



# The Girls' Brigade Northern Ireland



## Expedition Handbook for Leaders

# Instructions on how to plan an expedition

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*Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.*

*Colossians 3:23-24*

Dear Expedition Leader

The aim of this booklet is to provide all GB expedition leaders clear guidance about how to plan an expedition, to detail what paperwork is required for an expedition and when, and to who to submit this paperwork.

In light of the changes that have been made to D of E expeditions recently we feel it is important that all GB leaders are made aware of the requirements of an expedition and the procedures in place within GB regarding Duke of Edinburgh's expeditions.

Please read through this booklet and keep it handy to be used for guidance when planning your expeditions. If you have any queries about any of the contents in this booklet please contact us.

We will update this booklet as and when necessary, so please keep an eye on the GB website for changes or newer versions. We will also notify companies if we do make any changes.

We wish you every success and enjoyment for all your future expeditions.

GBNI Expedition Team

## Each Section of the Award

### BRONZE

| Volunteering   | Physical | Skills   | Expedition  |
|--|----------|----------|---|
| 3 months   | 3 months | 3 months | Plan, train for and completed a 2 day, 1 night expedition |
| All participants must undertake a <b>further</b> 3 months in the Volunteering, Physical or Skills section. |          |          |   |

### SILVER

| Volunteering  | Physical  | Skills | Expedition  |
|---|---|--------|---|
| 6 months  | One section for 6 months and the other section for 3 months |        | Plan, train for and completed a 3 day, 2 night expedition |
| Direct entrants must undertake a <b>further</b> 6 months in the Volunteering or the <b>longer</b> of the Physical or Skills sections. |   |        |   |

### GOLD

| Volunteering   | Physical   | Skills | Expedition  | Residential   |
|--|--|--------|---|---|
| 12 months  | One section for 12 months and the other section for 6 months |        | Plan, train for and completed a 4-day, 3 night expedition | Undertake a shared activity in a residential setting away from home for 5 days and 4 nights |
| Direct entrants must undertake a <b>further</b> 6 months in either the Volunteering or the <b>longer</b> of the Physical or Skills sections. |  |        |   |   |

*Look to the LORD and his strength; seek his face always. Remember the wonders he has done, his miracles, and the judgments he pronounced.*

**1 Chronicles 16:11-12**

## The Expedition Section

|                                   |  |
|-----------------------------------|--|
| Preparation & Training            | Participants should plan an expedition in terms of Team Goal, mode of travel and environment. They must undertake appropriate training.  |
| Practice Expeditions              | Bronze: No longer required by DofE but <b>still strongly recommended</b> by GBNI LO. (NB there is no longer the facility to add details of Bronze practice expedition on the eDofE system)<br>Silver: Minimum of 2 days and 2 nights<br>Gold: Minimum of 2 days and 2 nights |
| Qualifying Expedition and Debrief | Expedition of correct duration, including planned activity time and participants must actively participate in a debrief with their Assessor at the end of the expedition.  |
| Presentation                      | Bronze: No presentation required<br>Silver & Gold: a presentation of choice must be prepared and delivered after the expedition.   |

### The Training Syllabus should cover:

- First Aid and emergency procedures.
- An awareness of risk and health and safety issues.
- Navigation and route planning.
- Campcraft, equipment and hygiene.
- Food and cooking.
- Country, Highway and Water Sports Codes (as appropriate).
- Observation and recording.
- Team building.
- Proficiency in the mode of travel.

A full, detailed training syllabus for each award level has been included in this information pack.

**The DofE Leader within your GB Company must be satisfied that all of the above sections of training have been completed before the qualifying expedition. The DofE Leader must add the expedition training date to each participant's eDofE account. This can be found in the Expedition Set up section under Manage Participants.**

# Summary of what needs done for expedition at each level of the award

## Practice Expeditions

Before the girls can go out on the qualifying expedition they must have completed sufficient training. The number of practice walks will be dependent on the individual group, but as the leader you must be confident that they are ready for their qualifying expedition.

As a minimum we recommend they must complete one practice expedition of comparable duration to the qualifying expedition, i.e. silver practice should be 7 hours each day. Bronze expeditions no longer require participants to undertake a practice expedition, however this is **still strongly recommended by GBNI LO**.

Practice expeditions should be:

- held in similar terrain to the qualifying expedition.
- of comparable duration to the qualifying expedition and meet the minimum time requirement for expeditions of that level

## Qualifying Expeditions

**bronze** expeditions involve 2 days with a **minimum of 6 hours** activity each day  
**silver** expeditions involve 3 days with a **minimum of 7 hours** activity each day  
**gold** expeditions involve 4 days with a **minimum of 8 hours** activity each day  
*camp craft is not to be included in this activity time*

Every qualifying expedition (Silver and Gold) needs to be assessed by an accredited assessor. A list of these assessors is sent to Companies annually or can be requested from GB Headquarters.

