

**EXPEDITION SUPERVISOR’S ADMIN PACK**

**CONTENTS LIST**

Route Cards 1 per day

Map extract with route highlighted 1 per day

Expedition Supervision Plan 1 per day

Copy of the Expedition Requirements

Base Contact Check List

Base Contact Response Card

Expedition Nominal Roll and Contact Information

Expedition Safety Card

Copies of Parental Consent Forms (for each participant)

Copy of Risk Assessments

Copy of any Permissions to Camp

Copy of DofE Supervisor’s Tasks Card (if available)

Copy of DofE Safeguarding Code Card (if available)

This list is the minimum recommended paperwork that Supervisors should carry to conduct an expedition safely and effectively. The information can be carried in any format on the expedition, but it is recommended that the Supervisor has a hard copy back up available.

Copies of this paperwork must be made available to the Base Contact.

The Assessor should also be sent copies of this paperwork so he can develop his assessment plan.