

# BRONZE & SILVER DUKE OF EDINBURGH AWARDS

## TERMS & CONDITIONS OF PARTICIPATION

### APPLICATION CRITERIA

Owing to the nature of the Award, and the standards, independence and self-discipline that it requires, the following criteria apply to acceptance of any application to participate in the Tytherington School Duke of Edinburgh's (DofE) Award provision:

1. That applications are submitted online or to the Main School Office by the deadline published within messages to parents.
2. That any applicant maintains a good standard of school attendance, engagement and conduct.
3. That applicants are able to seek opportunities and complete the Volunteering, Physical and Skills activity sections of the award under the supervision of someone that can act as the "Assessor" for each activity – please see the [DofE Activity Sections Website](#) for full details.

Applicants will receive a decision in writing regarding the offer of a place on the DofE provision following the deadline for applications.

By completing the application for Tytherington School's DofE Award provision, you understand and agree to the following terms and conditions:

### PROVISION OF THE EXPEDITION SKILLS

The 'Expedition Skills' section of Tytherington School's DofE Award provision is made through an Activities Provider that Tytherington School has selected.

### PAYMENT

Participation in the DofE Award is subject to payment being received by Tytherington School's Finance Office.

Payment is to be made in full or in instalments through our online ParentPay system, as set out in the table below. Any failure to pay the instalments by the dates shown on the application form will lead to participants being removed from the Award.

	Bronze Award	Silver Award
<b>Instalment 1</b> Due following completion of application – to confirm the application	£114.00	£158.00
<b>Instalment 2</b> Due three weeks prior to the Practice Expedition	£85.50	£118.50
<b>Instalment 3</b> Due three weeks prior to the Qualifying Expedition	£85.50	£118.50
<b>Cost "In Full"</b> Option to pay following completion of application – to confirm the application	£285.00	£395.00

### FINANCIAL SUPPORT

If a student is in receipt of the "Pupil Premium", they will be eligible for a reduction in the cost of the Award participation. Where this is the case, please indicate this on the application form. All applications for financial assistance will be dealt with in the strictest confidence.

## REFUNDS

Should a participant pay “In Full” and subsequently wish to withdraw from the Award they will be entitled to a refund as set out in the table below:

<b>Time of withdrawal and refund being requested:</b>	<b>Bronze Award</b>	<b>Silver Award</b>
In the period between application and the date that is three weeks prior to the Practice Expedition	£85.50	£118.50
In the period between the date that is three weeks prior to the Practice Expedition and the date that is three weeks prior to the Qualifying Expedition	£45.50	£78.50
After the date that is three weeks prior to the Qualifying Expedition	None	None

## CANCELLATION OF EXPEDITION

Should any expedition be cancelled, for any reason, Tytherington School and its Activities Provider will work to provide the opportunity to participate in an alternative as soon as is possible.

## TRAVEL

Travel is not provided. Participants should ensure that they arrive at their starting point on time, and can leave promptly when finished.

Details of drop-off and collection points will be shared by Tytherington School and their Activities Provider in advance of each expedition.

## ENGAGEMENT & CONDUCT

All activity sections of the DofE aim to provide you with the opportunity to engage positively and develop yourself:

- **Volunteering** – is about making a difference to other people’s lives. Taking time to change things for the better can be great fun and will increase your understanding of community, confidence and self-esteem, while giving you new skills.
- **Physical** – is about achieving a greater physical fitness through participation and improvement in physical activity, enabling you to feel healthier and have fun along the way.
- **Skills** – is all about developing practical and social skills and personal interests. By choosing to develop a particular skill you are not only developing a new talent but you will also boost your self-esteem, develop practical and social skills and learn how to set and rise to a challenge.
- **Expedition** – the whole experience will give you laughs, arguments, joy and frustration along the way. But, by the end, you’ll have better team and leadership skills, not to mention bags more confidence and a rucksack full of great memories!

## BEING PART OF THE GROUP

The DofE programme requires participants to be part of a group or team of between 4-7. Participants are expected to commit, involve and participate in all aspects of the programme. During the course of the DofE training and Expedition, participants will need to cope with adversity and will face challenges related to being both physically and mentally tired. Participants who do not cooperate with others in their group or team may be excluded from the remainder of the DofE training or Expedition.

It is important that a participant’s walking boots are “worn-in” prior to the expedition, in order to avoid injury that would impact personal and group performance. It is also important for any participant to build a base level of fitness

that would allow them to walk with a full rucksack, carrying all personal and group equipment between the group members for a minimum of 6 hours.