**All qualifying expeditions must meet the DofE Expedition Requirements. A copy of these is available on the DofE website and also in the Appendix of this booklet.**

*For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.*

***Ephesians 2:10***

## **GBNI Expedition Notification Form**

### **What is the notification form for?**

The Expedition notification process now lies solely with the individual LO's and this form is to be used for all unaccompanied GBNI DofE practice and assessed expeditions at Bronze, Silver and Gold levels of the DofE Award.

An unaccompanied expedition is one where remote supervision is used at any point, that is, all final practice and qualifying expeditions. Any training where remote supervision is used must also be notified.

### **Who needs to approve your expedition?**

All GBNI unaccompanied practice and qualifying DofE expeditions must be approved by the GBNI LO Expedition Team, and all notification forms and relevant information must be forwarded via the following email address according to award level of the expedition.

**bronzexpeditions@gbni.co.uk**

**silverexpeditions@gbni.co.uk**

**goldexpeditions@gbni.co.uk**

### **Why?**

Notifications and route details are submitted to the GBNI Expedition Team to:

- confirm that your proposals, comply with DofE Expedition requirements
- provide advice based upon local knowledge of the area to assist with the planning of the expedition
- ensure that relevant GBNI Leaders are aware that the expedition is taking place.

### **What information do you need to provide?**

For all practice and qualifying expeditions the following must be received at least **FOUR** weeks before the expedition. Please note that notifications received with insufficient notice will run the risk on being of not be able to be approved by the GBNI Expedition Team. The FOUR week deadline applies to expeditions undertaken within and outside of the UK:

- The current version of the Notification Form
- Route cards for each day of the Expedition – the second page of the route card is the activity plan and must also be submitted.
- **Clearly legible copies of maps, preferably in digital format to cover each day of the Expedition.** Hard to read maps can cause delays in the notification process.

If this is a qualifying expedition, please remember to send a copy of your Expedition route to your chosen Assessor in good time before the Expedition takes place.

### **What happens once you have submitted your form?**

The GBNI Expedition Team will:

- review all the information provided
- contact DofE Leader to resolve any queries
- issue a notification number to your DofE Leader/Supervisor. You must have received a Notification Reference Number before embarking on your expedition.

### **What else do you need to know?**

Where possible the expedition Supervisors will be notified of any access issues or other sensitive local issues known to the DofE, but Supervisors should always negotiate their own access and camp sites.

The GBNI LO cannot accept responsibility for the supervision of the participants. The suitability of the proposed route for the participants is dependent on their experience, training, equipment, physical fitness and the weather conditions. Approval of the route does not remove the duty of the Expedition Supervisor to monitor the safety of the participants during the expedition.

The GBNI LO stresses the seriousness of failure to notify the GBNI Expedition Team of DofE practice and qualifying expeditions. In such cases the expedition will not qualify for GBNI LO insurance and would not count for as a qualifying expedition for the participant's DofE Award.

Expedition Supervisors should retain a copy of all information for reference. **Separate forms must be used for each expedition group.**

### **Access to private land**

GBNI DofE groups are reminded that, unless a statutory right of access exists, the consent of landowners or their agents must be obtained before expeditions enter private land. For expeditions in Scotland, teams should notify landowners of their intentions to camp, although permission is not required. Maintaining positive relationships with landowners is important and teams should act responsibly at all times.

### **Conditions for notification and assessment**

A GBNI Supervisor must be based in the area of the expedition and, while not participating in the expedition, must be readily available and responsible for the welfare and safety of the team(s). Assessors are volunteers who willingly undertake to assess expeditions, but they cannot accept other responsibilities. The Supervisor must hold the necessary qualifications in the mode of travel as required by GBNI.

Each member of the expedition group must have satisfactorily completed all the training requirements outlined in the GBNI Expedition Handbook for Leaders.

Equipment should be suitable for the activity and the environment in which it will be used and conform to current safety standards. It is the GBNI DofE Leader's responsibility to ensure that participants are prepared, adequately equipped and fit in all respects to carry out their expedition.

