STOVE INSIDE A TENT OR CLOSED BUILDING
  - Always cook at least 3 metres from any tent
  - Remember to use the handle
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## 10. Emergency Procedure

Emergencies do happen while on DofE expeditions, and participants need to know how to deal with them in the best way.

Firstly, at all times remain calm. Work together as a team.

1. Assess the situation – calmly work out what has happened.
2. Move the casualty from any danger – this includes areas of instability, roads, railway lines and rivers etc.

3. Carry out First Aid if necessary – you will have a first aid kit, so now is the time to use it
4. Make the casualty warm and comfortable – use whatever you have in your rucksack. Get them off the floor if possible sitting on a rucksack, or lying on a roll mat. You may need to put up a tent for shelter from the wind, rain or sun
5. Identify your location – work out where you are on the map
6. Agree Grid reference and write it down – remember 6 figure grid reference
7. Mark location on map – just in-case you forget it, or get confused later on
8. Minimum of 2 people take map and grid reference to nearest telephone – can you use your mobile phone first? If not then head to a location where there may be a phone. Public space / nearby farm etc
9. Phone supervisor / assessor and inform them of events – you will have the supervisor's phone number. DO NOT contact parents
10. Dial 999 and ask for police or ambulance – in mountainous areas (Gold terrain), it is the Police who will alert Mountain Rescue. In low lying areas (Bronze and typically silver) contact the ambulance service.
11. Wait by telephone – stay where you are so that the supervisor knows where everyone in the part is.

The information contained in this handout is meant as a guide and should be used in support of the leader delivered training sessions. Additional information can be found by looking on the internet and asking your leader in school.