The group must take collective responsibility for an individual's actions within their group. As such any breach of the following conditions by an individual may result in the whole groups being excluded from the remainder of the training or Expedition:

#### SAFETY & SECURITY

The safety, security and wellbeing of all participants, volunteers, staff and leaders is our primary concern. Tytherington School may take action in cases where a participant affects the safety, security and/or wellbeing of themselves or others, including the exclusion of the participant from the remainder of the DofE training or Expedition.

#### DOFE EXPEDITION CONDITIONS

The DofE has set [20 conditions](#) that must be met in order to complete the expedition. These can be viewed on the DofE website. As such, if a participant or their group is found to have broken any of these conditions on an Expedition they will no longer be able to complete their Expedition on this occasion and may be excluded from the remainder of the DofE training or Expedition.

#### COUNTRYSIDE CODE

Adhering to the Countryside Code is necessary to ensure the safety of all participants as well as to properly respect, protect and enjoy the countryside. Anyone found in breach of this code may be excluded from the remainder of the DofE training or Expedition.

#### ACCOMMODATION & TENTS

Males are not allowed in the areas/tents allocated to females or vice versa under any circumstances, except for organised meetings under the supervision of a Tytherington School Leader or a Leader from their Activities Provider. Anyone found in breach of this may be excluded from the remainder of the DofE training or Expedition.

All sleeping and living accommodation/tents should be kept clean and tidy at all times.

#### PERSONAL LIABILITY FOR LOSS OR DAMAGE OF EQUIPMENT

Participants are responsible for all equipment issued to them during the course of training and expeditions. Equipment should be returned clean and in a similar condition to which it was issued. Tytherington School understands that accidents can happen, and that equipment can occasionally break during normal use, for which there will be no charge - however, loss of or damage to equipment through misuse, negligence or wilful destruction will result in the costs being passed onto the participant(s). Such actions may result in the person being excluded from the remainder of the DofE training or Expedition.

#### ACTIVITY AND OUT OF BOUNDS AREAS

For safety reasons, all activity areas and other areas declared as "Out of Bounds" are strictly out of bounds except when accompanied by a suitably qualified member of staff. Violation could result in the person being excluded from the remainder of the DofE training or Expedition.

#### FLAMMABLES

During the expedition, participants will be using flammable substances such as Methylated spirits and/or Propane/Butane gas mix for cooking food. Any misuse could be dangerous and therefore any participant found using these for any other purpose may be excluded from the remainder of the DofE training or Expedition.

#### COMMUNICATION & GPS DEVICES

Any electronic device capable of communication or GPS (such as mobile phones, tablets and GPS devices) are not allowed on Expeditions (except for one mobile phone per participant that must remain sealed in a plastic bag for use

in an emergency). Any non-emergency use of these devices would constitute a breach of the DofE Expedition Conditions may lead to the group being excluded from the remainder of the DofE training or Expedition.

During training, mobile phones are not allowed, and where training takes place at school normal school mobile phone policy applies.

#### ANTI-SOCIAL BEHAVIOUR

Anti-social and intimidating behaviour will not be tolerated. Any such incidents must be reported by participants as soon as possible to their DofE Leader/Supervisor/Assessor/Trainer. Any participant caught breaking these rules will be excluded from the remainder of the DofE training and Expedition.

#### ALCOHOL

Participants are not allowed to bring or consume any form of alcohol on any DofE activity. Any participants caught breaking this rule will be excluded from the remainder of the DofE training or Expedition.

#### SMOKING

Participants are not allowed to bring or smoke any form of tobacco or other substances on any DofE activity. Any participants caught breaking this rule will be excluded from the remainder of the DofE training or Expedition.

#### WEAPONS & ILLEGAL SUBSTANCES

Anybody found in possession of a weapon or an illegal substance will be subject to immediate disciplinary action. Parents/guardians will be informed and those concerned will be excluded from the remainder of the DofE training or Expedition.

Penknives can be a useful tool on expeditions. However, Tytherington School does not allow any penknives over 3" or with blades which lock in place. Penknives should always be stored in rucksacks rather than on the person where it could be considered a weapon by the Police. Any participant contravening this rule may be excluded from the remainder of the DofE training or Expedition.

#### PROHIBITED ITEMS

Prohibited items such as alcohol, drugs, weapons or items which may harm or cause offence will be confiscated and/or disposed of.