All expeditions must be supervised by a qualified leader and a GBNI leader must also be present if the supervising leader is not from within the GBNI LO.



|  |  |   |
|--|--|---|
| <b>GBNI Expedition Notification Form</b><br>Before completing this form, please study the completion notes. All parts of this form must be completed and any changes must be notified to GBNI LO and Assessor before the expedition. |  | For LO use only - notification reference No |
| <b>DofE Level:</b><br><br>Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>  | <b>Expedition Area:</b><br>Urban <input type="checkbox"/> Mournes <input type="checkbox"/><br>Restricted space <input type="checkbox"/> Antrim Hills <input type="checkbox"/><br>Other _____ |   |
| Nature of proposed expedition (please tick)<br><br>Unaccompanied practice expedition <input type="checkbox"/> Qualifying expedition <input type="checkbox"/>   |  |   |

|   |  |
|---|--|
| <b>Expedition details:</b>  | Start date:  |
|   | End date:  |
| Is this expedition being organised by the GBNI Centre <input type="checkbox"/> or Approved Activity Provider <input type="checkbox"/>   |  |
| Name of GBNI Centre/ approved Activity Provider:  |  |
| Supervisor details - responsibility for the safety and welfare of the team rests with the Supervisor  |  |
| Name:   | Please specify Supervisor Qualification Level:<br>Please specify<br>Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Other <input type="checkbox"/> |
| Tel (home):   |  |
| Tel (mobile):   |  |
| Emergency contact numbers during expedition (at least one must NOT be a mobile phone):  |  |
| Mode of travel (please tick):   |  |
| Walking <input type="checkbox"/> Cycling <input type="checkbox"/> Canoe/Kayak <input type="checkbox"/> Sailing <input type="checkbox"/> Rowing <input type="checkbox"/> Horse <input type="checkbox"/> Wheelchair <input type="checkbox"/> Other <input type="checkbox"/> |  |
| If other, please specify here:  |  |

|  |        |
|--|--------|
| <b>Details of Assessor:</b>  | Name:  |
| Accreditation number:  | Email: |
| Contact tel no(s) during the expedition - at least one must NOT be a mobile: |        |

| <b>Team members</b> |         |                        |                 |  |
|---------------------|---------|------------------------|-----------------|--|
| Forename            | Surname | Tick if being assessed | eDofE ID Number | Notification No of unaccompanied practice expedition |
|                     |         |                        |                 |  |
|                     |         |                        |                 |  |
|                     |         |                        |                 |  |
|                     |         |                        |                 |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Team goal:

**Data Declaration** (to be signed by the DofE Leader or Supervisor):

I have read and accept the guidance notes and conditions for DofE expeditions. I confirm that all preliminary training has been successfully completed and that each team member is physically able to undertake the expedition. I confirm that all GBNI LO requirements have been fulfilled. Please note that by signing this form you are agreeing that all of the above conditions and requirements have been met.

|  |  |       |
|--|--|-------|
| Signature or email address if submitting electronically: |  | Date: |
|--|--|-------|

**Data Protection** (to be signed by the GBNI DofE Leader submitting this form)

The data collected on this form is held for the sole purpose of GBNI and will not be distributed to any third party organisations. GBNI only requires the requested personal information for making contact for any GBNI related business. Records will be kept securely on file at GBHQ and on the GBNI WebFiling until no longer required after which point these forms will be destroyed. All leaders have the 'right to be forgotten' and can send a request into GBNI to check what details has been stored about them. However, due to any potential child protection, health and safety or security issues, information may need to be retained for a period of 30 years, if GBNI deems this necessary.

You can view our full Privacy Policy at [gbni.co.uk/privacy-policy](http://gbni.co.uk/privacy-policy).

|  |  |       |
|--|--|-------|
| Signature or email address if submitting electronically: |  | Date: |
|--|--|-------|

# Planning a Route

## Guidance for Routes

**Supervision of Groups** – As ever, safety remains our prime concern. We would therefore remind you that trainers and supervisors of all groups must hold an Outdoor Leadership Certificate. Supervision should be a minimum of one qualified leader per group, i.e. minimum of 4 and maximum of 7 young people.

DofE leaders should ensure that the parents/carers have been informed of the unaccompanied and self-reliant nature of Award ventures and the mode of supervision.

# Access Issues - Mournes

Please check the DofE website for up-to-date information about access issues.

## Access in the Mournes

Northern Ireland currently does not have legislation which permits freedom to roam. Access in the Mournes is by 'de facto' and historically there have been very few problems or restrictions. The land is either publicly owned by Northern Ireland Water and Forestry Services, managed by Trustees or the National Trust or privately owned.

**DofE participants and leaders must respect all landowners and minimize their impact on the land. GB has adopted the 'Leave no Trace' principles. [www.leavenotraceireland.org](http://www.leavenotraceireland.org)**

The area of **Crocknafeola Wood** (grid reference 275 220). There are access restrictions in the land surrounding this forest and so groups must not enter the section described below.

