

# TASKS OF THE SUPERVISOR

The following set of tasks will serve as a pattern for good and safe supervision at all levels of the Expeditions Section and will inform your flexible supervision plan. Each Operating Authority will have its own guidelines, which must be observed.

## Before the venture

- Verify that training has been completed and the Participants are properly equipped.
- Ensure that Record Books have been signed.
- Check that the notification forms, route cards and tracings are complete, including the nature of the presentation and to whom it will be submitted, and send agreed details to the Operating Authority.
- Find a suitable base from which to supervise the venture. The base to have access to a landline telephone or a point where messages can be received from the Participants or the Assessor.
- Respond to the Assessor after the initial contact has been made.
- Complete arrangements for the first meeting immediately prior to the venture.
- Have a personal knowledge of the accident and emergency procedures, required by the Operating Authority for Award ventures, and to ensure that all young people undertaking a venture under the Expeditions Section of the Award have a clear understanding of the required procedures.
- Collect all relevant safety information, which may be required. This will include the names, addresses and emergency contact numbers for the Participant's/parents/carers, the Assessor, the responsible person in the Operating Authority and at Award Head Office.
- Participate in the first meeting along with the Assessor and the Team during the day or evening immediately prior to a venture.

## During the venture

- Visit the group once a day, or as the needs of safety demand. Visits should be co-ordinated with the Assessor to ensure that the Team is visited at the campsite each evening.
- Be responsible for communications and keeping everyone informed of any change of plans.

## After the venture

- Attend the oral debriefing carried out by the Assessor if invited by the Team.
- Receive the presentation of the venture if the Participants decide to submit them to the Supervisor.
- Check on the progress and production of the presentation if they are to be received by someone other than the Supervisor.
- Follow up on the delivery and return of *Record Books*.