Should it be thought necessary to search for such items, the participant is deemed to have given permission for a Tytherington School staff member to search the personal belongings and luggage of the participant.

If a Tytherington School staff member is prevented from doing so, then Tytherington School are entitled to interpret such refusal as an indication that such prohibited items may be in the possession of or under the control of such participant, in which case the participant will be excluded from the remainder of the DofE training or Expedition.

### DISCLOSURE & REPORTING

Relevant information may be disclosed to the participant's parents/guardians and /or partner agencies who may decide to take further action in line with their policies, regulations or legal requirements.

### SANCTIONS AND PROCEDURE FOR EXCLUDING A PARTICIPANT

All participants on DofE training or Expeditions are required to comply with all rules and regulations issued. Whilst we try to avoid sanctions where possible, Tytherington School reserves the right to take reasonable action in cases of disruptive, anti-social or persistent negative behaviour. Tytherington School reserves the right to exclude any Participant that they consider unsuitable for the DofE.

Participants will receive two warnings in relation to their behaviour before exclusion, however Tytherington School reserves the right to exclude a participant immediately, without any warning, where the problem merits it, or where the offence means that they are no longer eligible to complete their award on this occasion.

#### **FIRST WARNING**

This is a verbal warning given to the participant. The participant will have an opportunity, at the earliest convenience, to talk with their DofE Leader/Supervisor/Assessor/Trainer away from their peers to discuss their behaviour and agree a way forward.

#### **SECOND WARNING**

This is a probation warning; participants will again have the opportunity to discuss their behaviour with their DofE Leader/Supervisor/Assessor/Trainer and agreements will be made to ensure that the participant can keep their behaviour to an acceptable level. Parents will be notified that if there is a further offence their child will be excluded from the remainder of the DofE training or Expedition.

Should any Participant be excluded or be sent home due to illness/home sickness, their parents/guardians or alternative contact person will be liable to collect them from the campsite or nearest checkpoint within one hour of being notified. No refund will be given or any expense incurred refunded.

In case of the unlikely event that a participant is sent home, please make sure that the disclosed emergency contact(s) can make suitable arrangements.

Where arrangements cannot be made for the participant, Tytherington School reserves the right to make suitable arrangements at the full cost to the applicant and/or parent/guardian who will be obligated to pay the cost within 7 days of the issue of an invoice setting out the costs incurred.

Please note: Being sent home from DofE training or expeditions for discipline issues may affect a participant's eligibility to be accepted onto future Tytherington School events or other DofE activity.

### **WELFARE**

The welfare of all those attending DofE is extremely important. If there are any problems, no matter how small, there are always leaders available to talk to and they are encouraged to discuss any problem with them in confidence.

### **INSURANCE, VALUABLES AND MONEY**

Unnecessary cash or valuables should not be brought on DofE expeditions. Tytherington School is NOT insured for loss or damage to participants' belongings and will not accept liability for loss or damage to participants' personal possessions; participants should therefore satisfy themselves that they are adequately insured.

It must be noted that security of personal possessions can never be guaranteed whilst participants are absent from their tents and any item of value that, for some reason, is considered essential should be handed to the Expedition Coordinator or other authorised leader for safe-keeping but the Tytherington School or their Activities Provider does not accept responsibility should any cash or valuables suffer loss or damage.

### **LOST PROPERTY**

Any unidentified property found around camp should be handed in to the Expedition coordinator. Anyone seeking lost property should enquire from the Expedition Coordinator and will be required to provide proof of ownership. It is strongly recommended that all belongings are marked with their name and home and mobile telephone numbers and DofE group. This will ensure prompt return via their Group Leader. Any property not claimed by the end of the training or expedition will be returned to the Tytherington School and will be kept for four weeks; anything remaining after this time will be disposed of or donated to charity.

## LEAVING CAMP AND VISITORS

Participants are not allowed to leave the campsite without permission of an expedition leader. No visitors will be allowed onto the campsite.

## FIRE REGULATIONS

Details of fire and evacuation procedures will be available at each camp as they will differ depending on the camp site.

## TELEPHONES

An EMERGENCY telephone number will be issued. If a participant is not immediately available, messages will always be passed on as quickly as possible.

It should be noted that owing to the nature of the landscape within which expeditions take place, communications could be difficult. Should difficulties occur that require parents/carers being informed, they will be contacted by a staff leader. Therefore, parents/carers should assume that all is okay and progressing well.