The area bounded by the North Western and Southern part of the forest and the area created if you plot a line joining the following grid references together: 274 227, 272 231, 269 229, 269 215, 263 212, 265 208, 271 208, 274 211, 278 210, 284 215, 280 218. If you require any further information on this please contact the DofE NI office on 028 90699100



***GIRLS' BRIGADE GROUPS MUST NOT USE THIS AREA (OR ANYWHERE NEAR THE CROCKNAFEOLA AREA)***

**Sandy Brae:** Parking is available at Attical Community Centre, well signposted at the lower end of Sandy Brae and always open. An optional donation of £2 may be left in the post-box at the Centre. It is run by local people, without grant aid, and money will be used to support its work. Meantime, please do not park on the edges of Sandy Brae Road and, on no account, drive beyond the end of the tarmac surfaced road. If desired, drop off passengers at end of tarmac and return to park at Centre - it is less than 1km. After crossing the footbridge, grid ref 264276 please walk around the back of the house indicated on the map. Avoid the farmland around Brown Hill, Sandy Brae at Sheepfold/foot Bridge. Grid Ref. 264206



No access around the track south of the **Bloody Bridge**. Grid Ref. 388259

**Trassey Track to Happy Valley:** Please avoid using the apparent access points on the Trassey Road between the Trassey Track and Happy Valley. The only authorized access is via

Meelmore lodge at 306 307. When walking along the Mourne way in this section please stay to the upper side of the Mourne Wall.

Sheep Pen on Trassey track (313 303) – These are working sheep pens and should not be used as a campsite or toilet.

Land at the **back of Tollymore forest** has been completely fenced it off and no one should be walking through it. There is an access path in from the wall into the forest. The stile on the wall would be about GR 332 309 and there is a new path joining the one going into the forest.

**Gate on Moyad Road:** Please use the gate at grid reference 279 222 on the Moyad Road to gain access to and from Slievenaglogh/Slieve Muck as an alternative to climbing the wall on the side of the road.

**Parking at Rocky River:** Vehicles are not permitted up the track into the area between Hen and Cock Mountains and Rocky Mountain. All transport must be parked at the car park opposite the track (grid reference 233 278).

**Slieve Croob:** Groups should avoid the Slieve Croob area (315 455) as there are access problems particularly in the eastern side.

## Campsites- Mournes

### Recommended campsites

You can camp groups wild, along Annalong River, Rocky River, near Lough Shannagh

**Supervisors should be aware that there have been issues lately along the Rocky River with people approaching groups camping there. We recommend supervisors pick the camp site carefully (away from the weir) and that they stay relatively close to the group.**

Other information about possible campsites etc in the Mournes can be found at:

<http://www.dofe.org/en/content/cms/leaders/expedition-areas/mournes-/>

### Campsites you cannot use with GB groups because of close proximity to roads.

Camping at Leitrim Lodge - around the Ford - Grid Ref. 226 254 (unless you arrange to camp in the BB grounds - this cottage is owned by Portadown Battalion.

Camping at river between Deers' Meadow and Crocknafeola near to car park. Grid Ref. 269 236

Camping at Happy Valley near to car park Grid Ref. 294 297

## Access Issues – Antrim Hills

Please check the DofE website for up-to-date information about access issues.



1. Avoid area, known as Slaght, bounded by track (arrowed lines), Greenan Road and Owencam River particularly around standing stones as bull frequents this area. There is a problem now crossing the land on the south side of the Owencam River as well as the bull on the north side. The Wild Country Panel is trying to find a way round it at present. If you plan to take a group into this area please contact Ingrid for advice.

2. This is an old map but still used regularly! Red dashed line shows original route of Ulster Way. Do not follow route as shown from where it crosses road 1k north of Agnew's Hill continuing north towards a standing stone. This is farmland which is fenced off and should not be entered. Instead follow signs for Ulster Way and Antrim Hills Way, SE along the road to a stile clearly marked at a sharp bend about 1k further on (arrowed). The route from here (point X) going north is well signed and joins the original red dashed line again at the Sallagh Braes.



3. Grouse rearing takes place in the hills west of Agnew's Hill and the gamekeeper in charge wants walkers to use the waymarked Antrim Hills Way (solid black line) He has said that if walkers want an alternative they could use the dashed route. He is based at the Greenmount Hill Farm through which the route passes.

We would ask groups to observe the principles of 'Leave No Trace' especially with regard to litter, disposing of human waste and safeguarding water supplies. DofE are encouraging both supervisors and assessors to ensure that groups not only carry a trowel but know how to use it properly!

# Route Cards

All routes should be written and submitted using the DofE route card template. This template is available to download on the DofE website (see page 4 for instructions).

**Older versions of route cards should no longer be used.**

| Team Goal for expedition: |                     |   | Names of team members: |                     |                             |  |                    | Name of DofE Group:       |                   |                   |  |
|---------------------------|---------------------|---|------------------------|---------------------|-----------------------------|--|--------------------|---------------------------|-------------------|-------------------|--|
| Day of the week:          | Date: / /           | Day number:<br>(1 <sup>st</sup> , 2 <sup>nd</sup> etc.) |                        |                     |                             |  |                    | Address:                  |                   |                   |  |
| Leg                       | PLACE WITH GRID REF | General direction or bearing                            | Distance in km         | Height climbed in m | Time allowed for journeying | Time allowed for exploring, rests or meals | Total time for leg | Estimated Time of Arrival | Setting out time: | Tel No:<br>Email: | Escape/Notes                                   |
|                           | START               |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| (a)                       | (b)                 | (c)   | (d)                    | (e)                 | (f)                         | (g)  | (h)                | (i)                       | (j)               |                   | (k)  |
| 1                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| 2                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| 3                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| 4                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| 5                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| 6                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| 7                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
| 8                         | TO                  |   |                        |                     |                             |  |                    |                           |                   |                   |  |
|                           |                     | <b>Totals:</b>  |                        |                     |                             |  |                    |                           |                   |                   | <b>Supervisor's name, location and Tel No:</b> |



# Filling in a Route Card

Points to remember when completing a route card.

All expeditions (practice and qualifying) must have a Team Goal. This is an example of an aim for Bronze.

The names written here should match the names on the Green Form, include full names

You must emphasise to your group the importance of sticking to the times on their route card.

Name of the GB group

**EXPEDITION ROUTE CARD (use one per day)**

|                              |   |                              |   |                     |                             |  |                    |                           |  |  |              |
|------------------------------|---|------------------------------|---|---------------------|-----------------------------|--|--------------------|---------------------------|--|--|--------------|
| Day of the week:<br>Saturday |   | Date:<br>25/06/2010          | Day of visit:<br>(1 <sup>st</sup> , 2 <sup>nd</sup> etc)<br>2 <sup>nd</sup> |                     | Names of team members:      |  |                    |                           | Name of DofE Group:<br>Address:  |  |              |
| Log                          | PLACE WITH GRID REF                       | General direction of bearing | Distance in km  | Height climbed in m | Time allowed for journeying | Time allowed for exploring, rests or meals | Total time for leg | Estimated time of Arrival | Setting out time (00:00)   | Brief details of route to be followed or planned (include full details of activity on reverse) | Escape/Notes |
| (0)                          | (0)                                       | (0)                          | (0)   | (0)                 | (0)                         | (0)  | (0)                | (0)                       | (0)  | (0)  | (0)          |
| 1                            | To Path junction at Pannel's New 353318   | SE                           | 2.3km   | 110m                | 57min                       | 13min                                      | 1 hr 10min         | 9.10                      | Follow path, cross stone bridge, after take turn left, turn left at next junction continue to path on right. | Back to campsite   |              |
| 2                            | To Path junction at edge of forest 356315 | SE                           | 0.8km   | -                   | 18min                       | 4min                                       | 20min              | 9.30                      | Continue to junction, turn left and follow Mounse Way downhill past 2 sharp corners to junction.             | Onward to Tuoherrannigan Road  |              |
| 3                            | To Path meets Dinard Forest 357307        | S                            | 1km   | 40m                 | 24min                       | 8min                                       | 30min              | 10.00                     | Turn right, follow along edge of forest to second wall on left, follow wall to path, turn right to forest    | Back to Tuoherrannigan Road  |              |

Team Goal for expedition: Video diary

START Youth Campsite at Tolymore 349326

Name of DofE Group:  
Address:

Phone:  
Email:

Brief details of route to be followed or planned (include full details of activity on reverse)

Escape/Notes

Please check that the campsites which you use are suitable. If you are unsure, contact your district rep or GB expedition co-ordinator.

It is important to make sure that BOTH a grid reference and good description is given. E.g. instead of path junction which is not very descriptive, better to say path junction at Castle Bog.

This column must be filled in.

Please make sure that the description of the onward route is as easy to follow and as descriptive as possible. (Better to give too much information than not enough).




Below is an example of a completed route card.

Please note

- Give the young people points on their route card that they can use regularly as marker to confirm location and progress.
- Do not expect them to walk more than 4-5km in one leg on a route card, but instead make the points regular.
- Ideally each route card should have a minimum of 5 points each day.

**EXPEDITION ROUTE CARD (use one per day)**



| Team Goal for expedition: Video diary |   | Names of team members:                       |                | Name of DofE Group: |                             |  |                    |                           |   |                           |
|---------------------------------------|---|--|----------------|---------------------|-----------------------------|--|--------------------|---------------------------|---|---------------------------|
| Day of the week:                      | Date:   | Day of venture:                              |                |                     | Address:                    |  |                    |                           |   |                           |
| Saturday                              | 26/06/2010  | (1 <sup>st</sup> , 2 <sup>nd</sup> etc.) 2nd | Ann Mawhinney  | Lorraine Mitchell   | 1 <sup>st</sup> Saintfield  |  |                    |                           |   |                           |
|                                       |   |  |                | Karen Carson        | Main Street Saintfield      |  |                    |                           |   |                           |
|                                       |   |  |                | Patricia Meara      | Tel No: 02897511111         |  |                    |                           |   |                           |
|                                       |   |  |                |                     | Email:                      |  |                    |                           |   |                           |
| Leg                                   | PLACE WITH GRID REF   | General direction or bearing                 | Distance in km | Height climbed in m | Time allowed for journeying | Time allowed for exploring, rests or meals | Total time for leg | Estimated Time of Arrival | Brief details of route to be followed or planned activity. (Enter full details of activity on reverse)    | Escape/Notes              |
|                                       | START Campsite Rocky River & Rowan Tree river junction 243257 |  |                |                     | (f)                         | (g)  | (h)                | (i)                       |   | (k)                       |
| 1                                     | TO Hen track meets wall 239276                                | NW   | 2.1            | 30                  | 45min                       | 0  | 45min              | 10.15                     | cross on bearing of 76° to meet hen track, turn left and follow track to meet wall                        | continue to Sandbank Road |
| 2                                     | TO Footbridge at River Bann 260279                            | NW   | 2.8            | 100                 | 1hr 6 min                   | 19min                                      | 1hr 25min          | 11.40                     | turn right follow wall around the bottom of Hen Mountain to meet River Bann at footbridge                 | continue to Kilkeel Road  |
| 3                                     | TO Path & fence between Spelga & Butter 275289                | NW   | 2.6            | 230                 | 1hr 15min                   | 40min (Video)                              | 1hr 55min          | 1.35                      | cross rd carefully, follow wall to river then up Spelga Mountain to meet fence VIDEO thoughts 20min       | back to Kilkeel Road      |
| 4                                     | TO Ott Car Park 280279  | SW (164°)                                    | 1.2            | 30                  | 27min                       | 38min                                      | 1hr 5min           | 2.40                      | Turn right and follow fence to stile at Ott car park. LUNCH 30min   | Slievenaman Rd            |
| 5                                     | TO Corner of forest at Fofanny Dam 286285                     | NW   | 0.9            | 0                   | 18min                       | 7min                                       | 25 min             | 3.05                      | Walk down side of road, cross stile, go down to corner of forest.   | Slievenaman Road          |
| 6                                     | TO Forest at Happy valley 290295                              | NW   | 1.2            | 10                  | 25min                       | 25min (Video)                              | 50 min             | 3.55                      | cross footbridge, follow path around dam. Follow path to edge of forest. VIDEO thoughts 20mins            | Onward Route              |
| 7                                     | TO Ponderosa Campsite 299306                                  | E  | 2.4            | 20                  | 50min                       | 0  | 50min              | 4.45                      | Follow wall, cross wall to Meelmore campsite, turn left, follow road to path on right, follow to campsite | Onward Route              |
| <b>Totals:</b>                        |   |  | 13.2           | 420                 | 5hr 6min                    | 2hr 9min                                   | 7hr 15min          |                           | <b>Supervisor's name, location and Tel No:</b><br>Kay - 07712345678, Ingrid - 07898765432                 |                           |

The expedition co-ordinators are responsible for keeping a record of expeditions carried out by GBNI each year and to ensure they meet the minimum requirements of the D of E, i.e. with respect to number of hours etc.

**It is the supervisor's responsibility to check the route for suitability and safety e.g. by walking the route beforehand.**

# Assessors

## Getting an Assessor

Every qualifying expedition (Silver and Gold) needs to be assessed by an accredited assessor. The assessor **MUST** not have been involved in the training of the group and should not be from the same company. GB headquarters annually send companies an up-to-date list of GBNI assessors, indicating what level they can assess.

Once you have selected an assessor, please contact them and see if they are available on the dates of your expedition. A copy of the green form, route cards and route should be sent to the assessor no later than two weeks before the expedition after you have received confirmation that your route is suitable. (If you are unable to find an assessor please contact the GB expedition co-ordinator.)

## During expedition

The supervisor is responsible for the well-being and safety of the group. The assessor is not responsible for the group. Please make sure the girls are aware that they only adults who should be approaching them throughout the expedition are their own leaders and their assessor. If the pre-assessment was carried out by a different assessor and the girls have not met the assessor, tell them the assessor's name and where they are from so they can check identity. All assessors have ID issued by DofE to confirm that they are an assessor.

## Paying the assessor

Please use the form below to provide details of who you have used as an assessor and return to GBHQ along with a cheque covering your GB Company's part of the assessor fee.

As we are aware there are some companies who run joint expeditions with other Operating Authorities such as BB for instance or prefer to work with other assessors outside of GBNI. If you choose to make other private arrangements concerning payment then it is at your discretion to do. Please sign and return the form to inform us.

Please be aware that if you are using an **external assessor** (i.e. not a GB or BB assessor) there may be a set charge from DofE. Please be aware that you will have to pay for each group you have out even if they are out on the same dates and in the same area. Payment is arranged through DofE. Details of how to pay external assessors can be found on the DofE website.



# GBNI DofE Assessor's Payment Form



GB Company:

Supervisor/DofE Leader:

We are aware there are some companies who run joint expeditions with other Operating Authorities such as BB for instance or prefer to work with other assessors outside of GBNI. Please note that all assessors used must be approved to assess GBNI groups. If you choose to make other private arrangements concerning payment then it is at your discretion to do, please sign below accordingly.

We plan to organise our payment privately,

Signed Supervisor/DofE Leader:

Date:

**For all other companies:**

To standardise the payments for assessors please follow table below:

|        | GBNI assessor payments    |             |
|--------|---------------------------|-------------|
| Bronze | Company £30/GBNI Team £10 | Total = £40 |
| Silver | Company £40/GBNI Team £20 | Total = £60 |
| Gold   | Company £55/GBNI Team £25 | Total = £80 |

If you have more than one group being assessed at the same time you only pay for one group (or if you have bronze and silver, you pay for silver) i.e. longest duration the assessor is there. GB assessors are paid per day rather than per group as is the rule with DofE.

| Assessor name, address & accreditation number | Level of Expedition assessed | Dates attended | Cost for company |
|---|------------------------------|----------------|------------------|
|   |                              |                |                  |
|   |                              |                |                  |

Total payment from Company

£

**Company Authorisation**

Signed Supervisor/DofE Leader:

Date:

Please include your payment along with this form or send within four weeks of your expedition.

**Please make cheques payable to the GBNI and send to GBHQ C2 Kilbegs Business Park, Fergusons Way, Antrim, BT41 4LZ**

## Pre assessment check

Companies should contact the assessor to arrange a pre-assessment meeting. This should be approximately one week before the start of the expedition. It doesn't have to be the same assessor who is doing the expedition, but they do need to be accredited.

Here is a copy of a note that could be used to inform girls about the pre-assessment meeting.

### Silver Pre-assessment Meeting with your assessor

You must bring with you:

- Rucksack with everything you would be taking on your expedition (except meals)
  - Walking boots
  - Waterproof coat and trousers
  - First aid kit (at least one per group)
  - A menu written out saying what you plan to eat for each meal and for snacks
- You may also be asked to demonstrate how to take a bearing and how to walk on a bearing, grid references etc so you need to make sure you know this.
- Your assessor might also ask you about the country code, how to deal with injuries, picking a campsite, cooking food, safety in the hills, planning a route etc.

*I lift up my eyes to the hills -- where does my help come from? My help comes from the LORD, the Maker of heaven and earth.*

*Psalm 121:1-2*

# Planning an Expedition

If you are planning a joint GB/BB expedition, please ensure that appropriate male leaders are present and check with BB headquarters if you have any queries regarding insurance etc.

## Unaccompanied Practice Expedition(s)

Select appropriate route – of comparable duration to the qualifying expedition see page 7.

4 weeks before each expedition for each group send:

- GBNI Notification form
- Copy of route cards
- Copy of map, preferably digital, with route marked on

## Qualifying Expeditions

Select appropriate route – must be correct duration see page 7.

4 weeks before each expedition for each group send:

- GBNI Notification form
- Copy of route cards
- Copy of map, preferably digital, with route marked on
- Assessor payment form

Once your route has been checked by the GB Expedition co-ordinator or District Rep:

2 weeks before each expedition for each group send assessor:

- GBNI Notification form
- Copy of route cards
- Copy of map, preferably digital, with route marked on

Information for each of these stages can be found throughout this booklet. The aim of this page is to give you a quick summary of the process.

# Risk Assessments

‘The conscious process applied to the identification of hazards, the subsequent evaluation of the associated risks and the implementation of a series of control measures to minimise the risks highlighted’.

‘The assessment is then recorded and reviewed at appropriate intervals.

## Route / site specific Risk Assessments

- These are usually undertaken by the supervisor
- The supervisor should involve the participants in the assessment
- Route / site specific risk assessments must be documented
- Route / site specific risk assessments must follow guidelines laid down by the Operating Authority

## Ongoing / Dynamic Risk Assessments

- Can be difficult to document
- Is at least as important as the first two
- Should be undertaken primarily by the Supervisor, but also by other leaders, assistants and participants
- Involves monitoring variable hazards:
  - Changing weather
  - Ability of participants
  - Team morale

### Key Points

- Supervisors need to identify the hazards and risks specific to each particular venture.
- Participants **MUST** be able to make ‘dynamic’ risk assessments.
- Risk Assessments should **NOT** be overcomplicated.
- In most activities, potential problems and hazards can be dealt with by simple measures.
- Supervisors need to have a simple framework of safety measures, which are known, understood and carried out by everyone involved.

Further information about risk assessments can be obtained from GB Headquarters.



## Consent Forms

It is essential that you have a completed parental consent form when taking groups out. The Supervisor needs to be aware of any pre-existing medical issues for each girl.

DofE leaders should ensure that the parents/carers have been informed of the unaccompanied and self-reliant nature of Award ventures and the mode of supervision.

A copy of the GB consent form can be downloaded from the members section of the GB website.

<http://www.gbni.co.uk/leaders> (log in and go to Company and District paperwork folder. Scroll down to the heading 'Consent forms')

## Ideas that can be used as a Team Goal

Ideas for the team goal can be found on the DofE website and has been included in this information pack.

*The LORD is the everlasting God, the Creator of the ends of the earth. He will not grow tired or weary, and his understanding no one can fathom. He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.*

*Isaiah 40:28-31*

## What to do if....

Major issues seldom arise during expeditions but if an issue does occur it is vital that you keep others informed and seek advice as quickly as possible if you are unsure of what to do in that particular situation.

If you need advice during your expedition there are people at hand to help:

- The assessor is someone who you can seek advice and support from particularly if the weather changes quickly or there is a safety issue with the route or campsite.
- Your GB Captain will know the girls and can be contacted if you need advice about how to deal with an issue involving the girls etc.
- Ingrid GBNI DofE LO Manager 07734 330998.

### **A problem arises**

Problems will arise from factors that are outside the control of the team, such as the weather, injury, illness, fatigue or being overdue. Supervisors should always exercise great care not to take hasty or ill-considered actions which would prevent the conditions of the expedition being fulfilled. For example, placing an overdue team in a bus and taking them to their campsite would immediately invalidate their expedition; better that they camp where they are. Action, and its consequences, should always be discussed with the team and the assessor. The situation may be less daunting in the morning after a night's sleep and rest.

Within your own district there are also experienced leaders that you may know as well as your own district rep who you can also contact for advice or support. It is much better to **deal with issues as they arise**, especially during expeditions, as they can become more complicated and more difficult to deal with if left until after the group return home from expedition.

# Emergency Procedures

Although incidents are very rare it is essential that when they do occur the correct procedures are followed.

If an incident happens

1. The assessor and supervisor should make contact with each other as soon as it is practical to do so.
2. The assessor's role is to offer advice and support to the participants and the supervisor and to protect the general interests of the DofE.
3. The supervisor is responsible for informing the parents/guardians of the participants

For Minor incidents – these should be dealt with by the supervisor and assessor. Please inform either Ingrid GBNI DofE LO Manager 07734 330998, email: [dofemanager@gbni.co.uk](mailto:dofemanager@gbni.co.uk)

**In the event of a major incident** must involving serious injury or where police or mountain rescue are involved, the assessor contact Ingrid GBNI DofE LO Manager.

Assessors should maintain a written record of events including phone calls. More details of this procedure can be found in the training materials you received when completing your assessor training through DofE or can be requested from DofE office in Belfast.

**If contacted by the media please do not make a comment, instead direct them to GB headquarters and DofE headquarters.**